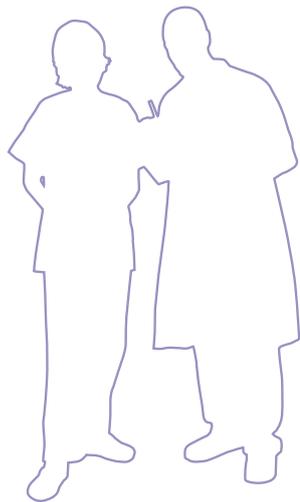


# Sector Employability Toolkit

## Planning and Preparation



better **skills**  
better **jobs**  
better **health**

# Sector Employability Toolkit

## Materials and Resources

### Section 1

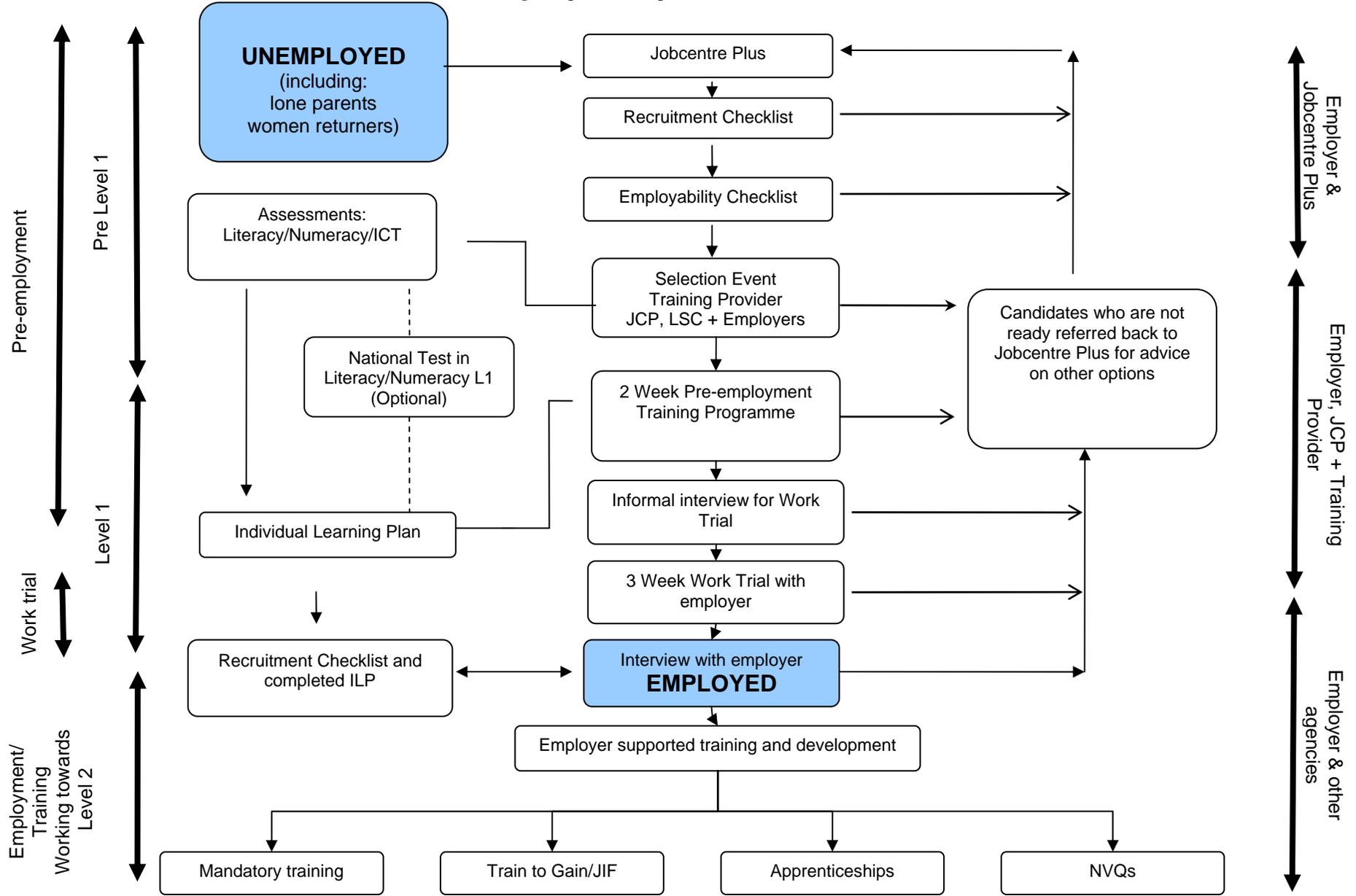
#### Planning and Preparation

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NB For guidance on how to use these materials please see  
**Sector Employability Toolkit Guidance Notes**

