

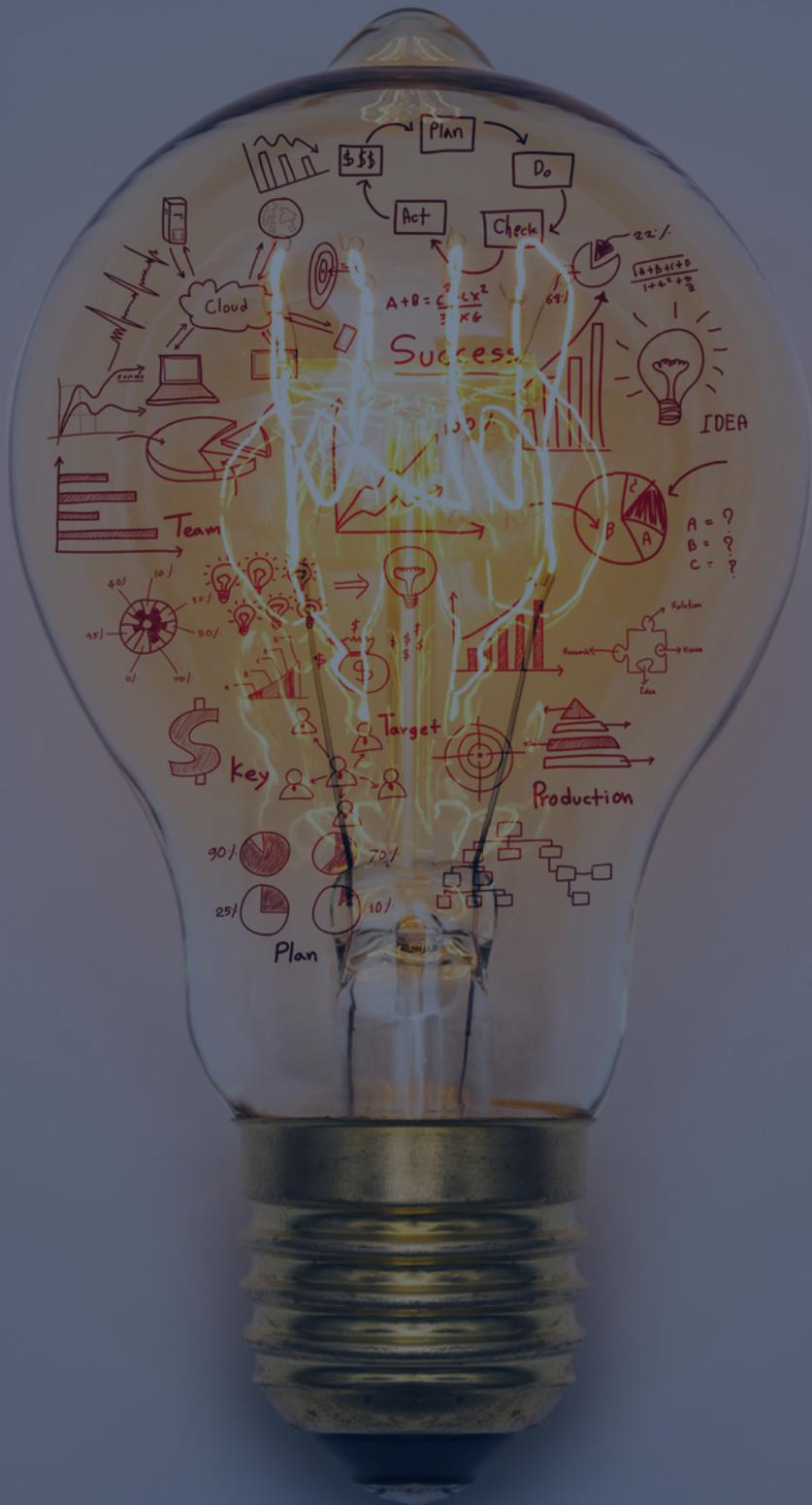
Your Guide To Hiring A Graduate

venture

GRADUATES

Skills and Talent Hub of the Cardiff Capital Region

www.venturewales.org





"I don't have time to hire or train someone up. I need someone with experience to hit the ground running now."



