

# Skills for Work



## What is Skills for Work?

Skills for Work is a national programme to deliver training courses for full time or part time employees. The programme is particularly targeted at low skilled workers who, without the opportunity to participate in this training, may not have the confidence to embrace change in the workplace.

## How does a company avail of this opportunity?

Contact the Skills for Work Coordinator, who help you to identify suitable participants and agree on the course content and schedule. Courses generally run for 35 hours (option of daytime, evening or weekend delivery). Programmes are delivered by qualified tutors to groups of 6-8 students.

## Who are the typical participants in Skills for Work programmes?

In every workforce, there are employees who do not have the necessary confidence in their own skills to put themselves forward for general training opportunities and/or take on new roles and tasks which is a feature of the modern day workplace. Typically, Skills for Work participants would have left school before completing the Leaving Certificate. The Skills for Work Co-ordinator meets with all the participants prior to the commencement of the programme to determine their suitability for the course.

## How would Skills for Work benefit your business?

- Develop and grow a skilled and qualified workforce.
- Higher productivity: - Trained staff are more productive
- Improve organisational flexibility and team performance
- Increased quality and output
- Increased ability to handle on the job training



For more information and range of courses available visit our website

[www.skillsforwork.ie](http://www.skillsforwork.ie)



eCollege is the leading online learning institution in Ireland delivering online and distance training courses in business, project management, SQL, Cisco, graphic design, web design, digital marketing, software development and basic computer literacy.

ecollege courses are available for people in employment who wish to update their skills. There is a fee for people in employment but subsidised rates are available for employers who wish to enhance the skills of their employees. For more information, see ecollege.ie.



# Thinking About Hiring



## Training for Employment

We can recommend candidates from existing or past programmes that could meet your needs. If you need to train potential employees for your business speak to us about possible training interventions, particularly the traineeships, that we can offer.

We may also be running courses that suit your current needs that offer work experience or work based learning opportunities. By giving a trainee the opportunity to gain relevant workplace experience it gives you an opportunity to assess a potential employee for your business.

## Identifying skills, Recruitment and Employer Support

Do you need help identifying the skills you require for your business or enterprise? - We can work with you to conduct an 'Occupational Skills Analysis' and then map the skills you require to an existing programme or collaboratively develop/modify a programme that best suits your needs.

## Recruitment

Need help recruiting? - We can assist /advise you about the services offered from Intreo such as their free recruitment services Jobs Ireland, [www.jobsireland.ie](http://www.jobsireland.ie) which supports thousands of employers of all sizes and across all business sectors to advertise jobs from entry level through to senior executive. You can use this web service to manage all aspects of the recruitment cycle – from advertising a job, through candidate identification and selection to job offer.

## Employer Supports

Intreo services provide support to employers, including pre-screening and cash incentives for recruiting people from the Live Register

MSLETB can work with you through local and national Intreo services to help meet your current or future skills needs.

Collaboratively we will continue to work with you to develop your workforce and to train people to meet your current future employment needs.



# MSLETB EMPLOYER SERVICES

[www.msletb.ie](http://www.msletb.ie)



Services to Business



*"Education and Training Opportunities for Life and Living"*

# Apprenticeships



From bright ideas to work-ready

**Talent** → **Diversity** → **Resilience**



New and existing Apprenticeships are an exciting and proven way for employers to develop talent for their company and industry. Apprenticeships in ICT, Hospitality & Food, Finance, Construction, Electrical, Engineering and many more are designed by industry-led groups, supporting growth and competitiveness.

Apprentices build valuable work-ready skills through learning grounded in the practical experience of undertaking a real job.

## Recruiting an apprentice?

### What is involved?

Apprentices are recruited directly and employed by approved employers for the duration of the programme. The training takes place both on the job, in the workplace, and off the job, in a designated education facility. For Information on becoming an approved employer please see [www.apprenticeship.ie](http://www.apprenticeship.ie).

### What are the benefits?

- The Apprenticeship programme is carefully designed to meet the current and future needs of industry
- Prepares the participant for a specific occupation
- Leads to a qualification nationally recognised on the National Framework of Qualifications from Level 5 to Level 10.
- Apprentices 'Earn as they Learn'.



### Next steps

Contact your local Training Adviser in MSLETB. The Advisor will give you all the relevant information about Apprenticeships and advise you on how to register your business or register an Apprentice. For your information an Apprenticeships brochure has been included in this pack.

**For more information email [apprenticeship@msletb.ie](mailto:apprenticeship@msletb.ie) or contact 071 9159500 and ask for "Apprenticeship" Services to Business**



# Career Traineeships

## Get involved!



### What is a Career Traineeship?

A Traineeship is a work-based learning model tailored to the needs of Irish industry and local business. A significant element of the programme involves experiential Work Based Learning in the workplace under the guidance of a supervisor

Competencies, which have been developed in collaboration with employers, must be demonstrated in the workplace by the trainee and signed off by a designated Workplace Supervisor.

Trainees can be recruited from the live register or can be an existing member of staff joining the programme as part of a workforce development intervention.

### What are the benefits for you?

#### By participating in Career Traineeship programme, you will:

- Have direct involvement in shaping the trainee and potential future employee.
- Have direct involvement in shaping the programme of training
- Give a trainee the opportunity to gain relevant workplace learning for their career
- Enhance the performance of your organisation by offering a traineeship to motivated individuals with a commitment to pursuing a career in the industry
- Bring in fresh talent and new thinking..

### What do we need from you?

#### We want you to provide:

- Examples of current best practice and career pathways in your industry
- Feedback during the development of the training programme
- Managed and structured work based learning opportunities for learners.

### Who will be involved?

Employers, Learners, MSLETB, Partners, Industry Experts.

**For more information see [www.sligotrainingcentre.ie](http://www.sligotrainingcentre.ie)**



# Workforce Development

## Skills to Advance.

MSLETB supports employees, employers and enterprise by providing further education and training to people who are in employment through existing and/or new specific interventions.

### What is "Skills to Advance"?

**For Employees:** this is a new initiative to provide free training\* for employees in vulnerable groups and sectors in the Irish workforce. The focus is on people who need more opportunities to advance in their working lives and careers in order to help them stay in their existing employment and/or to access emerging job opportunities.

**For Employers and Enterprise:** Skills to Advance can support small and medium-sized enterprises (SMEs) who need some assistance with developing and upskilling their existing workforce to improve retention and become a more resilient organisation.

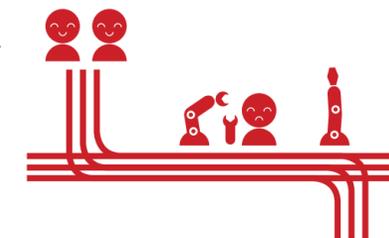
**Employees** can access upskilling and reskilling opportunities by one of three routes:

**Route 1:** Delivered directly to employees

Helping grow and evolve skills to advance their work options.

**Route 2:** Through business engagement: - Employers with individual small and medium sized businesses engage with MSLETB to address the particular needs of their workforce.

**Route 3:** As part of regional development.



### What is the standard of the programme delivery?

MSLETB is a quality assured QQI provider of Further Education and Training that can provide programmes up to levels 6 on the National Framework of Qualifications. The ethos of the ETB is one of an open, friendly and welcoming learning environment with professionally trained tutors.



**Email: [skillstoadvance@msletb.ie](mailto:skillstoadvance@msletb.ie) or [www.solas.ie/skillstoadvance](http://www.solas.ie/skillstoadvance)**