

12<sup>th</sup> April 2019

Employment and Skills  
Education and Skills  
County Hall  
Bythesea Road  
Trowbridge  
Wiltshire  
BA14 8JN

Dear Employer

### **Re: Apprenticeships, Employment and Skills Roadshow**

Wiltshire Council has several service areas that support residents and business in line with the Business Plan 2017 - 2027. Our key priorities are “Growing the Economy”, “Strong Communities” and “Protecting the Vulnerable”. The Employment and Skills Team are an outward facing service in that we engage with all members of the community whether through school engagement, business events and networking, supporting those facing barriers to employment or through use of our [Work Wiltshire](#) social media platforms.

What we have learned from engaging with young people, the public and business is that many are not fully aware of the vast array of support available to them or the diverse opportunities that exist across the county in relation to training and employment.

How we plan to address this?

Our main method of connecting employers and individuals is through our [Be Involved](#) pledge scheme. Be Involved allows business to pledge their support and commitment in relation to the employability of our young people and the future workforce.

Resources are frequently limited for large scale events and often the rewards do not match the time and effort involved for all parties therefore we are hosting a series of roadshows, commencing with Melksham, that focus on the immediate area, working with local employers, training providers and community groups to raise the profile of the area and the opportunities employers and training providers offer.

We appreciate that time away from the business should add value wherever possible and to support this we envisage delivering the roadshow in hourly blocks promoting specific sectors and the local employers and vacancies within each.

The event will run from 1200 to 1800 on Thursday 9<sup>th</sup> May 2019 at Melksham Library, 14 Lowbourne, Melksham, SN12 7DZ.

We would be grateful if your business can support the event in whatever way possible; this may be through the provision of printed materials to promote your business and the roles on offer or by allowing a member of the team to attend, this could be a Store Manager, HR Manager, employee or a current or former apprentice.

Employer and sector sessions; which can include a talk about your business or industry and any programmes you offer including apprenticeships will commence on the half hour as follows:

1230 Yes / No  
1330 Yes / No  
1430 Yes / No  
1530 Yes / No  
1630 Yes / No

To aid planning, a reply, whether positive or negative, would be appreciated by **Thursday 25<sup>th</sup> April** to the email address shown at the foot of this letter. Please indicate which of these sessions would suit you best so that a final plan can be completed and shared.

We look forward to hearing from you.

Yours faithfully

Rachael Johnson  
Employment and Skills Officer

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