

# **A TOOL KIT OF PRACTICAL INITIATIVES ON YOUTH EMPLOYMENT**

## **'THE EMPLOYER 16'**

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### **What Employers Can Do**

#### **1. Review Job Descriptions**

Review job descriptions to determine if hiring youth is possible; recognise that youth bring positive attributes to work (enthusiasm, new ideas, willingness to learn, amongst others)

#### **2. Recognise Skills and Productivity**

Hiring and employment conditions should recognise skills and productivity – not just qualifications or years of experience (good young workers should have equal opportunity with other workers)

#### **3. Act as Educators, Trainers and Mentors**

Investing in education and training through on the job skill development or by participating in training bodies and schools can improve the school to work transition for businesses that employ young people and develop young entrepreneurs, especially through mentoring.

#### **4. Connect With Young People and Youth Bodies**

Businesses should let young people, schools, training bodies and employment agencies know what are the business needs and expectations of young workers.

### **What Youth Can Do**

#### **5. Participate in Basic Learning**

Young people have the best chance of entering the workforce if they have developed basic learning skills of literacy, numeracy and, wherever possible, technological know-how.

#### **6. Actively Look for Work and Job Opportunities**

As soon as possible, young people should look for work and job opportunities, even if it is entry level work that combines employment with education, or is part time or temporary or work experience.

#### **7. Prepare For Work**

Young people seeking work and entering the workforce need to be prepared for the responsibilities that accompany employment and career development. This includes reliability, willingness to be productive and to learn and adapt to the disciplines and rewards of the work environment.

#### **8. Develop Relevant Employability Skills**

Developing and upgrading relevant skills will make young people more attractive to employers. This can be done in schools, in technical vocational training, or in the workplace.

## **What Educators Can Do**

### **9. Integrate Basic Skills into Education**

Fully incorporating the basic skills of literacy, numeracy and where possible technological know-how will equip young students with a foundation for the world of work

### **10. Provide Career Guidance and Support**

Career guidance and a knowledge of industry should be incorporated into curriculum of students at a young age

### **11. Make Education Systems Flexible**

Education needs to be flexible to foster career entry and career development. This means reducing barriers to switching educational programmes and to the transfer of relevant educational qualifications and credits

### **12. Make Education Relevant to Business**

Education and learning need to be relevant to business needs. Educators should directly engage with the business sector and also encourage student contacts with industry. Programmes which, in the latter school years, combine learning with work or work experience can bring students and employers together

## **What Governments Can Do**

### **13. Provide a Framework for Business Investment and Growth**

This requires national policies and programmes, including regulatory frameworks, that attract business investment and help establish competitive and productive enterprises. The regulatory environment should remove inappropriate barriers to employment or to business start-up. Stable systems of governance and legal institutions are required, together with incentives for business investment. Policies should deal with underlying causes of unemployment, and not simply the visible symptoms or quick fixes. Integrated Youth Action Plans are useful tools.

### **14. Invest In Basic Education**

Investing in basic education and relevant employability skills of young people will provide a return to the community as a whole

### **15. Establish Physical and Social Infrastructure**

The physical and social infrastructure to enable productive employment of young people is a whole-of-community responsibility, delivered mainly through governments. This includes relevant active labour market programmes that are relevant to industry and which enable employers and employees to match labour demand and labour supply, and measure policy and programme effectiveness.

### **16. Encourage Entrepreneurship**

An environment conducive to entrepreneurship, self employment and small and medium enterprises in the formal economy will provide opportunities for young people. That environment requires the removal of inappropriate barriers to business activity or start-up, access to capital or credit, and the provision of information about business structure, planning and risk.