



Young Person's Guarantee Proforma

Name of organisation: Highlands and Islands Enterprise

Name of contact: Helen Herd

Headquarters address: An Lòchran, 10 Inverness Campus, Inverness,

Size of organisation: Headcount of 282

Sector: NDPD – Economic and community development agency

Date covered: from 1 April 2021 to 31 March 2022

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If you are happy for us to use/publish/share the information contained within this pro forma with third parties and in promotional material such as social media and the Young Person's Guarantee website please tick this box

INTRODUCTION

As part of Scotland's response to COVID-19 economic recovery, the employer led, Young Person's Guarantee was launched in November 2020 by the Scottish Government. It aims to give all young people, aged 16-24, the opportunity of a job, apprenticeship, education, training or volunteering.

For employers, there is help to develop a future pipeline of skills and experience with young people at the heart of the workforce. Young people bring a wealth of talent, creativity, and enthusiasm, critical now and for future success.

For employers supporting the Young Person's Guarantee the benefits include:

- Building a skilled workforce for now and in the future
- Gain new ideas and insight from a generationally diverse team
- Help with recruitment, retention and succession planning
- Develop and motivate existing staff
- Raise awareness of your industry and organisation

Employer support for the Guarantee is built around five "Asks" listed below:

- Prepare young people for the world of work
- Create opportunities for young people who face the greatest barriers to work
- Invest in a skilled workforce through apprenticeships, training and upskilling opportunities
- Create jobs and opportunities suitable for 16-24 year olds
- Ensure a work environment which supports all young people and provides fair work

The 5 Asks allow employers to consider what support they can provide now and in the future.

It is not required to support all 5 Asks.

Completing this document

To support you to complete this Proforma a framework has been designed to enable employers to understand how they can support the Young Person's Guarantee. You may be able to complete the Proforma without needing to review the framework but if you do require additional support you can do so.

You are asked to outline what is currently delivered against each ask and provide as much detail as possible including any organisations you are currently working with such as Developing the Young Workforce regional groups, Skills Development Scotland, colleges or third sector agencies. You can describe your commitment to each ask in the box provided and then detail your commitment in the table as appropriate.

There is also an opportunity for you to begin to think about future commitments that can be reviewed when this proforma is revisited. If there are objectives you cannot support now but would like to in the future (12 months+) these can be added here. This will allow us to understand your commitments and enable us to provide support further with these.

The proforma should be completed by an appropriate representative for the organisation and any internal approval processes should be adhered to. Completed proformas should then be forwarded to your key contact within the Young Person's Guarantee team.

This proforma is intended to cover a 12 month period and be reviewed annually.

Detailed commitment for the next 12 months

	Yes/No
Could you offer work-based learning placements to schools?	Yes
Could you offer work-based learning placements to colleges?	Yes
Could you offer Foundation Apprenticeship – Work Placements (Level 6)?	Yes
Could you offer Foundation Apprenticeship – Work Based Challenge (Level 4/5)?	No
Could you offer work inspiration and preparation activities?	Yes
Could you offer mentoring opportunities?	yes
Could you collaborate with a school/college in a partnership?	Yes
Are you supporting any of the following?:	Yes
• Disability confident	
• Living wage accreditation	Yes
• Scottish Business Pledge	Yes
• Investors in Young People	Yes
• Have you completed the fair work self-assessment?	Yes

Opportunities – please provide the total number of opportunities, if possible provide a breakdown below.	Numeric value
Modern Apprenticeships offered	
Graduate Apprenticeships offered	
Adopt an Apprentice supported	
Number of paid work experience opportunities for young people	
Number of volunteer opportunities for young people	
Number of paid internships/traineeships for young people	Up to 125 client-based placements
Total opportunities	Up to 5 employment opportunities within HIE

Description of commitment for the next 12 months

Detail what you currently provide relating to the asks you intend to support? Please include how you will deliver and measure this and the groups you intend to engage with? This will ensure we can support you where necessary.

Ask 1 – Prepare young people for the world of work

Through our Science Skills Academy we have been working with FIRST Scandinavia over the last two years and have been learning from their experience in inspiring young people in rural communities about Science, Technology, Engineering and Mathematics subjects (STEM). To ensure our young people are in the best possible position to benefit from future opportunities in energy, life sciences and digital technologies, we are working to inspire more of them to study STEM subjects. With a network of inspirational STEM rooms, we've worked with over 7,500 young people, their schools, families and local employers to provide exciting and stimulating activities that engage young people and make them aware of the new opportunities coming their way. During this year's Working with Maths Week Scotland, we sent out 174 maths kits to every primary school in Highland. In collaboration with SDS, one of the project partners. We are developing marketing materials that go into detail on the wide variety of career pathways that are linked to our Newton Modules. A formal evaluation of the programme will be carried out.

