



## Our free recruitment service

### We can offer:

- Friendly and efficient staff to take your vacancy details
- Support at every stage of the recruitment process
- Your vacancy advertised at our local Connexions Centres within one working day
- Your vacancy placed on our database and matched to suitable young people
- Impartial advice on Apprenticeships and training opportunities
- Your vacancy advertised on [www.cnx2jobs.com](http://www.cnx2jobs.com), a dedicated Greater Manchester wide recruitment website
- Support organising interviews on your company's behalf
- Your vacancies advertised in local schools and colleges



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## How to contact us:

### Wigan

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Tel: 01942 768055  
Freephone: 0800 953 0109

### Leigh

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WN7 4NP  
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e-mail: [info@connexions-wigan.org.uk](mailto:info@connexions-wigan.org.uk)  
web: [www.connexions-wigan.org.uk](http://www.connexions-wigan.org.uk)

This booklet is available in other languages, on audio tape or CD and in large print. Contact us at one of the addresses above for more details.

Children and Young People's Services promotes equality and celebrates diversity.

[www.wigan.gov.uk](http://www.wigan.gov.uk)



## Free services for employers



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Children and Young People's Services

# What is CYPS?

Connexions is part of Wigan Council's Children and Young People's Services (CYPS). The aim of CYPS is to work with other agencies and professionals to help all children and young people work towards 5 goals or 'key outcomes'.

These key outcomes are:

- Be healthy
- Stay safe
- Enjoy and achieve
- Make a positive contribution
- Achieve economic well being

Employers have a major role in helping Connexions work with young people to achieve two of these key outcomes: make a positive contribution and achieve economic well being.



# What is Connexions?

Connexions provides advice, guidance and support to young people aged 13-19 in making decisions about education, training and employment.

We actively support young job seekers find suitable opportunities and improve their job search skills and employability.

We offer a free recruitment service to employers and our database allows us to match opportunities with suitable young people.

Vacancies are also placed on [www.cnx2jobs.com](http://www.cnx2jobs.com) which is a dedicated Greater Manchester wide recruitment website.

Connexions can also offer information and advice on:

- Minimum wage regulations
- Equal opportunities legislation and other legislation concerning young people at work, including those of school age
- Qualifications
- Training initiatives
- Right to Time Off for Study and Training

We can also refer to specialist agencies if necessary.



I have been using Connexions for quite a number of years and I am very impressed with the service provided. The selection process used is excellent and ensures we find the right person for the job.

Brian Townsend  
Managing Director, End Systems Ltd



## Frequently asked questions

Q

I want to take someone on – what are my options?

A

You have two main alternatives:

1. employment with nationally recognised training, for example, Apprenticeships
2. employment with your own in-house training

Connexions can advertise your vacancy free of charge and match your requirements with young people looking for work. We can also offer advice on the best time of the year to recruit.

Q

If I employ a young person – how much will it cost me?

A

Should you decide to offer option 1 (above), then you will pay the young person a training allowance which is negotiated locally with your chosen training provider. A training provider will deliver the training element free of charge. If you decide on Route 2, you are legally required to pay the minimum wage.\*

\*For more information on the National Minimum Wage, go to: [www.gmemploymentrights.org.uk](http://www.gmemploymentrights.org.uk)

Q

Do I have to offer them training?

A

Young people with less than 5 GCSE passes at A-C (or equivalent) have the right to paid time off for study and training.

The benefits of trained staff include: improved work performance, staff retention and workplace flexibility.

Q

What financial help is available for me to take on someone?

A

You may be entitled to compensation while a young person is out of the workplace receiving training through a scheme known as The Learning Agreement. More details are available from Connexions – please ring us for an information pack.

Q

Do they have to leave the workplace to receive training?

A

Training within the workplace can be arranged through certain training providers.

