



Bridge to Employment

– Employer's guide

The Bridge to Employment programme provides assistance to inward investment companies and local companies who are taking on new staff. The programme helps with vacancy advertising, customised training of unemployed people to the job requirements and other associated recruitment services at no cost to the employer.

How it works

There are six steps in a Bridge to Employment programme:

Step 1: Initial discussion between employer and Skills Adviser

- Briefing on 'Bridge' and qualifying criteria;
- Identify skills requirement;
- Identify number of prospective jobs;
- When the numbers required fall below a viable class size, then Direct Bridge to Employment may be possible.

Under Direct Bridge to Employment the company recruits in its normal way but is encouraged to consider unemployed people with lower entry skills than they would normally expect. The training required to bring these recruits up to the normal standard will be funded by the department. The amount of support will be decided on the requirements of the company/job.

Step 2: Agreement to run

- Schedule the programme;
- Identify training providers;
- Develop training programme;
- Agree training programme with providers and employers;
- Inform Jobs & Benefits offices and community groups.

Step 3: Advertising

- Advertise in newspapers and on **www.jobcentreonline.com**
- Send electronic copies of information leaflets to Jobs & Benefits offices and community groups;
- Advertise on nijobs.com, nijobfinder.com, recruitni.com

Step 4: Recruitment to Training

- Carry out testing if required and as agreed with the employer, e.g. Aptitude tests, Dexterity tests etc;
- Conduct interviews in partnership with the employer;
- Notify the selected participants.

Step 5: Training

- Start the training course and register the trainees;
- Monitor/evaluate the course/training.

Step 6: Interview for employment

- All trainees who successfully complete the course are interviewed by the employer.

Who can apply?

Bridge to Employment is aimed at any business which needs to recruit staff. Our team of advisers will deliver a customised training programme which will give potential recruits the precise skills they need to be productive in your company from day one.

We provide a comprehensive recruitment and selection process tailored to your precise requirements and manage an initial training programme at no cost to you.



Bridge to Employment programmes can be arranged for one company or a group of companies with similar needs. The average number of participants for a programme is 10.

How do I apply?



If you are interested in participating in a Bridge to Employment programme please contact Skills Delivery Branch. You will be put in contact with a local Skills Adviser who will discuss the programme with you and talk you through the entire process. The Bridge to Employment programme can be tailored to fit in with your business requirements and has an excellent success rate.

For further information email skillsdeliverybranch@delni.gov.uk or visit the website www.delni.gov.uk/skillssolutions. Telephone **028 9090 5251**

FAQs



Who is it aimed at?

- Inward investment companies;
- Local companies who are taking on new staff.

What is offered?

- Advertising of training/job opportunities;
- Testing and interviewing of applicants;
- Customised training programmes;
- Training progress reports.

Where does it happen?

- In a training organisation;
- In the company;
- In a combination of both.

Who do I contact if I have any queries?

For further information

Email: skillsdeliverybranch@delni.gov.uk

Telephone **028 9090 5251**

What happens next?



An adviser will meet with you and discuss your requirements.

What funding is available?



The Department will fully fund the costs of the recruitment process and the training programme.

Benefits



The benefits of this programme to the employer include:

- Advertising of training/job opportunities;
- Assistance with recruitment and training costs;
- Access to a wide recruitment base;
- Testing and interviewing applicants;
- Involvement in the selection process for the training course;
- Customised training programmes focussed on your company's needs;
- Comprehensive training progress reports;
- No financial commitment.