



Scottish Government  
Riaghaltas na h-Alba  
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# Young Person's Guarantee Guidance document

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# FOREWORD

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**“ The pandemic has had a disproportionate economic effect on Scotland’s young people, reducing job opportunities just as they are starting out on their career. In order to ensure their prospects are not permanently damaged we are asking employers to commit to the Young Person’s Guarantee.**

**We are encouraging employers to come forward and join what is a crucial intervention, to ensure that we capture the potential of our young people and prevent coronavirus (COVID-19) leaving a lasting impact on the employment opportunities of our future workforce.**

**By supporting the 5 Asks of Employers as part of the Young Person’s Guarantee you are letting Scotland’s young people know you are right behind them, and want them to be successful and this support is greatly appreciated by the Scottish Government.”**

Fiona Hyslop, Cabinet Secretary for Economy, Fair Work and Culture

**“ I was delighted to be asked to develop a strategy to establish a Young Person’s Guarantee for all 16 to 24-year-olds in Scotland. The ambition is clear; I want every young person to be given an opportunity of a job, apprenticeship, education, training or volunteering. I strongly believe we must act now and decisively. Our young people are an asset and a credit to Scotland**

**The development of this framework enables employers to sign up to the Young Person’s Guarantee and commit their support. ”**

Sandy Begbie, CBE

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# INTRODUCTION

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Within two years, every person aged between 16 and 24 in Scotland will have the opportunity, depending on their circumstances, to study; take up an apprenticeship, job or work experience; or participate in formal volunteering. This is the ambition of the Young Person's Guarantee, as proposed by Sandy Begbie CBE in September 2020 and committed to by the Scottish Government in the 2020/21 Programme for Government.

Delivering the Young Person's Guarantee is critical, considering the immediate impacts of the coronavirus (COVID-19) on young people's prospects. The approach needs to be enduring and sustainable with a longer term aim that, young people in Scotland are supported to make that connection to work and access valuable opportunities for years to come.

The Guarantee is employer-led, building on the success of the Scottish and local government Youth Employment Strategy - Developing the Young Workforce, and will drive simplification and alignment to make a tangible difference to young people. As such, young people will need to easily access opportunities which are available.

It is clear that opportunities provided should aspire to a clear commitment characterised by Fair Work. Advancing equality, inclusion and working to eliminate discrimination will also be central to the Guarantee to ensure that no one is left behind. The Scottish Government will work with those delivering the Guarantee to support particular groups to better access a range of opportunities – including young people who face multiple barriers to employment.

This framework has been designed to enable employers from all sectors - small, medium and large - to consider how they can support the Young Person's Guarantee. The support is built around 5 key areas:

- 1. To prepare young people for the world of work**
- 2. To help all young people achieve their potential**
- 3. To invest in a skilled workforce**
- 4. To create jobs, volunteering and training opportunities**
- 5. To create an inclusive and fair workplace**

It is designed to support the completion of the associated pro forma. Each ask is explained in more detail, along with some examples of what organisations might do to support the Ask. The examples are illustrative and your organisation may take different actions. Each employer can tailor their commitment.

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## Ask 1

# Prepare young people for the world of work

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## Inspiring school pupils and college students to gain the skills needed for the world of work.

### Business benefits:

- Increase your business profile within the community
- Get early access to the future talent pipeline
- Develop and motivate your existing staff
- Raise awareness of your industry and organisation
- Contribute to your corporate social responsibility
- Support the curriculum to ensure it is industry relevant to prepare young people for the future workforce

Launched in 2014, **Developing the Young Workforce** aims to create an enhanced curriculum offer for young people in schools and colleges. It does this by bringing together education and training providers with employers, to promote pathways for young people to current and future work opportunities.

A network of industry led **Developing the Young Workforce Regional teams** exists across Scotland to support employers to engage with young people in education and to deliver this ask. Employers can find the contact details of groups to support them at [www.dyw.scot](http://www.dyw.scot).

## How can you support Ask 1 and assist young people while they are in education? Examples listed below with further information found under Ask 2 - Page 8.

### Work placements offered to schools and colleges:

These could be a traditional 5 day placement or a more bespoke arrangement made between the school/college and the employer. To be meaningful for both the young person and the employer Work Placements should meet the definition set out in Education Scotland's work placements Standard.

### Foundation Apprenticeship – work based challenge:

A SCQF Level 4/5 Foundation Apprenticeship is chosen as a subject choice at S3 and up to S6. The subjects include Construction, Hospitality or Automotive. As an employer you work with a school to set the pupils a work based project and support them to develop, deliver and complete it throughout the school year.

