



## Employer Guidance Notes for completion of the IYP Award Application

The application form for Investment in Young People (IYP) recognition has been designed for ease of use by employers. The following guidance notes provide examples of how each different activity may be scored when completing the form. Using these guidelines employers are required to assess their own details and activity against each question and allocate their own self assessment score. For each question employers will need to complete the text box to show evidence that in their view, justifies their self assessment score.

There are 9 separate questions that require a self assessment score (0 to 5) giving a maximum score of 45. To gain the Award employers need to score a minimum of 30 points, but do not need to score points in every one of the 9 areas. **Employers may use any score between 0 and 5 that they feel best reflects their level of activity.** The tenth and last question asks for details on any Quality Assurance Kite Marks your company holds, and whilst the answer may assist when your company is visited by one of our local assessors it will not directly affect your overall score and hence your pass/fail position.

In providing your answers please note that the following types of activity will not be accepted as evidence of activity for IYP: staff taking on the position of School Governor or supporting reading/mathematic groups within the normal academic curriculum etc.

### Self-Assessment Form

In this section each question requires a score. The following examples are given only as guidance for the types of scores that employer activity might warrant, **you will need to allocate your own score ranging between 0 – 5 depending on the activity carried out.**

Throughout this section the term Young People refers to those who are aged 5-25 years.

**Q1. *How does your company policy or business plan reference your commitment to supporting young people?***

If your policy has no reference to this area of activity	Score 0
If your policy has a major section detailing your agreed/planned activity	Score 3
If your policy section also shows how this policy is expected to impact on overall company performance	Score 5

**Q2. How do you promote your company's commitment to supporting young people to: a) your staff b) the wider community and stakeholders?**

Please identify what forms of communications you use, the frequency and target audience. Additionally detail, if appropriate how this audience is able to respond and become engaged with and or move forward this agenda.

Limited or no formal communication channels	Score 0
Range of internal communication channels/ communication to wider community and stakeholder groups	Score 3
Internal & external communications plus ability for recipients to feedback and become engaged in the process	Score 5

**Q3. How have you helped to develop the employability skills of young people in the past 24 months?**

We are looking for the impact of your activity so you may have taken part in numerous different events/activities or just engaged in one very large activity where lots of students were involved. The score allocated should also reflect the numbers of students engaged proportionate to the size of the employer.

No activity in this area	Score 0
Working with small numbers of students	Score 1
Working with several groups / a large group of students and can demonstrate some impact on the students	Score 3
Working with several groups / a large group of students where there is evidence of very high impact on the students	Score 5

**Q4. What enterprise activities have you supported in schools or through education providers in the past 24 months?**

Please detail all the activity that you have undertaken that you consider has impacted on students gaining a greater understanding of employability skills and of the world of work. Examples of the type of activity that can be considered is as follows:

- Apprenticeships (linked to FE College/external training provider provision)
- Work Experience placements (structured longer term activity)
- Work Taster events (short term placements at/visits to employer premises)
- Support for academic studies – i.e. help with BTEC courses etc.
- Providing challenges/support for school-led enterprise activity/challenge days
- Young Chamber activity
- Young Enterprise
- Supporting Studio Schools and/or Academies
- Supporting further education establishments, Colleges or Universities
- Student Mentoring

- Staff mentoring businesses run by pupils during the year
- Acting as judges at enterprise events etc.

Please note that this list is supplied for 'guidance only', you do not need to have done all of the activities listed and you may include other activity that is not listed. The score allocated should also reflect the numbers of students engaged proportionate to the size of the employer.

No activity in this area	Score 0
Very few activities/low numbers of students engaged with them, limited demonstration by students of understanding of a greater understanding of employability skills	Score 1
Limited numbers of students engaged with but able to demonstrate students gaining a greater understanding of employability skills	Score 3
For higher numbers of activity/higher numbers of students/evidenced impact on the students gaining a greater understanding of employability skills	Score 5

**Q5. What work experience have you supported in the past 24 months?**

Work experience can take many forms and we are looking to recognise all legitimate work experience opportunities.

