The City & Guilds & Employer 6 Step Get-into-Work Model

Step	Who needs to be involved?	What's essential to be successful?
1 Stakeholders agree objectives and outcomes	• Sector Skills Council (SSC) • Training provider(s) • Employer(s) • Funding agency • Job search/careers advice agencies eg JCP, Connexions	**Multi-agency collaboration**: stakeholders have clearly defined and complementary roles. **Upfront link with/input from employer** so learners see a real job opportunity if they succeed on course. **Choose flexible qualification(s):** assessment and learning planned to provide a seamless experience for learner.
2 Stakeholders plan training programme and accreditation	• Training provider(s) • Employer(s)	**Realistic work experience:** may be *generic* or *specific* to particular employer and/or job role. **Employer's own (recruitment) tests** may be embedded at appropriate stages of programme.
3 Stakeholders recruit and select learners	• Training provider(s) • Employer(s) • Job search/careers advice agencies	**Right people are recruited onto the course:** typical recruitment and selection methods are open days with panel interviews and selection tests. A second round of filters may include CRB checks, medical checks and any appropriate checks on learners' rights to work in the UK.
4 Learners undertake programme and accredited qualification	• Training provider(s) • Awarding body eg City & Guilds • Employer(s)	**Ongoing access to mentoring:** particularly relevant to long-term unemployed. **City & Guilds Employability and Personal Development qualifications**: Flexible structure, wide range of units and an assessment approach which allows evidence required for different qualifications to be integrated into one body of evidence.
5 Learners start work and achieve accredited qualification	• Training provider(s) • Awarding body • Funding agency • Employer(s) • Job search/careers advice agencies	**Learners start work:** well prepared and motivated, with the skills required. **Learners' achievements recognised by their qualification:** acts as an incentive to further learning at work. Learners achieve credit on their Learner Achievement Records (LARs)
6 Learners receive ongoing support to continue learning	• Sector Skills Council (SSC) • Training provider(s) • Employer(s) • Funding agency • Job search/careers advice agencies	**Learners continue their learning** adding credit to their LAR eg Apprenticeships, Train to Gain

For more information on this and the project with London Underground that sparked off this model, please contact employability@cityandguilds.com