### Foundation Apprenticeship – work based learning placement:

An SCQF level 6 Foundation Apprenticeship is chosen as a subject choice in either S5 or S6 and learners can complete over one or two years. Learners work towards a Foundation Apprenticeship alongside their other subjects including their National 5s and Highers. They must complete the work based SVQ elements of the award over the course of an academic year. The placement will usually be one day per week. The young person will achieve an industry-recognised qualification whilst developing skills and experience in the workplace.

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**Work inspiration and preparation activities:**

This could include delivery of career inspiration and insight, employability or curriculum supporting activities with a school or college. For example - site visit, interview preparation workshop, mock interview, career talk.

**Mentoring:**

This could be a formal mentoring program such as MCR Pathways, Career Ready, internal programme or a less formal/bespoke arrangement with a school. Mentoring is generally a commitment of a minimum of one hour per week.

**School/ college partnerships:**

These are strategic partnerships between your organisation with one or more school/ college. The aim of the partnership is to support young people in education with their understanding and readiness for work. Every partnership will be different and should be developed collaboratively, considering the needs and constraints of employers and education providers alike. Generally, partnerships are longer term commitments of between 1-3 years and involve multiple engagements with the school/college over the academic year.

## Further sources of support for Ask 1

**Developing the Young Workforce (DYW)** - the Scottish Government's Youth Employment strategy to better prepare young people for the world of work. You can find the strategy here:

[www.gov.scot/publications/developing-young-workforce-scotlands-youth-employment-strategy/](http://www.gov.scot/publications/developing-young-workforce-scotlands-youth-employment-strategy/)

**The Career Education Standard** - recognises the journeys that children and young people make as they progress from age 3-18 and the potential and role of key influencers in these journeys. You can find out more here [www.education.gov.scot/Documents/dyw2-career-education-standard-0915.pdf](http://www.education.gov.scot/Documents/dyw2-career-education-standard-0915.pdf)

**DYW Regional Groups** - there are 21 across Scotland and their role is to connect employers with education. If you are not sure what your organisation can do they can support you to find out what activities would suit you best. Find out how the Groups can support you to engage with education here: [www.dyw.scot](http://www.dyw.scot)

The **Work Placements Standard** - sets out the expectations for the main parties involved in work placements namely the young person, the employer, the parent/carer, the school and local authority, outlining the expectations in advance of, during and after a placement. The Standard aims to raise the quality of the learning that a work placement can offer and to motivate and inspire all those involved. [education.gov.scot/improvement/documents/dyw4-work-placement-standard0915.pdf](http://education.gov.scot/improvement/documents/dyw4-work-placement-standard0915.pdf)

**Foundation Apprenticeship (FA)** – early access to future talent, by providing school pupils with real experience of the world of work. They achieve an industry recognised qualification and help you develop your talent pipeline [www.apprenticeships.scot/for-employers/foundation-apprenticeships/](http://www.apprenticeships.scot/for-employers/foundation-apprenticeships/)

**Career Ready** - works across Scotland to help young people kick-start rewarding futures through mentoring and paid internships [careerready.org.uk/scotland/](http://careerready.org.uk/scotland/)

**MCR Pathways** - a nationwide school based mentoring programme and charity that provides young disadvantaged people with a mentor. You are matched with a young person and meet them at their school on a weekly basis for one hour [mcrpathways.org/](http://mcrpathways.org/)

**School/ College Partnerships** – across Scotland many businesses have formed meaningful partnerships with schools and other education providers. Involvement with a school/ college may be extensive or relatively light touch. What matters is that it brings mutual benefit to your business and the young people who are the workforce of tomorrow. [www.dywglasgow.com/media/1402/guidance-for-employers.pdf](http://www.dywglasgow.com/media/1402/guidance-for-employers.pdf) or get in touch with your **DYW Regional Group**.

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## Ask 2

# Help all young people to achieve their potential

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## Engaging with and opening opportunities to young people who are looking for work but face additional barriers.

Business benefits:

- Enhance creativity and innovation through a fresh perspective
- Support and develop your diversity and inclusion strategy
- Improve staff engagement and retention
- Find Competitive advantage within your industry
- Promote positive workplace culture
- Help others to achieve their potential
- Achieve your full business potential

While young people continue to be hit hardest by the pandemic with fewer opportunities, this will be felt more acutely by young people that are most disadvantaged. Employers can support these young people to improve their work readiness.