The '*right*' Graduate can transform your business.

Let us show you how...

Many enterprises think that hiring a graduate would be too daunting an experience - and wouldn't be '*right*' for their business.

Venture can show you how the '*right*' graduate can play a valuable role in your team, from Day One. And we'll even recruit and help train that graduate for you, **for free**.

THE TOP 5 BENEFITS OF HIRING A GRADUATE.

There are many ways in which a graduate will help improve your business. Here are the top five proven reasons why you should hire a graduate:

1 Fresh Thinking & Inspired Ideas

If the pandemic taught us anything, it's the importance of being able to adapt and spot the emerging opportunities of a new business landscape. Graduates bring a fresh outlook and innovative ideas. All you have to do is provide a safe place for honest and open discussions - involving them in the challenges and opportunities of your business.

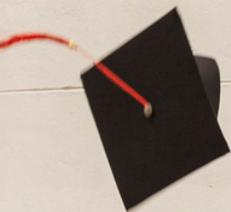
2 New Skills & Valuable Competencies

Many of today's graduates are surprisingly well-skilled, ready to hit the ground running, with a firm foundation of competencies, ranging from digital competency to well developed human skills. They'll augment and align with the skill sets in your current team (and may even help improve them).

3 Future Proof your Business

Graduates very often prove to be the Future Leaders of a business - and our unique 12 month Career Accelerator Programme will help that happen. Designed with the graduate AND your business development in mind, our programme offers two pathways to choose from, delivered by University of South Wales and the Open University Cymru.

Download the prospectus from the Career Accelerator page on our website to see just how exceptional this programme is - and how it can empower your graduate future proof your business

