

Toolkit links to wider support

For small and medium-sized enterprises (SMEs), navigating the recruitment of young talent or apprentices can feel overwhelming. Fortunately, several UK-based organisations provide high-quality, free toolkits and templates designed specifically to simplify this process.



Here are the most reputable organisations and the specific resources they offer:

1. Youth-Specific Recruitment Toolkits

These organisations focus specifically on bridging the gap between young people and the workplace.

- **Youth Employment UK:**
 - **The Resource:** [Youth Friendly Employer Framework](#).
- **Youth Futures Foundation:**
 - **The Resource:** [Youth Employment Toolkit](#).
 - **What's inside:** Their “Toolkit Unwrapped” series provides evidence-based guides on how to successfully recruit and retain marginalized young people. It includes fact sheets on **on-the-job training** and **apprenticeship interventions**.

2. Small Business Specialists (SME Focused)

These organizations tailor their advice to the unique constraints of smaller teams, such as lack of a dedicated HR department.

- **Federation of Small Businesses (FSB):**
 - **The Resource:** [Small Business Guide to Hiring an Apprentice](#).
 - **What's inside:** The FSB offers a range of free guides including “How to Hire Staff for Your Small Business” and a specific step-by-step checklist for hiring apprentices.
- **The Apprenticeship Partner (TAP):**
 - **The Resource:** [SME Support Service](#).
 - **What's inside:** They offer free **Job Description Templates** and a **Standard Apprentice Guide** which helps small businesses explain the role and expectations to a new starter on day one.



3. Professional HR & Best Practice

If you are looking for formal HR templates and legal compliance, these are the gold standard.

- **CIPD (Chartered Institute of Personnel and Development):**
 - **The Resource:** [Recruitment Resources & SME Talent Report](#).
 - **What’s inside:** They provide **fact sheets** on induction, selection methods, and employer branding. Specifically, their “Recruiting and developing talented people for SME growth” report contains practical templates for interview processes tailored for small firms.
- **Social Mobility Commission:**
 - **The Resource:** [Apprenticeships that Work for All Toolkit](#).
 - **What’s inside:** A detailed toolkit specifically for SMEs that covers **Outreach, Hiring, and Progression**. It includes templates for tracking diversity and “must-have” interventions for inclusive hiring.

4. Government & Statutory Templates

For the legal “paperwork” side of recruitment, go directly to the source.

- **GOV.UK (Department for Education):**
 - **Apprenticeship Agreement Template:** A ready-to-use legal document that must be signed by the apprentice and employer.
 - **Apprenticeship Training Plan Template:** A document to outline the training schedules and roles of each party (provider, employer, and apprentice).
- **Local Government Association (LGA):**
 - **Early Careers Toolkit:** While designed for councils, it contains excellent **Session Plan Templates** and **Employer-Set Project Templates** that any SME can use to engage with local schools or colleges.



1. Organisations Providing Toolkits & Templates

These organisations offer free and paid membership resources, fact sheets, and legal templates to help you set up your recruitment process.

Organisation	Website	Contact Details
Youth Employment UK	www.youthemployment.org.uk	<p>Telephone: 01536 513 388</p> <p>Email: info@youthemployment.org.uk</p>
Youth Futures Foundation	www.youthemployment.org.uk/good-youth-employment-membership	<p>Telephone: 020 7553 4539</p> <p>Email: info@youthfuturesfoundation.org</p>
Fed. of Small Businesses (FSB)	www.fsb.org.uk	<p>Telephone: 0808 20 20 888</p> <p>Email: customerservices@fsb.org.uk</p>



1. Organisations Providing Toolkits & Templates (continued)

Organisation	Website	Contact Details
The Apprenticeship Partner (TAP)	www.theapprenticeshippartner.co.uk	<p>Telephone: 07526 305 325</p> <p>Email: info@theapprenticeshippartner.co.uk</p>
CIPD (HR Professional Body)	www.cipd.org	<p>Telephone: 020 8612 6200</p> <p>Email: websiteenquiry@cipd.co.uk</p>
Social Mobility Commission	www.socialmobility.independent-commission.uk	<p>Contact: Online Contact Form</p>
Apprenticeship Service (Gov)	www.gov.uk/take-on-an-apprentice	<p>Telephone: 08000 150 600</p> <p>Email: employer.enquiries@education.gov.uk</p>
Local Gov. Assoc. (LGA)	www.local.gov.uk/early-careers	<p>Telephone: 020 7664 3000</p> <p>Email: recruitment@local.gov.uk</p>



2. Agencies Supporting Disadvantaged Backgrounds

These agencies specialise in matching candidates from specific backgrounds (e.g., homeless, ex-offenders, neurodiverse) with employers.

Organisation	Specialist Focus	Website & Contact
Beam	Homelessness / Housing instability	<p>Website: www.beam.org</p> <p>Email: hello@beam.org</p>
DiSRUPT Recruitment	Inclusive B-Corp Hiring	<p>Website: www.wearedisrupt.co.uk</p> <p>Telephone: 0118 3042 855</p>
Working Chance	Women with convictions	<p>Website: www.workingchance.org</p> <p>Telephone: 020 7278 1532</p>



2. Agencies Supporting Disadvantaged Backgrounds (continued)

Organisation	Specialist Focus	Website & Contact
Tempus Novo	Ex-offenders (General)	Website: www.tempusnovo.org Telephone: 07395 178 600
The Brokerage	Lower socio-economic youth	Website: www.thebrokerage.org.uk Telephone: 020 7628 9904
Creative Access	Underrepresented in Creative	Website: www.creativeaccess.org.uk Telephone: 07790 077 278
BASE (Supported Emp.)	Disabilities / Neurodiversity	Website: www.base-uk.org Telephone: 01252 912829
Offploy	People with criminal records	Website: www.offploy.org Telephone: 0115 857 3630
Movement to Work	Youth facing barriers	Website: www.movementtowork.com Email: info@movementtowork.com
The King's Trust	Disadvantaged youth (16–30)	Website: www.kingstrust.org.uk Telephone: 020 7543 1234



3. Large National Providers (Employability Schemes)

These are large-scale organisations that deliver government-funded employment support and can provide pre-vetted candidates to SMEs for free.

- **Reed in Partnership:** reedinpartnership.co.uk
Tel: 020 7708 6000 (Head Office)
- **Ingeus:** ingeus.co.uk
Tel: 0778 5624 024
- **Maximus UK:** maximusuk.co.uk
Tel: 0300 456 8110