Young people who face multiple barriers to employment includes, young:

- people at risk of not being in education, employment, or training
- carers
- parents
- care-experienced people
- people with disabilities
- people with previous convictions
- homeless people
- people living in poverty
- people with mental health issues
- minority ethnic people
- refugees

## How can you support Ask 2 and engage with and open opportunities to young people who face barriers to work?

By developing proactive strategies and programmes to support a diverse group of young people, your diversity and inclusion policies benefit from fresh perspectives and ideas by recruiting from a wider talentpool.

This support is aimed at young people looking for work and who are being supported by specialist employability providers. The type of activity that you deliver ranges from providing an insight to your organisation and sector through to offering work experience and training opportunities. If you aren't already involved in this type of activity, employability organisations will be able to help and guide you through how to get involved. Most organisations offer pre-work and in-work support for the young person and the employer.

## Some examples below.

<p><b>Industry insight and awareness sessions:</b> These can take the form of talks to groups of young people as part of their course, or inviting different groups to come and visit your workplace and see first hand the roles and opportunities you have on offer.</p>
<p><b>Work taster sessions:</b> These are shorter than work experience placements and usually involve insight into a role for a couple of hours or maximum half a day. Young people come out to the workplace and shadow someone doing the role with the opportunity to ask questions.</p>
<p><b>Work experience:</b> Designed to provide a person with the chance to experience what is involved in a job or different jobs within your organisation. The length of time can vary.</p>
<p><b>CV building and writing applications:</b> Many young people lack experience in applying for jobs. Employers can support them by helping them to develop their CV or understand how to write a good job application.</p>
<p><b>Mock interviews:</b> Helping young people practice for job interviews by conducting mock interviews. This helps the young person prepare for the type of question they might get asked and help with nerves.</p>
<p><b>Volunteering placements:</b> Particularly aimed at the charity sector these provide young people the opportunity to gain practical experience and insight while being supported.</p>
<p><b>Mentoring:</b> Young people who face barriers to work can benefit from one to one support and guidance. By mentoring a young person looking for work you can help build their confidence, skills and network.</p>

## Further sources of support for Ask 2

<p><b>Fair Start Scotland</b> – Provide a single point of contact who will take the time to understand your business and recruitment needs providing support throughout the process. <a href="http://www.employabilityinscotland.com/find-support/im-an-employer">www.employabilityinscotland.com/find-support/im-an-employer</a></p>
<p><b>Action for Children Scotland</b> – Positive Choices – the programme supports 14 -24 year olds who require additional support to find work. You can support this by offering industry insight, work tasters, work placements or job opportunities. <a href="http://www.actionforchildren.org.uk/our-work-and-impact/our-work-around-the-uk/our-work-in-scotland/">www.actionforchildren.org.uk/our-work-and-impact/our-work-around-the-uk/our-work-in-scotland/</a></p>
<p><b>Princes Trust</b> – Get Into Programme – the programme provides young people with the opportunity to learn on the job experience across a range of sectors, helping them to develop their skills and their CV. Employers can get involved by providing work experience, CV building and interview skills. <a href="http://www.princes-trust.org.uk/about-the-trust/where-we-work/scotland">www.princes-trust.org.uk/about-the-trust/where-we-work/scotland</a></p>

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**Enable Works** – supports young people with learning disabilities to gain skills and employment experience and help them move in to work. They offer advice, training and support for employers.

[www.enable.org.uk/support-for-the-employer](http://www.enable.org.uk/support-for-the-employer)

**Barnados** – Employability Support and Employment Programmes – Supports young people to find training and employment to help them progress in to work.

[www.barnados.org.uk/what-we-do/supporting-young-people/employment-training-skills](http://www.barnados.org.uk/what-we-do/supporting-young-people/employment-training-skills)

**Project Scotland** – provide volunteer placements for young people, enabling them to be a force for good, while gaining work experience and an opportunity to develop themselves. Your team could support young people on volunteer placements by becoming a mentor. [www.projectscotland.co.uk/](http://www.projectscotland.co.uk/)

**Steps Ahead Mentoring** - national mentoring programme supporting young people (aged 18-24) and parents or carers looking to return to work. It's delivered by CIPD. The programme offers one-to-one mentoring support from people who are experts in recruiting, developing and retaining employees in organisations. Mentors volunteer their unique insight and knowledge of the world of work to equip you with the skills, knowledge and confidence needed to thrive in employment.

[www.cipd.co.uk/steps-ahead-mentoring](http://www.cipd.co.uk/steps-ahead-mentoring)

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## Ask 3

# Invest in a skilled workforce

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## Providing work based learning, training and upskilling opportunities for young people.