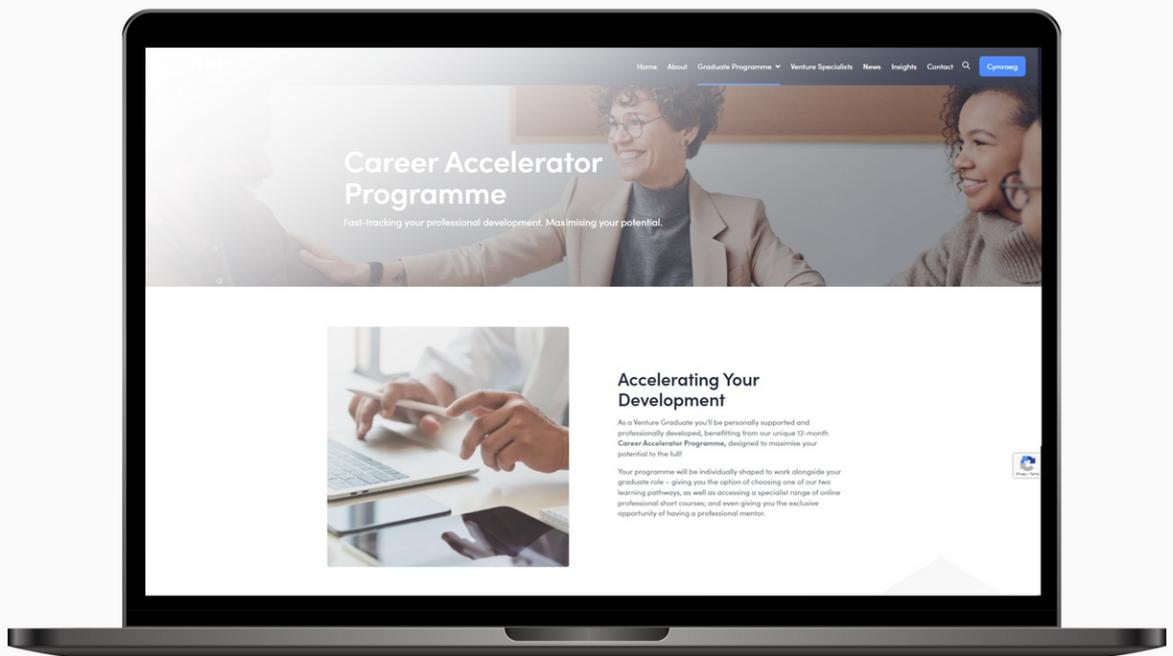


4 Hunger for Knowledge

Graduates have an abundance of motivation and an infectious enthusiasm when they start their career. They have a hunger for knowledge and a thirst to succeed. What better way to remind yourself of how amazing your business and successes are, than teaching someone your processes? Fall back in love with your business today!

5 Return on Investment

Making your business better - and getting a return on your investment - is the ultimate KPI for hiring a Graduate. We understand that. Our end-to-end zero-cost recruitment and development service includes a thorough screening process that will match the right candidate for your business, geared to giving you a return on your investment, as that graduate evolves to become an integral member of your team.



Career Accelerator Programme

Fast-tracking your professional development. Maximising your potential.

When is the right time?

The timeline is key when recruiting a graduate - and our expert recruiters will guide you on the most effective time of the year to advertise your graduate job roles.

Our team continuously monitor the trends and analytics of when graduates are searching for jobs online - and here are some insights into the most popular months when graduates are conducting their job search:

JANUARY/FEBRUARY

The number of graduates looking for a job role increases after graduation ceremonies are held in January, with a flurry of activity in late January and early February.

APRIL/MAY

There's another spike in Graduate job searches in April/May, as undergraduates look to see what jobs are 'out there' for when they graduate in July. It's worth remembering that when advertising in this period, the Graduates may not be ready to start the job until July.

JULY/AUGUST

This is our most popular time of year to receive applications. Most candidates will have graduated in July and are looking to start their careers in September/October, making this the prime time to advertise your graduate job role.



And end-to-end service that ends in your success.

Venture Graduates provide an end-to-end Recruitment & Development Service for **ZERO** cost. There is no catch! Our business team works closely with you to find the right candidate for your business.

The Process:

Step 1 (Employer)

Simply contact our business team at venturebusinesses@cardiff.gov.uk

Step 2 (Employer)

Our team will discuss the role and job description in detail - ensuring we have all the information we need to create a compelling job advertisement for you and your graduate role.

Step 3 (Venture)

Our expert copywriter will transform your job description into a dazzling job ad, to attract as many candidates as possible from our wide talent pool.

Step 4 (Venture)

Once you are happy with the ad, we'll distribute it on all platforms, job boards and University networks.

Step 5 (Venture)

Our team will assess and shortlist the Candidate CVs, via our state-of-the-art recruitment system.

Step 6 (Venture)

The shortlisted candidates will then be sent through to online testing, having agreed with you the tests needed.

Step 7 (Venture)

Successful applicants from the testing will go through to their 1st interview with our recruitment team.

Step 8 (Venture)

From the results of the first interview, our team will shortlist and send you the candidate details and test results, via our recruitment system.

Step 9 (Employer)

A final interview with you and the candidates will result in you appointing your perfect Graduate.



