



**Backing Young Britain
Non-Graduate Internships and Work
Experience
Service Delivery Requirement**

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Non Graduate Internships (NGI)

- Ministers see internships as being real opportunities for young people to show their skills, understand the workplace better and prepare for getting a job
- Initial plan was for 10,000 Internship places, however, ministers have asked that we consider 20,000 places. We are therefore asking organisations to place two bids against the specification, so that either can be enacted depending on ministerial decisions and funding availability. A decision will be made in early December
- Internships to last 6-13 weeks, with preference for longer lasting ones
- We want for young people to learn from the placements, so high quality service preferred.
- Customers will also have to be able to continue job search activity

Work Experience (WE)

- 3,000 2 week placements to help young people get a feel for the workplace – shorter than internships, similar to the school work experience places. Benefit will continue whilst they are there.
- Idea is to demystify the world of work, giving young people a short experience that they can point to on their CV
- Looking for a wide variety of opportunities available across the country

What we want our contracted suppliers to do

- recruit and coordinate employers across Great Britain who are willing to provide an NGI or WE placement
- provide for customers an up-to-date electronic catalogue of NGI and WE placements
- advise employers on what they should be offering to the customer and what they can expect from the customer in return;
- carry out a Health and Safety assessment on the employer's premises
- ensure the placement is beneficial for both customer and employer
- ensure employers allow the customer time for Job search
- gather and provide relevant management information

Customer Journey – Referral to Start

- Stage 1 – Referral by Jobcentre Plus
- Stage 2 - Contacting customer
- Stage 3 - Suggesting placements
- Stage 4 – Agreement on placement chosen
- Stage 5 - Start placement

Basic requirements of a Non-graduate Internship or Work Experience placement looks like

- Introductory and review session with a manager to discuss expectations of both parties at beginning and end of placement
- Customer is assigned a buddy
- at least once a week, the customer receives face-to-face feedback from a manager
- Customer receives a schedule planning out the placement
- Work Experience placements lasts for 2 weeks and Internships between 6 and 13 weeks;
- customers are allowed time off from the placement to a maximum of 20% of the working week to conduct job search activities.
- Customers are released to take up any paid employment offered.