# Sector Employability Toolkit Flowchart



## Action Plan Template

**Proposal:** To recruit, train and support participants for employment in roles, using Skills for Health Sector Employability Toolkit.

**Cohort number:**

**Local Co-ordinator:**

**Anticipated progression into employment with training:**

**Length of programme:** 5 weeks: 2 week of-the-job, followed by 3 week work trial

Date by	Action	Notes	Relevant SET materials	Responsibility	Completed
<b>Phase 1 – Pre-delivery</b>					
	Arrange Local Employment Partnership (LEP) meeting with Jobcentre Plus (JCP) and training provider and formulate LEP agreement		See <i>SET Roles Outline. Flowchart</i>		
	Circulate SET to all partners				
	Draft timeline and actions				
	Email draft timeline with items for action and clarification to key participants				
	Confirm Local Co-ordinator role and monitoring arrangements		See <i>SET Roles doc.</i>		
	Confirm minimum number of vacancies / job roles				
	Job descriptions and person specs, shift/rota/hours per week circulated	Employer			
	Communication strategy circulated				
	Planning meeting – agree programme content, arrangements for recruitment and selection, book training facilities	Employer, JCP, Training Provider	See <i>SET Flowchart</i>		
	Confirm LEP agreement and identify funding support to include venue, resource costs, travel expenses etc.				
	Planning meeting to identify specific training requirements of employer including any certified training, induction requirements, job specific skills	Employer, Training Provider	See <i>Training programme Accompanying Notes / Timetable / Materials / Handouts</i>		

<b>Date by</b>	<b>Action</b>	<b>Notes</b>	<b>Relevant SET materials</b>	<b>Responsibility</b>	<b>Completed</b>
	Confirm arrangements for CRB and OH				
	Prepare vacancy opportunity advert and briefing sheet for JCP advisers re LEP opportunity		Using Employer's procedures / Job descriptions and see <i>SET Recruitment and Employability Checklists</i>		
	Advertise opportunity, with closing date, provide application forms	Employer, JCP			
	Confirm venue for recruitment and selection days to accommodate 30+ candidates for presentation, with 3 interview rooms. Ensure suitable space for administration of literacy and numeracy assessments				
	Look at applications, notify successful applicants	JCP			
	Invite successful applicants to Selection Event, providing them with briefing sheet on documents to bring for OH/CRB				
	Confirm venue for recruitment and arrangements for selection day/s (30+ candidates)				
	Selection Event	Employer, JCP, Training Provider			
	Candidates to complete Literacy and Numeracy Initial Assessments (Entry Level 3 Literacy, Entry Level 2 Numeracy)	Training provider	See <i>Selection Event Templates, Accompanying Notes, Group activities</i>		
	Recruitment and selection sessions, presentations, interviews		See <i>Selection Event Group Activities, Interview Questions and Benchmarking Guidelines</i>		
	CRB and OH completion, plus references, for successful applicants at interview, notify successful applicants				

Date by	Action	Notes	Relevant SET materials	Responsibility	Completed
	Collate final selection list to start programme. Send off OH and CRB				
	Notify training provider of successful applicants				
	Notify successful applicants of start date and venue etc, arrange travel expenses etc				
	Follow up and support unsuccessful applicants		See <i>SET Flowchart</i>		
	Review and make necessary changes to Training Programme taking initial literacy and numeracy assessment results into account	Training Provider			
<b>Phase 2 - Delivery</b>					
	Commencement of 2 week off the job training and completion of Individual Learning Plans (ILPs)	Training Provider	See <i>SET Training Programme Notes / Timetable / Materials / Handouts</i>		
	Arrange familiarisation visits and formal interviews	Training Provider, Employer			
	Review progress, clearances and confirm placements/work trial details Accompany participants on familiarisation visits and interviews	Training Provider, Employer	See <i>Work trial Checklist Outline Timetable and Notes</i>		
	Identify and prepare workplace mentors/buddies/ULRs for 3 week work trial				
	Commencement of 3 week Work Trial. Identify individual learning needs	Employer, Training Provider	See <i>Work Trial Checklist Reflective Learning Log</i>		
	Continue review of progress, follow up progression into employment	Employer, JCP			
<b>Phase 3 – Post-delivery</b>					
	Evaluate programme	Employer, JCP, Training Provider	See <i>SET Flowchart</i>		
	Identify and plan to meet on-going learning and development needs of successful candidates	Employer	See <i>SET Flowchart</i>		
	Post completion support for unsuccessful candidates	JCP, Training Provider			