What we are looking for is planned work experience opportunities where all parties involved (school/student/employer/employee) understand the purpose of the activity, have means of recording outcomes from this and ways of evaluating its success/impact. So whilst you may not provide many work experience opportunities, if you can demonstrate the above then you should be scoring yourself at least a 3. Again, scores should reflect the level of activity as proportionate to the size of the employer.

For no work placement activity	Score 0
Limited numbers of well planned and delivered opportunities	Score 3
For numerous well planned and delivered opportunities	Score 5

**Q6. Have you taken on an Apprentice in the past 24 months?**

This is an apprentice on a recognised apprenticeship programme leading to a qualification, and we do not count interns. In judging yourself against this category please consider your company size and the number of apprenticeships you offer, evidence of ongoing commitment to apprenticeships from past years, the "apprenticeship package" that you offer, level of support to apprentice(s); offer of employment upon successful completion etc.

For no apprentices taken on	Score 0
Apprenticeship(s) offered but no ongoing employment offered at completion of majority/all of apprenticeships	Score 3

For apprentices taken on, and demonstration of high impact on the company – whether this is the number of apprentices in ratio to size of company; planned use of apprenticeships to continuously renew skill levels/ recruitment of apprentices; long term commitment to apprenticeships. Score 5

**Q7. Does your careers section on your website have specific information aimed at young people, describing the great careers and job opportunities that exist in your business? The focus for this question is on the employer's own recruitment requirements.**

For no specific careers information on your company website Score 0

Where your company has a careers section, even if you have no current jobs provided that the careers information details the type of career opportunity and jobs, entry requirements and recruitment processes that normally apply, and details on when future vacancies might occur. Score 3

For a totally dedicated page/pages giving updated, correct information on current career and job opportunities **specifically targeted** at young people and including details on entry requirements, timetable for application, direction to a contact point for additional information and how a young person should apply Score 5

**Q8. Aside from your website what job and career information have you shared with teachers, careers staff and directly with young people in the past 24 months? The focus for this question is on wider more general careers guidance/information.**

We are looking at how you have informed young people (up to the age of 25) about current and future career opportunities at your company, or within your occupational sector (e.g. retail, manufacturing etc). This can be via, attending general careers fairs, specific school visits by your company, careers communications to school/careers staff, work place visits for school/careers staff or any other way of getting your information across to young people, and those who influence their career choices.

You do not need to have had a current vacancy or recruited directly from the activity – what we are looking for is how employers are raising awareness of the wide range of career opportunities that are available to new entrants into the labour market.

For no information shared Score 0

For a campaign that just approached students and their teachers Score 3

For a well structured campaign engaging with teachers, careers staff, parents as well as students promoting the range of opportunities that exist within your company/industrial sector/more general career routes Score 5

**Q9. Have you partnered, attended, organised or taken part in a Careers Event in the past 24 months?**

This is supporting or attending a structured event organised by a school, or other body that brings together a number of employers and is attended by students from one or more schools.

The score here will relate to the number of events and the provision made by your company on the day, from just providing a static display stand to staff offering interactive experiences to students who stop at your stand, plus the number of these events at which your company has taken part. Again, scores should reflect the level of activity as proportionate to the size of the employer.

For no participation Score 0

Attendance at one or more events but with no direct face to face interaction with students Score 3

For highly interactive participation and or series of planned attendances at a number of these events Score 5

**Q10. Please give details of any Quality Assurance Kite Marks your company holds.**

This question does not need a self assessment score. Whilst the answer may assist when your company is visited by one of our local assessors, it will not directly affect your overall score and hence your pass/fail position.

**liYP Quality Assurance**

The above examples are given for guidance purposes only. Each application needs to supply specific details relating to its own areas of support and engagement.

To ensure that there is broad consistency in the levels of engagement leading to the granting of the liYP Award, liYP Ltd reserves the right to monitor every application to ensure consistency in levels of activity and also to carry out quality assurance visits to any local Delivery Agent to ensure that they are adhering to the appropriate guidelines.