# Early careers strategy

## Introduction

Outline why the strategy has been created and which partners you are working with. Consider the skills landscape within your local area. What skills or workforce do you need to bring into your council?

## Vision and objectives

This is your opportunity to highlight your overall vision and goals. An example of this could include being the local employer of choice for students leaving education. Consider how your vision and goals can be measurable so you can monitor progress.

## Managing your Early Careers Strategy

Who are the key stakeholders for delivering the strategy? Which internal teams/staff are driving this forward? Will this strategy be sponsored by a senior member of staff? How will you ensure progress is monitored? When will the strategy be reviewed and updated?

## Overview of your strategy

Items to consider:

* How will you embed your strategy in your council?
* How often are you reviewing progress?
* Which staff are required to lead it?

*Example:* *Our early careers strategy will cover 2023 to 2025. This will be backed by the senior leadership team, which reviews occurring every 6 months. All council staff will be responsible for driving our early careers strategy, with the entry to work team monitoring progress. The staff responsible for leading the project are [insert names].*

## Short term actions

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| **Strategic aims** | **Outcome / impact** |
| *Example: We will develop stronger links with our local providers. We will achieve this by encouraging our employees to work closely with local providers. Examples of engagement could include employer set projects, council talks or tours of our premises.* | *Our council has strong relationships with all FE and HE providers in our local area. We are actively engaging with providers and delivering agreed projects.* |
| *To create marketing material which promotes us as an excellent place to work. This marketing material will be distributed to providers and young people. Areas to review include early careers section of our website, promotional material (digital and where required physical).* | *Increase in the number of applications for early careers vacancies. Contribute to the increase in percentage of under 25s in our workforce.* |

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| **What has your council already done?** | **What does your council need to do?** | **Measuring success** |
| What tasks is your council already undertaking which are linked to your aims? | In order to achieve your aims what else does your council need to do? | How will you measure progress and success? |
| *Example: We are currently offering Industry Placements through T Levels. We have 3 students at the council, one in our digital services, and two in business support.* | *We need to increase the number of Industry Placements in our council from 3 to our target of 20 during the academic year. We want all services (where a T Level is specific) to host at least 1 student per year.* | *We will achieve our goal of hosting 20 Industry Placement students each academic year. We will create a case study per service area where a student is working.* |

## Long term actions

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| **Strategic aims** | **Outcome / impact** |
| *Example: To increase the representative of young people (under 25 years old) in our workforce. Increase number from (insert current percentage) to (insert percentage target). We will achieve this through offering apprenticeships, graduate schemes, entry level roles and other schemes, as appropriate.* | *The creation of early careers roles and opportunities in our authority. There will be an increase in the number of young people in our workforce.* |
| *To increase awareness of our council as a first-choice employer in the local area. We will achieve this by engaging with our local providers through attending careers fairs, offering industry placements, work experience and employer talks.* | *Increase in retention of HE and FE graduates within the local economy.* |
| *To create an early careers progression policy that engages our current young employees. We will achieve this by offering a ‘future leaders mentoring scheme’ which connects our young employees with our current managers. This will create a culture of professional development.* | *Reduce the number of under 25s leaving our council and to create a pipeline of future managers and leaders.* |
| *To create an effective and efficient volunteering scheme for young people. This will support young people to gain experience of the working world and gain an insight into local government. We will engage with schemes such as Duke of Edinburgh.* | *To have [insert number] of young people on the volunteer scheme, with [insert hours] being offered.* |

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| *Example: We actively recruit apprentices, which is a key part of early careers engagement.* | *We need to identify specific targets to support care leavers and young people with SEND into apprenticeships.* | *We will meet our minimum targets and be a supportive employer of choice.* |

## Risk Analysis

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| **Strategic aim** | **Risk** | **Level of risk** | **Actions to minimise the risk** |
| Which strategic aim does this risk link to? | What is the risk? | Is the risk low/moderate/high? | What actions will your council take to mitigate the risks? |
| *Example: Pressures on existing employees* | *Current employees / managers may view this as an extra burden or a challenge onto their roles.* | *Moderate* | *Implement effective policies to support managers with embedding the early careers strategy. Create a wealth of resources for managers and colleagues to use.* |

## Sign off and review setting

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| **Sign-off date** |  |
| **Next review date** |  |