# **Sector Employability Toolkit (SET)**

## **Role Outlines - Checklist**

### **Local Co-ordinator role:**

- engage managers and employers in the programme and act as a conduit for employer concerns and represent employer views
- ensure Criminal Records Bureau (CRB) checks, and Occupational Health screening are completed prior to the start of the programme
- manage the implementation and delivery of SET within an agreed timeline for implementation of the programme
- build understanding of JCP staff about the Health Care sector and in particular the SET programme
- work with JCP and providers to market SET to potential participants
- facilitate and/or contribute to the Selection Event
- facilitate the tailoring of the programme elements between the employer and the provider; (i.e. specific training content)
- monitor the two week off the job programme
- ensure the role and identification of 'buddies' / Union Learning Representatives (ULRs) is agreed with the relevant managers and that they are fully briefed on their roles
- provide support for participants on the programme by conducting regular weekly reviews with them and assisting them in problem solving by signposting to appropriate sources of help
- ensure ongoing feedback on the progress and development of participants is shared between the employer, the participant, the manager and JCP
- provide support to participants during their period of work trial leading to offer of employment
- refer unsuccessful participants to the appropriate agency
- participate in evaluation activities for quality improvement purposes

### **Employer/Manager's role:**

- In collaboration with the identified co-ordinator identify vacancies, and commit to interview SET participants who satisfactorily complete programme
- agree with the identified co-ordinator any required tailoring of the SET programme content
- contribute to the Selection Event as appropriate
- interview prospective candidates for the programme and make conditional interview offers to those accepted
- ensure CRB checks and Occupational Health screening are completed prior to the start of the programme

- provide work trials and opportunities to make use of employer facilities, including training and testing facilities where appropriate
- provide appropriate PPE and uniforms to candidates in line with other employees
- provide input to the delivery of aspects of SET such as familiarity with the workplace, familiarity with employer recruitment standards and practices
- support the work of the 'buddies'/ ULRs / mentors as appropriate
- participate in evaluation activities for quality improvement purposes

## **Training Provider Role:**

- work closely with the identified co-ordinator and managers to ensure the SET programme content is tailored as required to meet their needs
- use the SET programme materials supplied by Skills for Health
- be flexible and responsive to health sector managers needs
- work with the identified co-ordinator and JCP to market SET to potential participants
- contribute to the selection event
- if appropriate, sit in on interviews, as an observer, to familiarise themselves with the participants and identify any specific needs participants may have
- ensure SET participants are adequately equipped to meet employer's requirements
- continuously seek to improve their quality and effectiveness in delivering SET
- provide the identified co-ordinator with a summary of how the programme was received by SET participants and any recommendations for future delivery
- participate in the evaluation activities for quality improvement purposes

## **Jobcentre Plus Role:**

- liaise and communicate with the identified Co-ordinator
- build understanding of JCP staff about the health sector / specific information about local employer(s)
- contribute to the Selection Event as appropriate
- work with the identified co-ordinator and training provider to market SET to potential participants
- identify and refer suitable candidates for selection event
- provide advice and support to participants on claiming in-work benefits
- provide ongoing support for unsuccessful candidates
- participate in evaluation activities for quality improvement purposes



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Published: October 2009



Skills for Business is an employer-led network consisting of 25 Sector Skills Councils and the Sector Skills Development Agency. Through labour market intelligence, the identification of skills needs at all levels and its influence on the UK's education and learning infrastructure, the network aims to increase productivity in business and public services.