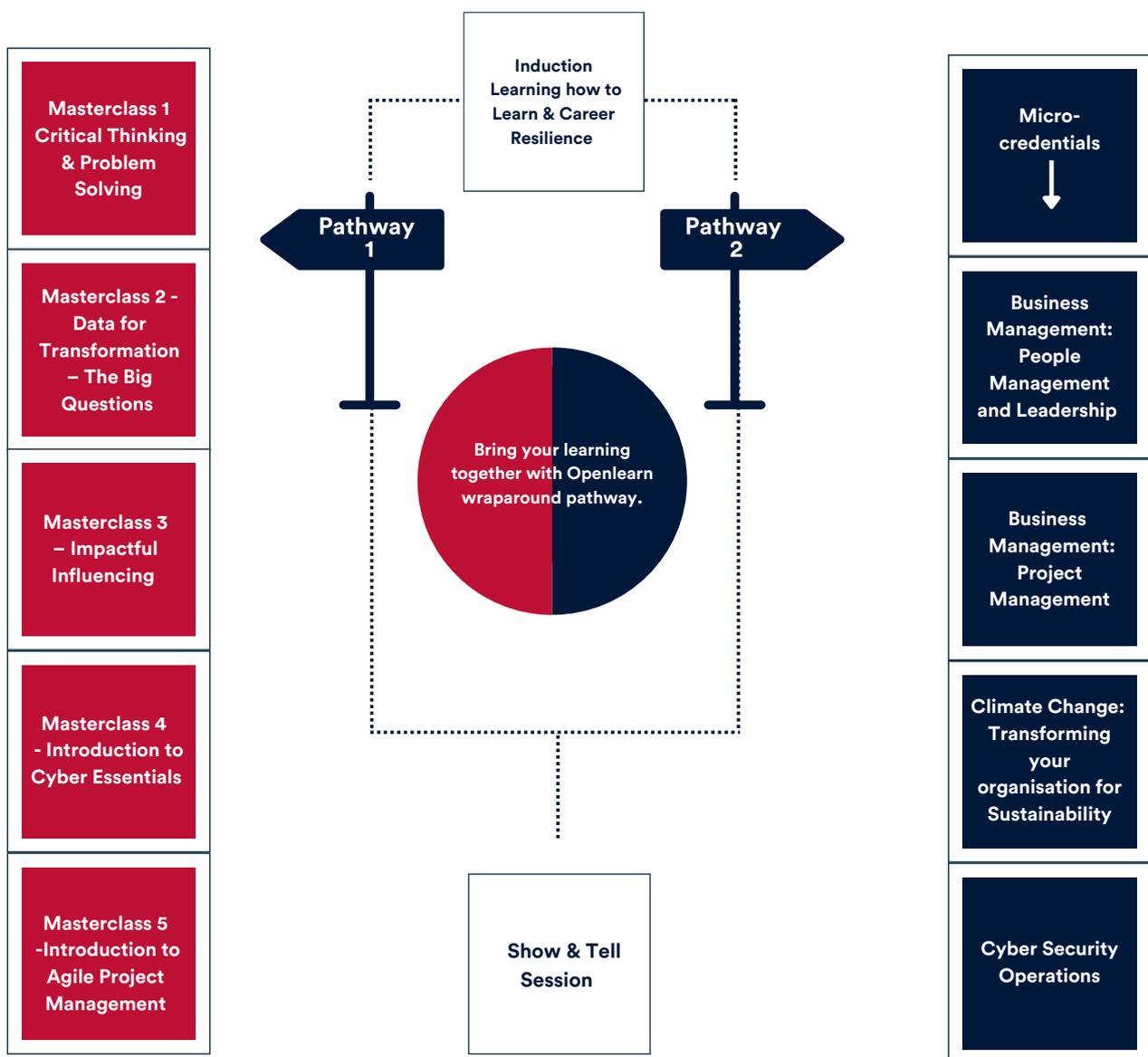
"Can't recommend Venture Graduates enough, complete support on our recent recruitment drive resulting in two excellent new team members."

Huw Williams - UK Analytics

Step 10

Career Accelerator Programme

Your chosen Graduate will be invited to enrol on our unique 12 month learning and support programme. The Career Accelerator Programme is designed around the individual needs of graduates, and shaped to work alongside the graduate's job - accelerating their progress and realising their potential!



The Programme offers your graduate a choice of two learning pathways - Masterclasses and Microcredentials - covering everything from Career Resilience, Critical Thinking & Cyber, to People Management, Agile Project Management & Climate Change.

All delivered in expert partnership with the Open University Cymru & The University of South Wales - and backed by the Venture "Triple A" Pledge of being Available, Approachable & Adaptable to individual development needs



Additional Offering

Venture into the Welsh Language

We're thrilled to announce a collaboration between Venture Graduates and Dysgu Cymraeg Caerdydd / Learn Welsh Cardiff to promote the use of the Welsh language in the workplace.

