

This form is provided for ESF Programmes, to aid discussion and information sharing to raise awareness to the benefits for integrating young people into the workforce and the utilising Traineeships, Apprenticeships, Work Placements, Internships and Employment opportunities. To assess whether these might be appropriate for your organisation and to identify any support you may require with recruitment or training for your future workforce.

Employer Engagement & Training Needs Analysis

Company Name:						
Registered Address Line 1						
Line 2						
Borough;		Contact Name:				
City:		Contact Surname				
Post Code:		Position Title:				
Telephone No.		Email:				
Are you directly involved in staff recruitment and training decisions			YES	NO		
Type of organisation	Private Sector	<i>Please ✓</i>	Public Sector	<i>Please ✓</i>	Voluntary Sector	<i>Please ✓</i>
	Sole Trader		Government		Limited by Guarantee	
	Partnership		Local		Charity	
	Private Ltd Company		Other		Not for Profit	
	Public Ltd Company					

1. Current UK staffing levels, how many people do you employ across the whole organisation?

9 or less		10 -49		50 – 249		250 or more	
Managers				Operational staff			
Sales				Admin/Clerical			

2. What is the main function of your business? (based on Companies House Standard Industrial Classifications)

Agriculture, Forestry & Fisheries		Mining and Quarrying		Manufacturing	
Electricity, gas, steam air conditioning supply		Water supply, sewerage, waste management and remediation activities		Construction	
Wholesale and retail trade; repair of motor vehicles and motorcycles		Transportation and storage		Accommodation and food service activities	
Information and communication		Financial and insurance activities		Real estate activities	
Professional, scientific and technical activities		Administrative and support service activities		Public administration and defence; compulsory social security	
Education		Human health and social work activities		Arts, entertainment and recreation	
Other (please specify)					

3. Training & Staffing needs:			
Would you like to be involved in a project that seeks to help with staff recruitment & training costs?			
DESIRED OUTCOMES OF RECRUITMENT & TRAINING:	<i>Please v</i>		<i>Please v</i>
Improved performance of the business		Improved effectiveness of employees	
Improved profitability		Retention of employees	
Reduction in waste		Improved staff morale	
Specific skills/development		Improve organisational competitiveness	
Are you aware of the Mayor's commitment to increasing the number of young people employed within the London Labour Market and increase the number of Apprentices in London?			Yes/No
Have you taken on an Apprentice in the last 12 months?	Yes/No	Have you ever taken on an Apprentice?	Yes/No
Are you interested in recruiting an Apprentice/s? If yes please see next question.			Yes/No
No. of Apprenticeships		Level	
Type of Apprenticeship/s (Please state)			
Have you provided any Traineeship opportunities (i.e. Pre Apprenticeship Work Placements) in the last 12 months?	Yes/No	Have you ever provided any Traineeships ?	Yes/No
Are you interested in supporting Traineeships opportunities? If yes please see next question.			
Job roles		Approximately when & How many?	
Are you currently working with a training provider? If YES, please provide details. Which Organisation? What type of training?			
Summary of support offered, e.g. Referral to appropriate training provider and appropriate apprenticeship or traineeship support service			
Are you planning to recruit staff, other than an apprentice this year?			
If yes, what for & do you know when?			

4. How do you currently recruit?	<i>Please V</i>		<i>Please V</i>
Vacancies listed on own website		Training Provider	
Newspaper		Work Trial/Internship	
Shop Window		National Apprenticeship Service	
Job Centre Plus		Employment Agency	
Other – Please give details below			
What would ideally like to achieve from your next recruitment activity?			

6. Additional Notes

Agreed actions:

By when:

Information Sharing

We have completed this survey on behalf of Skills Training UK for a programme which is co-funded by the Employment & Skills Funding Agency (ESFA) and by the European Structural Investment Fund and forms part of the wider London Enterprise Panels strategy to help young people who are not engaging in education and employment back into work. Skills Training UK are the Prime Contractor to the ESFA and are bound by the Data Protection Act; all information provided will be shared with the ESFA. Thank you for taking the time to support this programme and can you please confirm, by signing this document in the space provided below that you permit that data completed on this form can be shared with the ESFA only for the purposes of evaluation.

Name		Signed	
Position		Date	

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