



**NOVUS**WORKS  
Creating pathways  
to employment

## INTRODUCTION

Novus Works operates in prisons across England and Wales, delivering training to ensure that prison leavers are equipped with the right skills, qualifications and attitude, so they can progress into work.

Once we've ensured that prison leavers are ready for the next step we connect employers with skilled candidates that are ready to start work and are motivated to build a career.

We support many employers to recruit the right people with the right skills through our flexible recruitment service. And at no cost to the employer.

## HOW DOES IT WORK?



## GETTING THE TRAINING RIGHT

Our training is outcome focused. We're unwavering in our commitment to ensuring that prison leavers receive the training they need to make a seamless transition into work. We ensure prison leavers have:

- 'Real life' practical work skills that your organisation, and sector, needs
- Accredited skills and the right qualifications
- The right attitude, communication and team working skills.

Our training is employer-led. We create training and skills development programmes that are informed by market-leading employers, local businesses and by industry and education bodies.

Our flexible service offers all of our employer partners the opportunity to sponsor academies, and to work with us to develop bespoke programmes that meet specific recruitment requirements. It's a bespoke service, created around your organisation. Ultimately, though, all of our training programmes deliver the same thing - job-ready, motivated candidates equipped with the right skills.

## RECRUITMENT SUPPORT AND GUIDANCE

We take time to get to know your organisation and its culture, to ensure we understand your market. By combining this knowledge with our own extensive, best-practice expertise and experience, we can offer you practical support throughout the process.

From creating job descriptions and person specifications, through to pre-screening and interview, we will be on hand to ensure you experience a seamless service that delivers results.

## RIGHT PERSON, RIGHT SUPPORT

We don't believe that our role stops once we've helped you to recruit the right candidate. Making the transition from prison into employment marks a significant change for prison leavers and can be a challenging time.

Our commitment to them, and to you, is to ensure your new employees can access any support they may need during this transitional time, whether that's about their new role or broader support needed to reflect their personal circumstances.

Our experience has shown that this support creates an environment where new starters can really flourish, and significantly reduces the likelihood of new employees falling out of work.

## SKILLS DEVELOPMENT

We believe in progression, and are keen to work with you to support the development of your new employees to ensure they can reach their potential.

We can create a development plan for new employees, based on your organisation's workforce development objectives. We offer a range of 'on-the-job' practical training opportunities, qualifications and online learning opportunities ranging from entry-level through to management, leadership and higher level learning.

Our market-leading skills development service is, of course, open to your whole workforce.

## APPRENTICESHIPS

Forward-thinking organisations are recognising the impact that apprenticeships can have on their business, whether they are subject to the new Apprenticeship Levy or not. 75% of businesses employing an apprentice report that the quality of their product or service has improved.

If you are considering employing an apprentice, we can connect you with motivated candidates. Our pre-apprentice pathway creates prison leavers that are motivated, have the right skills and work experience and understand the benefits of an apprenticeship.

## THE NOVUS EMPLOYER CHARTER

Our ambition is to significantly increase the number of prison leavers that find and keep meaningful employment. We can only achieve this by working in partnership with employers.

Our Employer Charter outlines our commitment to prison leavers and employers, describing the benefits of our flexible, supportive service that will enable you to access a talent pool of skilled, motivated candidates who can make a real difference to your business

We'll ensure that your involvement in supporting prison leavers is celebrated, promoting the business benefits and your commitment to ethical standards.

## FREQUENTLY ASKED QUESTIONS

### What is Novus Works?

Novus Works equips prison leavers the right skills, qualifications and attitude, so they can progress into work. We also connect the right skilled prison leavers to the right employer.

Through Novus Works we offer employers a comprehensive recruitment service, enabling them to:

- Engage in the design and development of skills training in prison settings to ensure prison leavers have the skills, knowledge and qualifications that employers need
- Recruit motivated, skilled prison leavers where and when you need them.
- Access high-quality workforce training for their staff.

### What is the aim of Novus Works?

Novus Works will enable us to be recognised as the market-leading provider of training and recruitment support services for prison leavers, connecting employers with candidates that offer you the right skills, attitude and qualifications they need for your business.

### Is Novus Works a new organisation?

No. Novus Works is not a new organisation, and is part of Novus.

Through Novus Works service, we can engage much more effectively with employers, as we have brought together all the products and services that we have offered employers in recent years, with a few improvements, to create a clear, consistent and sophisticated employer offer.

### What is the Novus Works approach?

The Novus Works approach is founded on some simple core principles. Novus Works will be:

**EMPLOYER LED** – employers will shape the design, development and delivery of training, recruitment and workforce development

**CONSISTENT** – our employer offer, and the way we work, will be consistent across England and Wales

**GROUP-WIDE** – Novus is part of LTE group, the first integrated education and skills group of its kind and employers will benefit from being able to access the

right Group service, at the right time, to ensure we can always meet your needs.

**BESPOKE** – we will adapt our offer to ensure employers can access flexible training and recruitment packages that meet your needs

**PROFESSIONAL** – our products, services and resources will position us as a provider of high-quality, professional recruitment and training programmes

### What sort of relationship are we looking to build with employers?

We want to build long-term partnerships with employers based on openness, trust and quality of service.

Our relationship with employers will be based on our in-depth understanding of prison leavers; skills training in a prison setting; the local labour market and the employer's specific recruitment requirements.

### What is the Employer Charter?

To recognise both our long-term partnership with an employer organisation, and our commitment to service excellence for

prison leavers, we ask all employers to sign up to our Employer Charter.

The Charter sets out the benefits of working with us; what an employer can expect; how you can shape training and recruitment; and the commitments we are looking for from you.

It ensures that employers understand how they can benefit from working with Novus Works, while also explaining the role you will play in supporting prison leavers to get the training and employment opportunities they need.

### Will Novus Works support the delivery of apprenticeships?

Yes. We believe that apprenticeships are a key route into employment and we will work to ensure that prison leavers have the opportunity to access an apprenticeship.

Prison leavers will be able to access bespoke, pre-apprenticeship programmes that will equip them with the basic skills they need to successfully access, and achieve, an apprenticeship. This will include Level 1 Employability qualifications, basic skills training, work experience and mentoring.

Once a prison leaver starts an apprenticeship, we will ensure they can access the support they need, through high quality information, advice and guidance and mentoring, to ensure they have the best chance of success.



## CONTACT US

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