We'll be offering Venture graduates the opportunity to learn Welsh and gain valuable language skills that will enhance their careers – giving our graduate employees a valuable language skill, and helping preserve and promote the Welsh language and culture.



This exciting new offering will be added as part of our Career Accelerator Programme – with five levels of language ability catered for – so whether you're a complete beginner or a fluent Welsh speaker who may have lost a bit of linguistic confidence, this learning pathway is for you!

Leanna Davies, our Venture Graduate Development Officer, is delighted to be offering this new dimension to the Career Accelerator Programme (CAP):

“We're really excited to be adding this offering to the CAP as it's a great opportunity for people to learn Welsh and embrace a unique culture. We're also very happy to be collaborating with Learn Welsh Cardiff to make the Welsh language more accessible to our graduates – and hopefully increase the use of the language in the region”

We believe that the Welsh language should be celebrated – and it's never too late to learn something new – so we're fully on board with supporting the Welsh Government's ambitions of increasing the number of Welsh speakers. And that's why we'll be inviting and encouraging ALL Venture Graduates to enrol with Learn Welsh Cardiff. Don't miss out on this amazing opportunity to grow both professionally and personally!



Did you know?

Recruitment of international workers is back on the agenda.

The confusion of Brexit and chaos caused by the pandemic has had a negative effect on recruiting talent from overseas. That's a potentially damaging situation as – sometimes – those skillsets are most appropriate for certain roles in an organisation, particularly when looking to attract graduate tech talent.

The good news is that the new rules and regulations governing the hiring of international workers are easily understood – and we have produced a practical guide for any employer looking to tap into the potential of international graduate talent, which can be found here: [Employers: recruit the right talent through Right-to-Work - Venture \(venturewales.org\)](#)

We have prepared a 10-point Checklist to help employers ensure they get it right on Right-to-Work.



OVER
50%

**Graduates that are
graduating in 2023 are
international graduates.**

The Venture 10-point Right-to-Work Checklist



1

Conduct your Right-To-Work checks on new hires at the earliest opportunity upon making a conditional offer and well before a new employee starts.

2

If possible, arrange for a new employee to come in before their first day - to meet your team and also bring the essential documentation needed for a Right-to-Work check.

3

The Home Office requires you to obtain original documents from one of two lists. The first list is the candidate's passport, immigration status document, birth or adoption certificate, or certificate of naturalisation in the UK. The second list refers to documents showing your candidate's application to remain under immigration rules. The full lists are available at [gov.uk](https://www.gov.uk).

4

Verify and make copies of the essential documents. These documents must be retained for prescribed periods. It's your responsibility to check that documents are genuine and that the prospective employee is the person presenting them - so you need to check that photographs are consistent across all documents and that they match the person's appearance. Make copies of those documents in a format that can't be manually altered - and securely diarise the dates of when those copies were made.

5

Double-check the details. Look for any evidence that the documents have been tampered with - and check any potential anomaly. Are there any differences in names across the documents that can't be explained (e.g. by marriage or divorce?). Have the expiry dates for permission to be in the UK passed?

6

Make sure you carry out follow-up checks on any employee with time-bound visas.

7

Ensure your team is trained to understand what process needs to be followed when hiring.

8

Create a guideline on how to conduct the Right-to-Work checks - have a protocol that everyone in your team adheres to.

9

Update your onboarding processes to reflect the new rules.

10

Include the Right-to-Work clause in employment contracts, so that the employment relationship can be terminated if an employee doesn't have the correct immigration permission to undertake the job in question.

We have recruited over 150 Graduates across the Cardiff Capital Region.

#joinTheVenture

Don't just take our word for it..



“ *Venture Graduates is a fantastic scheme for small businesses and candidates. It provided a supportive and encouraging environment for new talent and made it possible for us to recruit on a scale that would have been a massive distraction to our core business if we'd tried to do it alone.* ”
Jess Lancashire - Venbridge Ltd

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TrakCel

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IMPACT INNOVATION



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GRADUATES

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