### Business benefits:

- **Build a skilled workforce for now and in the future**
- **Unlock potential**
- **Improve employee retention**
- **Reduce any skills gaps**
- **Gain a competitive advantage**

Work based learning opportunities such as apprenticeships are a significant part of our work to address youth employment and develop Scotland's workforce. Apprenticeships are not only valuable for our young people, they are key for all employers to invest in their workforce, and provide the skills the economy needs both now and in the future.

### Modern Apprenticeships

- **Get flexible, tailored training to meet your business needs**
- **Attract fresh talent and develop the workforce of the future**
- **Upskill your existing employees**
- **Improve your productivity, staff morale and quality of service**
- **Retain talent, reducing your recruitment costs**

### Graduate Apprenticeships

- **Suitable for new and existing employees**
- **Apprentices learn on the job, supported by Scotland's top universities and colleges**
- **Designed by industry to your specific business needs**
- **Develop and retain skilled employees who understand your business**
- **Improve your productivity, morale, staff retention and quality of service**

Apprenticeships are a way for employers of all sizes, to develop their workforce and contribute to business and economic growth. Employers are able to access funding for approved apprenticeships.

There's no upper limit on the number of apprentices your business can employ and employers are encouraged to make best use of the publicly funded skills, training and employability programmes available to improve performance and productivity.

In addition to formal apprenticeships you might be able to support young people through a **Graduate Placement/internship** - these are paid placements for a fixed period of time and are designed to give those leaving higher or further education and opportunity for a higher level work experience.

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## How can you support Ask 3 and invest in a skilled workforce?

Apprenticeships are a way to bring new talent to your workforce or to upskill your existing workforce. Both Modern and Graduate Apprenticeship are available to develop new and existing employees. There is a range of financial support and incentives to grow and develop your workforce through apprenticeships.

### Further sources of support for Ask 3

<p><b>Skills Development Scotland:</b> Scotland's national skills agency, helps people achieve career success and supporting businesses with their goals and growth. <a href="http://www.skillsdevelopmentscotland.co.uk">www.skillsdevelopmentscotland.co.uk</a></p>
<p><b>Scottish Apprenticeships</b> - directly support Scotland's Young Person's Guarantee, providing job opportunities for thousands of young people. Find out more here <a href="http://www.apprenticeships.scot/for-employers#/apprenticeoptions">www.apprenticeships.scot/for-employers#/apprenticeoptions</a></p>
<p><b>Modern Apprenticeship (MA)</b> – with an MA young people learn on the job, and get the experience needed to develop a career while also gaining a recognised qualification. MAs are a great way to attract fresh talent or upskill your existing employees. <a href="http://www.apprenticeships.scot/for-employers/modern-apprenticeships/">www.apprenticeships.scot/for-employers/modern-apprenticeships/</a></p>
<p><b>Graduate Apprenticeship (GA)</b> - Fully funded degree level training for new and existing employees. GAs are unique; offering a high level of academic and industry accreditation, combined with experience in the workplace. Apprentices learn on the job, supported by Scotland's top universities and colleges. <a href="https://www.apprenticeships.scot/for-employers/graduate-apprenticeships/">https://www.apprenticeships.scot/for-employers/graduate-apprenticeships/</a></p>
<p><b>Adopt an Apprentice</b> – a financial incentive that helps employers cover the wage and recruitment costs of taking on an apprentice who has been made redundant from another employer. <a href="http://www.ourskillsforce.co.uk/invest-in-young-people/adopt-an-apprentice/">www.ourskillsforce.co.uk/invest-in-young-people/adopt-an-apprentice/</a></p>
<p>The <b>Flexible Workforce Development Fund</b> - available to all Scottish employers, including small and medium enterprises (SMEs). The Fund supports businesses in Scotland to up-skill and re-skill their employees to support inclusive economic growth in Scotland. <a href="http://www.ourskillsforce.co.uk/develop-your-workforce/flexible-workforce-development-fund/">www.ourskillsforce.co.uk/develop-your-workforce/flexible-workforce-development-fund/</a></p>

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## Ask 4

# Create jobs and opportunities

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## Creating opportunities for young people.

### Business benefits:

- Train and mould new talent
- Support succession planning
- Gain new ideas and insight from a generationally diverse team
- Modern digital skills
- Diverse perspectives

The Young Person's Guarantee is ultimately about ensuring that young people have a place in education, training or employment. The first three asks support young people on the journey to work and Ask 4 focuses on creating opportunities for work that are meaningful and fair.

