**WORK PACKAGE 4 – CAPACITY BUILDING**

**TEMPLATE FOR COLLECTION OF GOOD PRACTICES**

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| **Name of the best practice** | Employer’s Toolkit for Apprenticeships, Training and Placement Support  |
| **Country** | Scotland (SRUC institutuion) |
| **Description** | The toolkit shares knowledge and guides employers through recruiting apprenticeships, and hosting work placements. Areas covered include:* The different types of apprenticeships and where to start
* What to consider about health and safety, insurance, funding
* The practical consideration of wages and responsibilities
* Mentoring advice and other training how to manage young workers
* List of useful contacts, case studies

Especially mentoring advice is very valuable, as some employers might not be very experienced of being mentors and providing valuable feedback to their apprentices. This is very vital for both – essential for skills growth for apprentices and the business success of the employer.<https://issuu.com/lantra.scotland/docs/employers_toolkit> This toolkit was developed by the Skills for Farming Group with SRUC being its member, supported by Skills Development Scotland , and launched by Jamie Hepburn, MSP, Minister for Business, Fair Work and Skills.We can probably all recall someone who has given us a helping hand in our career and the effect that can have. Now it is our turn. |
| **Target Group** | * Employers/ Companies
* Businesses considering to employ apprentices and students at work experience
* Businesses currently employing apprentices and students at work experience
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| **Who is involved? How were they motivated to participate?** | Primarily employers of all sizes  - especially those who have never taken on an apprentice or a student for work experience.  |
| **Benefits**  | * Enhance Training and Skills development to promote correct service/task delivery
* Advance performance and experience for apprentices and students at training or work placements – this supports businesses to attract and keep skilled workers
* This toolkit in place supports the success of businesses – helps business to make informed decisions, improves efficiencies in processes, morale, job satisfaction, staff loyalty & quality of work
* Companies gain better understanding where to start when employing apprentices and how to promote a good practice through providing clear instructions and valuable feedback
* Confidence booster for companies and their role as ‘the apprentice mentor/host’
* VET institutions and the businesses continue and grow their mutual relationship/partnership
* Easier to start cooperation with new businesses as their role might not be that scary looking
* This toolkit will support businesses to – as quoted by Richard Branson-:*“Train people well enough so they can leave, treat them well enough so they don’t want to.”*
* And will help challenge perceptions – “ *If I train them they will leave*” – *“What if you don’t train them, and they stay?”*
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| **Challenges and how they were overcome** | Editing, design and printing. External advice was found. |
| **Step by step for the implementation of the good practice (transferability to other VET college)** | 1. Adopt the skeleton of this toolkit to the VET area at the institution
2. Collect case studies for toolkit
3. Investigate and update local conditions/policies for salary, working hours, recruitment procedures, health & safety, equality & diversity, insurance and funding
4. Adjust the Training Agreement to own requirements and standards
5. Gather useful contacts and links to websites
6. Share with employers / companies
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