Ask 2 – Create opportunities for young people who face the greatest barriers to work

With support from Highland Council, Barnardos and Who Cares Scotland we piloted an employment opportunity targeted to care experienced young people with the aim of building confidence and capacity while gaining transferrable skills. Tailored mentoring support and supervision built around individual development needs and life circumstances was provided. This has identified learning for offering future opportunities that become available with the commitment to offering a permanent promoted role on achievement of an SVQ3 qualification.

We provide opportunities for employer supported volunteering linked to the Social Impact Pledge. HIE staff are strongly encouraged to provide mentoring and support for young people, particularly young people that are most disadvantaged.

Members of the HR team provide support sessions to young people on CV building, job search, application writing, interview tips and practice.

Ask 3 – Invest in a skilled workforce

HIE was one of the first organisations in Scotland to be recognised as an Investor in Young People (IIYP) when the award was piloted and then introduced. Since then, HIE has been assessed as continuing to meet the requirements at gold standard. Corporate training needs and personal development plans are identified through the performance review and development planning process that all staff participate in. Our employees benefit from a range of centrally provided or funded learning and development opportunities and a range of further education/professional development opportunities. Individual/specialist training programmes have been sourced and provided to meet identified needs, as well as widening provision to open access online learning programmes through our E-learning platforms.

Ask 4 – Create jobs and apprenticeships for young people

We fill all entry level administrative vacancies with Grade A Modern Apprentices and on successful completion of the SVQ qualification consider their appointment to a substantive post at Grade B. Our graduate placement programme was extended from 12-month project roles to 2-year placements and both our current graduates were offered fulltime permanent promoted posts at the end of their placements in July this year. We have also created a graduate training position linked to professional accountancy qualifications with the aim of providing a longer-term role within the organisation.

Based on the success of the ScotGrads graduate placement programme we have secured COVID consequentials funding for an initial 100 9-month graduate placements with client employers across the region. Due to uptake from demand funding for an additional 25 placements has been approved. Measurement is conducted using a variety of methods: formal academic assessment (as part of SVQ); goal orientated professional and personal development plans; setting of SMART objectives; peer, line manager, mentor and stakeholder feedback.

Ask 5 – Create an inclusive workplace

We have worked with Project Scotland to provide intergenerational workshop sessions for staff to help support an inclusive workplace that recognises the needs of young people. As a Fair Work employer HIE invests in skills and training, does not use zero hours contracts, acts on gender pay, promotes workforce engagement through our Staff Forum and working with trade unions. HIE has been accredited as a Real Living Wage employer since 2016 and has achieved the second level of the Disability Confident scheme. We are working to ensure that the organisation remains an employer of choice which is key to effective employee recruitment and retention. HIE has featured in best practice case studies produced by Working Families UK to promote flexible working approaches to other employers. HIE was previously shortlisted as a finalist in the prestigious 2018 cHeRries awards as Exemplary Employer of Choice.

Future development areas for consideration

Areas you cannot currently commit to but would like to support in the future:

Ask 1 – Prepare young people for the world of work

Further work within our own organisation to provide opportunities for work experience and apprenticeship opportunities as well as volunteering and mentoring. Encouraging business and community organisations that we work with to support the Young Person Guarantee and take up the offer of HIE funded placements. Development of guidelines and support to encourage good practice.

Continued support for the Science Skills Academy to engage with schools, communities, and families to encourage children aged 10 to 14 to consider STEM subjects and opportunities.

Work with local partners to increase HIE's profile as an exemplar employer for young people within the local community.

Ask 2 – Create opportunities for young people who face the greatest barriers to work

Extend opportunities for employer supported volunteering linked to social impact measures. Identify potential funding for any Modern Apprentice opportunities targeted to care experienced young people.

Ask 3 – Invest in a skilled workforce

Review our approach to induction, onboarding and development to ensure that we are meeting the specific support needs of young people, particularly as we move towards more hybrid and remote working.

Ask 4 – Create jobs and apprenticeships for young people

Review our administrative support services with a view to identifying entry level apprenticeship roles to provide employment opportunities for young people. Address succession issues within our area teams through graduate level entry and training.

Ask 5 – Create an inclusive workplace

Review our recruitment and selection processes to encourage greater diversity and inclusion to recruit from a wider talent pool. Ensure that the default position for all roles advertised in HIE is that they can be done remotely or from a flexible location unless there is a specified overriding business consideration.

