

Facts and Tips for Employers

Upper Hutt City's Youth as Employees #1

Recruiting young people – going online

You can reach young people through your local newspapers, school career advisers, and community noticeboards - but many young people will look for jobs on the internet. In addition to the general recruitment websites listed below, many regions have their own websites and there are specific websites for many industries.

Career Services

www.careers.govt.nz

Career Services is the government agency that provides information and advice to all New Zealanders about jobs, courses, training and career planning. Go to the *Advice* section for a List of *Job Vacancy Links*. This page lists general job vacancy websites as well as sites for specific industries.

Work and Income

www.workandincome.govt.nz

Go to the *Employers and Industry* section. Work and Income can put you in touch with full-time, part-time or casual staff. They offer a no-fee recruiting service. To lodge a vacancy call the Employer Line on 0800 778 008. Depending on their situation, the person you employ may qualify for wage or training subsidies. The range of services offered to employers includes Talent Bank, an online resource of job seekers.

Anonymouse

www.anonymouse.co.nz

Employers can register to be put in touch with “passive jobseekers”, most of whom are currently employed.

BestJobsNZ

www.bestjobs.co.nz

Gumtree

www.gumtree.co.nz

For vacancies in Auckland, Wellington and Christchurch, especially for people currently living overseas.

JobCafe

www.jobcafe.co.nz

Job.co

www.job.co.nz

Mahi.co

www.mahi.co.nz

A Maori focussed employment opportunities website

MyJobSpace

www.myjobspace.co.nz

Search4Jobs

www.jobs.search4.co.nz

Seek

www.seek.co.nz

Trade Me Jobs

www.trademe.co.nz/Trade-me-jobs/

Including advice for employers - *Writing a great job ad*

Working In New Zealand

www.workingin-newzealand.com

For people living overseas and thinking of migrating to New Zealand.

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Recruitment-related websites for employers

Department of Labour

www.ers.dol.govt.nz

The Department of Labour's role is to improve the performance of the labour market and, through this, strengthen the economy and increase the standard of living for those in New Zealand. The Department of Labour

- supports employers and employees to create safe, fair and rewarding workplaces
- supports regions and industries and employers to develop a skilled, innovative and productive workforce
- researches opportunities to develop the workforce and workplaces
- develops our international connections by assisting the flow of people to New Zealand
- influences and lead international thinking and practice on labour market, national security and refugee issues.

Go to the website for access to:

- *An Employer's Guide to Employment Relationships*
- *An Employer's Guide to Holidays and Leave: Your Guide to Understanding Leave Entitlements*
- *How to Hire Guide for Employers*

Go to the website for information about

- Minimum wages - http://www.ers.dol.govt.nz/factsheets/morepay_print.html
- Employing young people on working holidays - <http://www.immigration.govt.nz/community/stream/employ/employmentprocesses/employingholidayworkers/>

Employing young people on working holidays

www.immigration.govt.nz

Information about employing young people from overseas who are on working holidays.

Modern Apprenticeships

www.modern-apprenticeships.govt.nz

A programme that combines the strength of the apprenticeship tradition with the latest thinking in workplace learning.

WorkSite/PaeMahi

www.worksite.govt.nz

Answers to employment questions. Useful links and the latest information on everything to do with work and training in New Zealand. Whether you're working right now, looking for a new job or you employ staff, WorkSite can point you in the right direction.

Industry Training Federation

<http://www.itf.org.nz/>

The Industry Training Federation (ITF) is a membership-based organisation, representing Industry Training Organisations (ITOs) to government and working with agencies and sector groups to improve the policy for and delivery of industry training. There are currently 40 ITOs, all listed on the ITF website

The Mayors Taskforce for Jobs

www.mayorstaskforceforjobs.co.nz

A nationwide network of Mayors working on the issues of work and livelihood in their communities. The Taskforce has a membership of 71 Mayors (97% of all Mayors). It focuses on youth employment and engagement in local communities.

The Employment Catalyst

<http://www.mayorstaskforceforjobs.co.nz/projects/ec/employmentcatalyst.html>

Funding from the Tindall Foundation supports the Mayors Taskforce Youth Goal “that all young people under 25 years will be in paid work or education, or in useful activities in our communities.”

New Zealand Business Council for Sustainable Development

www.nzbcscd.org.nz

A *Youth Employment Guide* offers advice to employers considering employing young people.

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Upper Hutt City's Youth as Employees #3

Some government initiatives that could help you recruit young people

Gateway

The Gateway fund enables senior secondary school students to experience structured workplace learning across more than 50 industries and hundreds of businesses around New Zealand.

The programme is designed to strengthen pathways for students from school to workplace learning. In 2007, senior students in over 300 schools are participating.

Gateway supports students undertaking learning and assessment in the workplace. Schools are funded to co-ordinate this activity to ensure the educational and subsequent employment needs of students are met.

Structured workplace learning is a formal learning arrangement set in an actual workplace for a sustained period of time, with clear understandings about the knowledge and skills to be attained, and the assessment of unit or achievement standards.

Gateway integrates general education with workplace learning and assessment. Students complete a work placement and have their learning in the workplace assessed against unit and/or achievement standards on the National Qualifications Framework (NQF) and integrated with their current programme of study.

