



16 to 18 year olds?

Say **YES**
to Newham
Council's Youth
Employment
Scheme



Employment and training
for young people

A message from the Mayor

Thank you for your interest in working for Newham Council on our **Youth Employment Scheme (YES)**.

We set up **Newham YES** because we know that many young people have found it difficult to get that first job – and because we wanted to do something about that.

As part of my commitment to providing opportunities for local people, I am pleased to tell you that since the scheme started in 1991 over 300 trainees have enrolled in **Newham YES** and have received the training, support and confidence needed to launch a successful career.

As part of my commitment to providing opportunities for local people, I have made **YES** a priority and have ensured we have 40 **YES** trainees working for the council at any given time.

So please read the rest of this booklet to find out how **Newham YES** works.

Good luck with your application.

Sir Robin Wales



What is YES?

You are about to make one of the most important decisions of your life. This booklet will help you make the right choice. We want you to say **YES** to **Newham YES!**

We think we offer the best youth training scheme in London, a scheme which offers excellent support and a variety of opportunities. But it is important that if you do decide to work in Newham, your decision is the right one.

Please read this booklet carefully, and if you have any questions please don't hesitate to contact the Learning and Development team:

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Newham's Youth Employment Scheme (YES) offers trainees:

- a two year contract at Newham Council
- a training allowance starting at £180 per week
- a chance to add to your existing skills, making sure you get the right training, experience and qualifications
- a programme tailored to suit your individual needs
- invaluable work experience
- an opportunity to gain a relevant work-based qualification, leading to an apprenticeship
- support and advice from the Newham YES co-ordinator, your manager and your assessor.



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Trainees will learn and develop new skills

All about Newham **YES**



Newham Council's YES scheme - run by Newham Human Resources involves two years employment, training, education and work experience. We hope that all of this will give you a chance to get a good start to your working life.

Who can apply?

You must be aged between 16 and 18 and a Newham resident to join Newham YES.

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YES trainees will receive support throughout the two year programme

Education and training apprenticeship

You will undertake a work-based qualification with our training provider which will fit in with your interests, abilities and work placement. You will also be required to attend NVQ workshops at the training provider's office, at least once a fortnight.

In-house training

You will also attend in-house training courses – these are courses organised by the council. These can vary from a couple of hours to one or two days. They will help you both in the work you are doing and in your general career plans. The scheme co-ordinator and your manager will plan and discuss with you which courses are best for you.

Support and events

You will have an individual training plan and a supervisor to support you.

A range of training events will be organised from time to time. Where you will mix with other trainees and develop your skills for finding permanent employment.

Work experience

Through the YES scheme we will:

- plan work experience for you throughout the two year programme
- ask you what sort of work experience you would like and try to match this. We might not always be able to give you your first choice, but we will always do our best to give you something that meets your interests and abilities.

The YES DEAL

It's up to you

As a trainee on Newham YES you will need to:

- follow all of the council's policies and procedures
- inform your college tutor before 10am if you will be absent on any day you are meant to be at college
- carry out all college work on time
- inform your scheme co-ordinator of any problems you may be having.

It's up to us

Newham Council will provide:

- a safe and healthy working environment
- training to help you gain an apprenticeship
- a scheme co-ordinator to support you throughout
- the necessary equipment and material required in the workplace
- a work placement within the council for the duration of the training scheme.



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We want to recruit people to assist the council deliver services to residents

How we recruit

We want to recruit local young people across a range of ability levels. This is to give as many young people as possible a chance to work in the council.

You will need to show:

- a commitment to the whole training scheme
- a willingness to learn.

How we decide

There are four stages in the recruitment process:

- an application form
- a simple test
- an assessment
- an interview.

If you are a disabled young person please contact First Line Supported Employment Service who will assist and support you in making an application. Please call them on 020 3373 4800.

The YES money and how you will earn it

Salary

You will receive a salary of £9,360 per year (£180 per week).

They will look at your:

- time keeping;
- attendance at work and college
- commitment to working well with others
- completion of work on time
- general behaviour
- ability to carry out supervised tasks.

If the probationary review is satisfactory you will continue on the training programme. If there are problems, the scheme co-ordinator and manager will discuss what happens next. If things are going very badly your contract could be terminated. Or, your probationary period could be extended.

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Trainees will interact with lots of different people



Probationary period

All YES trainees will be required to work a probationary period of 12 months. During this time – as with normal work practices - you will take part in regular reviews. These are called probationary reviews and they will take place every two months for the first year.

At these, your manager and you will meet to discuss how you are getting on. Relevant information from the workplace and training provider will be used at these meetings.

Part of any employment means your work and your behaviour are looked at and checked by your managers and others. This will happen throughout your time on NEWHAM YES.

How you can improve your recruitment chances

Newham Council has an equal opportunities policy. That means we will assess you on the evidence you provide about how suitable you are for YES. There are four ways we collect the evidence.

