



YOUTH
CAN
DO IT



Bradford Teaching Hospitals
NHS Foundation Trust

West Yorkshire and Harrogate Excellence Centre *Spotlight on Success*



West Yorkshire and Harrogate
Health and Care Partnership

The Prince's Trust Get Into Admin Programme with Bradford Teaching Hospitals NHS

"Get Into" is a vocational programme offering work placements that develop young people's skills and support them into jobs in a specific sector. It gives them the opportunity to gain relevant professional skills and experience to enable them to move into a sustainable job in that sector.

The Prince's Trust in partnership with Bradford Teaching Hospitals NHS Foundation Trust delivers the Get Into Admin programme across the Bradford area. It provides the opportunity for young people between the ages of 18-30 to complete a four week work placement in GP Practices within a business administration role.

The programme is extremely valuable for young people who are interested in a role within the NHS as it gives them the opportunity to showcase their skills and develop their confidence with hopes of being offered employment.

In November 2019 there were seven young people who participated in the Get Into Admin programme in Bradford. Two of the participants are now employed with the surgeries they were working with, one has an interview and Prince's Trust are working alongside the rest to find work for them in the Leeds/Bradford areas.

Here are some case studies from the programme.

Megan completed the programme in 2016 at Bevan Healthcare. She is now a full time employee there and even participated in the programme again, this time by becoming a buddy to the 2019 participants. She says that "before the Princes Trust I was a stay at home mum to my little girl. I had seen a poster advertising the Get Into Admin course and thought I would go along to see what it was about. I left the open day with a placement at Bevan Healthcare...I tried my best to show my willingness on my 4 weeks work experience as I was told there were no job opportunities. At the end of the 4 weeks I was told I had done so well and made such a good impression that they were creating a job role for me... And I am still here today!"

Carey Dowson is a Business and Practice Manager at Bingley Medical Practice. She oversaw one of the placements and when reflecting on the programme she highlighted the fact that the placement gave the young person a chance to "showcase their talent", so much so that after the programme had finished, they employed the young person as an Administrator. It has also benefited the surgery as it has helped the individual who was mentoring the young person to develop their management skills.

"The Prince's Trust gave me the confidence and skills to take forward in life. I always wanted to work for the NHS but found it hard to get into as a lot of roles needed previous experience."

Megan
Bevan Healthcare

"While they may not be interview ready, the placement is a chance for the young person to gain confidence and develop skills."

Carey Dowson
Business and Practice Manager
Bingley Medical Practice

Contact **Kate Barkley** at **07718793516** or email Kate.Barkley@princes-trust.org.uk for more information about the Get Into Admin Programme.

Check out <https://www.princes-trust.org.uk/help-for-young-people/get-job/get-experience> to find out more about the "Get Into" Programmes.