

## **FREE TRAINING FOR ALL YOUNG PEOPLE**

All young people under the age of 18 are entitled to free training.

The government is encouraging all young people to continue in learning or training beyond the age of 16, because they believe this will help ensure young people develop the skills they need to succeed and progress in their education and careers – contributing to a more highly trained and qualified workforce.

This can benefit you, as the young people you employ will be developing the skills that matter to you and your business, as well as the country as a whole.

You should be able to access courses that take into account your business needs, allowing the young person to attend training during hours that will not affect your business.

You do not have to be responsible for monitoring the young person's attendance at their part-time learning, but you should find out if your young employee is already attending training when they are not work. If they are not, you could look together at the type of training that may benefit you both.

You don't have to pay for the training or the wages of the young person while they are not at work.

The young person's training should be at least 280 guided hours per year, but this can be taken flexibly to work around your business needs where possible.

Young employees can attend a local College or training provider, on a part time basis, to do a course that will help them to improve their Literacy, Numeracy or ICT skills, or they could enrol in a course that is vocationally specific to your company's work. There are endless courses on offer locally such as Customer Services, First Aid, and Business Administration. Below are links that will take you to your local colleges' websites where you can search for courses.

<http://www.ocvc.ac.uk/Home/Courses>

<http://www.abingdon-witney.ac.uk/courses-and-applying>

<http://www.henleycol.ac.uk/henleycollege/courses/part/main.html>

<http://www.reading-college.ac.uk/prospectuses>

Alternatively, if you would like your young employee to enrol with a more vocationally specific training provider please, contact Paddy Patterson at the Oxfordshire Business & Skills Bureau for more information.

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