Gateway builds on existing partnerships to develop new relationships among schools, Industry Training Organisations (ITOs) and employers. This approach dovetails with Modern Apprenticeships and the National Certificate of Educational Achievement (NCEA) to provide further pathways and recognise a broader range of achievement.

For students

Gateway provides senior school students with valuable learning and pathwaying opportunities. For example, students can gain specific vocational skills leading to future employment and can benefit from making significant progress towards qualifications. All students can enhance their career management skills in a world where the roles of learner and worker continue to change.

For employers

Employers benefit from involvement with the programme through improved public relations and contributing to local needs. In the longer term, employers have the opportunity for more efficient and effective recruitment, which can contribute to increased productivity and an enhanced company skill base.

Employers provide a placement and have a role in the delivery of workplace learning. Employers may advise on learning content which will help make the learning as relevant as possible to the industry, thereby assisting the student's future employment and career prospects.

To become involved

The Tertiary Education Commission (TEC) administers Gateway funding and monitors the programme to ensure that schools meet contractual requirements. The TEC can facilitate relationships between the parties involved: schools, employers, ITOs, assessor organisations,

brokers and Modern Apprenticeships co-ordinators. *Contact TEC or your local secondary school.*

Modern apprenticeships

Modern Apprenticeships is a work-based education initiative that combines the best of the apprenticeship tradition with a modern twist.

The Modern Apprenticeship programme combines the strength of the apprenticeship tradition with the latest thinking in workplace learning.

The programme makes it easy for employers to recruit and train talented young people and provides an opportunity for young people to gain a nationally recognised qualification.

Most Modern Apprentices are between 16 and 21 when they start their Modern Apprenticeship. They must be able to meet the entry requirements for the industry they're interested in and ready to start working towards a National Certificate at level 3 and/or 4.

For employers

Employers of Modern Apprentices see the long-term benefits of investing in young people with potential and drive. They can see benefits

- for their business - by having an employee who is increasing their knowledge and expertise, and is steadily getting closer to being fully qualified
- for their industry - by helping young people choose an industry as a career and
- for all employees - by creating and developing a training culture in the workplace.

To become involved

Talk to a Modern Apprenticeships Co-ordinator in your area. Contact TEC or your Industry Training Organisation.

Enterprise for education

Enterprise for Education is a Ministry of Education initiative, endorsed by Business NZ, that enables businesses and schools to work more closely together.

Enterprise for Education enables students to gain an understanding of work, teachers to ensure their classrooms are in touch with real life, and employers to help improve the confidence and employability of young people.

Why should business get involved?

With close business support, students can develop a better understanding of the world of work, and of the career opportunities open to them. Employers can gain opportunities to engage with potential future workforce and customers.

Employers can directly shape the future pool of employees and leaders in the community by

- having greater input into a local school's curriculum
- giving young people access to accurate and up-to-date careers information
- helping students understand what sorts of skills, knowledge, and attitudes they need develop for work.

Businesses can help improve the self-esteem, self-confidence, and employability of young people in the community. Employers can generate positive public relations with customers. The opportunities continue to develop as the relationship with the local school gains momentum.

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What are employers telling young people?

Phil O'Reilly, Chief Executive of Business, NZ comments on what employers look for when employing young people.

"People often ask me what employers want from schools and young people. Different industries and employers require different sets of skills and knowledge, but pretty much all employers agree on the core fundamentals that young people need to have if they are to be successful in the workforce."

Be a good citizen

"Perhaps more than anything else, businesses – just like parents – want young people to be good citizens. That is, they want young people to be honest, to care about others, and to make a contribution. Trusting, cohesive societies are better places to live and are more likely to have successful businesses.

Core values

"Young people must be able to read, write, count, do sums and speak effectively. They need to be able to get along with and respect other people.

They should be able to think, take initiative and solve problems. They need to have a work ethic and a sense of responsibility. And they need to be able and willing to keep learning."

How do I help my teen succeed in the workforce?

"If you asked me how you could best help your children successfully enter work, my advice would be to:

- set high standards for your kids and schools – make sure that:
 - you take an active interest in their learning and homework
 - your kids understand the importance of learning and achieving
 - they are getting the assistance they need to learn and achieve
 - they stick with education – the longer your children stay in education and training, the better and wider chances they will have later on
- talk with your kids early about what they want to do in the future – the earlier you and your children start thinking about these issues, the more time you have to get the information your kids need and the more experiences and opportunities your children can be exposed to
- remember that the workforce that you and I entered when we left education is not the same one your children will enter – people no longer enter a job for life; they change jobs often and have quite varied and diverse careers. What your child will need more than anything else is adaptability and resilience
- keep in mind that there are lots of learning and working choices available to your kids – university might be the best next step for your child; but so might an apprenticeship, or a polytechnic course, or employment, or setting up their own business. A career in the trades, for example, can offer a huge range of learning opportunities, can allow your child to be his or her own boss and is often very financially rewarding. Don't narrow your child's options unnecessarily
- ensure your children are exposed to the world of work before they leave school – nothing prepares people for employment better than real experience."

Quoted on the Ministry of Education's TeamUp website: www.teamup.co.nz (September 2007)