1. Support session

Support sessions will be provided to potential applicants to support them in the preparation and completion of application forms and interviews.

2. A simple test

This will test your ability to:

- check for mistakes in a given document
- write a letter of not more than 100 words
- check simple addition of numbers
- follow simple, written instructions

- complete specific tasks in line with your chosen vocational area.

3. Application form

You will need to fill in an application form. We will be particularly looking at your form for:

- neatness
- good spelling
- the reasons you give for why you are applying - think carefully about this, and remember we want to recruit people who are committed to helping the council serve the needs of local people.

4. The interview

The final stage is the interview. If you are invited for an interview it is important that you arrive on time and dress smartly. Most people are nervous when they attend interviews, and we will always take this into account.



Employment at the end of **YES**

The council cannot guarantee you a job when you complete your training. However, we will develop your skills so that you have an improved chance of securing employment with the council or other employers.

Many trainees have gone on to secure permanent employment with the council. For example, this brochure has been designed by Khansa Ahmed who joined Newham as a trainee on **Newham YES**. She is now a qualified graphic designer and creates a variety of leaflets, posters and booklets for the council. It just shows what can happen if you say **YES to Newham YES!**

What do the **managers** have to say?

Lizzie Barrett - Internal Communications Manager



"YES trainees are also Newham residents. So they are permanent reminders of the impact of what we do, and the people we do it for. The scheme is perfect for developing loyalty as the trainees could become our top talent for the future."

Ray Ellul - Learning and Development Manager



"The scheme enables teams within the council to involve young people in how they deliver services to Newham residents."

Bena Mandalia - Learning and Development Consultant



"The YES scheme brings new talent into the workforce and provides young people with a great opportunity to learn a variety of new skills while they work."

**What trainees say about
Newham YES**



Grant King

Customer Access Team

I am learning a lot from my team and there are constantly new projects to challenge me. Also I have met an array of different people in the council from other youth trainees to the Chief Executive. The council is a friendly and diverse environment. I recommend this scheme as a positive step in your working career and ensuring you succeed in getting qualifications and a job within the council, or if not the council you may look to other organisations or even start your own business.



Safwan Mohammed

Adult and Social Services

I found out about the YES scheme through an advertisement in the local media. I applied so I would have the chance to develop and enhance my skills. My line manager has given me a lot of support and is always challenging me as he believes I can handle the work.



Shaheen Gorji

Chief Executive's Office

I thought it would be challenging and a great experience. I didn't expect to get the job as there were over 200 people applying for places. I have targets to meet every quarter but I can speak to my manager anytime. You get all the support you need. This scheme has taught me a lot especially in gaining my confidence and the way I talk to other members of staff. I am not nervous anymore and I find it easier to speak up now and be more involved.



Zahid Hussain

ICT Services

I have always wanted to do an apprenticeship, as I wanted work experience whilst gaining qualifications so this was the best opportunity. I received a lot of support from my manager and my supervisor. I have so far completed Business and Administration Level 2 and ICT Level 2. I am in the process of starting my Level 3 in ICT. The YES scheme has taught me how to be professional, being confident and how to adapt to new environments.

What trainees say about Newham YES



Farhana Khatun

Communications

I work among fantastic people. I was trusted to spread my wings and throw myself into things I could not previously do. That's the best thing about my role - it is a learning process where I can reach my potential. I work on projects liaising with the Young Mayor's office; I have supported the Newham Film Office website to come to life and I meet new people all the time.



Lukman Hassan

Internal Audit and Fraud

I receive a lot of support from my managers who help to bring out the best in me and obtain skills for the future. YES is a good alternative to college so as well as gaining qualifications, you receive plenty of work experience in a business environment which could lead to a career.



Lily Brown

Human Resources

I found out about the scheme on the Newham Council website. I felt it was the perfect opportunity for me to gain work experience whilst developing my qualifications and giving me time to decide on what I want to do long term.

"In the first seven months of the scheme I gained a NVQ level 2 and 3 in Business Administration and a Level 2 Award in Health and Safety."
Lily Brown – Human Resources

"The YES scheme has taught me loads of useful stuff such as being more confident and communicating with others. There is always a new challenge around the corner so you can always expect to be doing something new."
Bharat Makwana – ICT Services

"I would recommend the YES scheme to any young person in Newham as it really gives you a chance to boost your career and skills, earn a weekly allowance and study for a NVQ qualifications. This is an opportunity just too good to miss."
Safwan Mohammed – Adults and Social Services

"As a trainee I have learned more about myself such as being a team player and how to cope under pressure. I have also made new friends in the council."
Grant King – Customer Access Team

FOR UP-TO-DATE INFORMATION ON
ON **NEWHAM YES** GO TO:
WWW.NEWHAM.GOV.UK/YES