

## Conditions Cumhaichean

The project should last a minimum of 6 months and a maximum of 12 months. The graduate will work full time (minimum of 21 hours and a maximum of 45 hours per week) to undertake specific and innovative projects. You will be required to take part in an end of placement evaluation to measure the success of the placement.

## The Process Am Pròiseas

If you have already identified a suitable project for a graduate or would like help to develop your business plan for growth, contact your local Business Gateway adviser or call 01463 713 889 to discuss.

### The Business Gateway can help you through the process of:

- identifying your business objectives
- developing your business plan
- making an application
- recruitment and selection

Once your application is approved, and you have drafted your job advert, Business Gateway will discuss the options for advertising the placement.

This may include free services and access to networks where available, with further advertising, if necessary, at your own cost.

## Other sources of support & help

Adopt an Intern

[www.adoptanintern.org.uk](http://www.adoptanintern.org.uk)

Business Gateway

[www.bgateway.com/highland](http://www.bgateway.com/highland)

Employment Grant

[www.highland.gov.uk/employgrants](http://www.highland.gov.uk/employgrants)

Skills Development Scotland

[www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

## Contact details Airson Fios A Chur

Whether you're running an ambitious young start-up or established company, Business Gateway gives free, local and impartial advice.

### Their network of experienced advisers offer a range of free support, including:

- one-to-one advice on start-up and growth
- workshops and events
- specialist advice on a host of topics
- information and signposting services

Business Gateway is delivered locally by Highland Opportunity on behalf of The Highland Council. Between February 2012 and March 2015, its specialist Recruitment Advisory Service – funded by The Highland Council and the European Social Fund – provided 840 businesses with practical help to employ people, creating 410 new jobs.

To discuss your business and growth plans contact your local Business Gateway on:

**01463 713889**



The Graduate Placement Programme and the Business Gateway Recruitment Advisory service are funded by:



Find us on Facebook  
[www.facebook.com/highlandcouncil](http://www.facebook.com/highlandcouncil)

The Highland Council

# Graduate Placement Programme



Comhairle na Gàidhealtachd

Prògram  
Greis-ghnìomhachais  
Cheumnaichean

## What this programme is about:

### Mun phrògram seo:

The Graduate Placement Programme provides you with funding along with specialist recruitment advice to employ a graduate. The graduate must deliver a project of significant importance to the growth of your business.

The Graduate Placement Programme is operated jointly between The Highland Council and Business Gateway:

- Business Gateway work with you to support the development of the business project and application with the business and provide specialist advice where required.
- The Highland Council administer the applications and process and pay the grant claims.

### The project must:

- be vitally important to the way you work
- be quantifiable
- be measurable
- demonstrate an impact on business performance

### The project may deal with significant challenges such as:

- targeting new markets
- reviewing and improving structures and processes
- developing new products
- making more effective use of ICT and e- business
- exporting and increasing international participation

## Who can apply for this scheme?

### Cò a dh'fhaodas tagradh airson an sgeama seo?

Businesses, including social and community enterprises, are welcome to apply. Your business must employ less than 250 employees to be eligible and you must have a business plan which clearly sets out well defined actions for growth.

Priority will be given to businesses that are in the growth sectors identified in the Scottish Government's Economic Strategy.

### These sectors are:

- Food and Drink
- Creative Industries
- Financial and Business Services
- Energy
- Sustainable Tourism
- Life Sciences

If your business is account-managed with Highlands and Islands Enterprises (HIE) you should speak to your account manager as HIE have a similar graduate placement programme.

## What are the costs involved?

### Dè na cosgaisean a tha na lùib?

- The business will be responsible for paying the graduate's salary.
- To access the grant, the business must pay the minimum salary of £16,500 per annum. The grant will be offered up to a maximum wage of £20,000; the business can of course continue to pay a higher rate. The maximum grant available is £10,000 per annum (pro-rata rates will apply).
- The Highland Council will provide a grant subsidy of 50% for Micro SME's (businesses who employ less than 10 people) and 40% for Small and Medium SME's (businesses who employ less than 250 people) of the employee's gross wage.
- Payments will be made by The Highland Council monthly in arrears.
- If requested, The Highland Council will advertise the placement on your behalf on the websites listed in the Operational Guidelines. Any additional advertisement will be the businesses responsibility.
- Training and development related to the placement will be your responsibility. Contact Skills Development Scotland for details of support for employee training and development: [www.skillsdevelopmentscotland.co.uk](http://www.skillsdevelopmentscotland.co.uk)

### The Graduate An Ceumnaiche

The graduate will be qualified to a minimum of HND or Degree Level and have graduated within the last four years of the proposed project start date.