## How can you support Ask 4 and create work opportunities for young people?

### Supporting national job creation programmes:

There are a number of UK and Scotland wide programmes designed to support employers from all sectors to create more jobs for young people. These often includes financial support for employers for a fixed period to help with salary, onboarding or training costs and some include pre-employment and in-work support.

### Supporting local job programmes:

Local Authorities and other partners may have more localised programmes aimed specifically at young people in a certain region. These often come with financial support for employers for a fixed period to help with salary, onboarding or training costs and some include pre-employment and in-work support.

### Delivering on Community Benefit/ Procurement commitments:

Public sector contracts and funding often comes with requirements to support people in to work. This often provides an opportunity for young people to enter the world of work.

## Further sources of support for Ask 4

**Employer Recruitment Incentives** – funded by the Scottish Government these recruitment incentives are administered by each of Scotland's local authorities. To find contact details for your local authority team visit [www.employabilityinScotland.com/partnership/local-employability-partnerships/partnerships-lead-contact-details](http://www.employabilityinScotland.com/partnership/local-employability-partnerships/partnerships-lead-contact-details)

**Kickstart** - The Kickstart Scheme is funded by the UK Government and offers fresh opportunity for young people to improve their chances of progressing into long-term, sustainable employment. The scheme provides funding to employers to create six-month job placements for 16 to 24 year olds on Universal Credit. Local Authorities and other service providers might also offer wrap-round support to sustain the young person in the job. [www.gov.uk/government/collections/kickstart-scheme](http://www.gov.uk/government/collections/kickstart-scheme)

**Community Jobs Scotland (CJS)** – is delivered by Scottish Council for Voluntary Organisations which works with voluntary sector employers to fund the creation of job opportunities for unemployed people aged 16 to 29. [www.scvo.scot/jobs/community-jobs-scotland](http://www.scvo.scot/jobs/community-jobs-scotland)

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## Ask 5

# Create an inclusive and fair workplace

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## Ensuring a working environment which supports all young people and provides fair work.

### Business benefits:

- Help with recruitment, retention and succession planning
- Create a workforce who feel valued
- Become an employer of choice

The Scottish Government's vision of Fair Work is that jobs and opportunities should be meaningful, sustainable and underpinned by a package of training. Advancing equality and inclusion, and working to eliminate discrimination are central to the Young Person's Guarantee.

### The Scottish Government is asking employers to adopt fair working practices through:

- appropriate channels for effective voice, such as trade union recognition
- investment in workforce development
- no inappropriate use of zero hours contracts
- action to tackle the gender pay gap and create a more diverse and inclusive workplace
- Payment of the real Living Wage.

Jobs that are based on Fair Work are more sustainable and the workforce is more productive.

## How can you support Ask 5 and create an inclusive and fair workplace?

By adopting Fair Work practices and improving the equality and inclusion practice of your organisations you can attract and retain talent from a diverse group of employees. While these actions are not exclusive to young people the wider approach of the organisation will benefit young people in the workforce.

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## Further sources of support for Ask 5

**Fair Work** – the Fair Work Convention’s vision, which the Scottish Government shares, is that by 2025 people in Scotland will have a world-leading working life where fair work drives success, wellbeing and prosperity for individuals, businesses, organisations and society.

[economicactionplan.mygov.scot/people/fair-work/](http://economicactionplan.mygov.scot/people/fair-work/)

**Fair Work First** – Fair Work First means investment in skills and training, no inappropriate use of zero hours contracts, action on gender pay, genuine workforce engagement, including with trade unions, and payment of the real Living Wage. [economicactionplan.mygov.scot/fair-work/fair-work-first](http://economicactionplan.mygov.scot/fair-work/fair-work-first).

A Fair Work tool for employers has been launched at [www.fairworktool.scot](http://www.fairworktool.scot), enabling organisations to self-assess their working practices in line with the guidance of Fair Work. The tool uses a series of questions and statements to offer tailored advice and resources that can support organisations strengthen their Fair Work practices.

**Disability Confident** – the Disability Confident scheme supports employers like you to make the most of the talents disabled people can bring to your workplace. [disabilityconfident.campaign.gov.uk/](http://disabilityconfident.campaign.gov.uk/)

**Scottish Business Pledge** – the Scottish Business Pledge is a values-led partnership between Government and business that is based on boosting productivity, competitiveness through fairness, equality and sustainable employment. [scottishbusinesspledge.scot/](http://scottishbusinesspledge.scot/)

**Scottish Living Wage** – Living Wage employers pay all staff in the organisation the living wage [scottishlivingwage.org/become-living-wage-accredited/](http://scottishlivingwage.org/become-living-wage-accredited/)

