

Fill your vacancies **for FREE.**



PERTEMPS
PEOPLE DEVELOPMENT GROUP

unearthing the spark of brilliance in everyone

“

I would have no hesitation in recommending the service and professionalism that PPDG has provided to other employers.

Karen Vincent

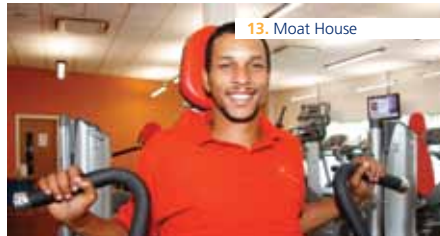
*Personnel Training Manager,
Tesco.*

”

unearthing the spark of brilliance in everyone

Contents

- 4. Products & services
- 5. What have we achieved?
- 6. Who are we?
- 8. Government funding
- 10. Executive search & selection
- 12. Preparation
- 14. Job-matching
- 16. Placements
- 18. Aftercare



unearthing the spark of brilliance in everyone

We know that today's labour market demands a skilled workforce at every level in order to compete and succeed.

We understand that employers, regardless of size or sector, require a range of services to meet their business needs: from recruiting new employees to retraining their existing workforce.

We deliver on our promises, providing a free, time-saving and tailored recruitment service.

unearthing the spark of brilliance in everyone



“

We have built an exceptional reputation for successfully matching candidates with employers' specific requirements, leading to an unrivalled record of high job retention.

Steve King,
Chief Executive,
PPDG.

”

unearthing the spark of brilliance in everyone

Products & services

Our no-cost customised staffing solutions have been designed to provide you with maximum flexibility and candidates with extensive capability.

We focus on accessing all available funding and expertise, including training and consulting services, designed to provide you with the most comprehensive and cost-effective solution in the employment industry.

We work with a wide range of employers – from multi-national organisations to SMEs, and understand that for many businesses, profit margins can be slim and recruitment has traditionally incurred a large cost.

Our service is free and our message is simple – we wish to develop a successful working relationship with you, leading to the full management of your recruitment needs.

We can offer you a range of quality products and services, including:

- Experienced, professional staff as your point of contact
- Nationwide PPDG Advancement Centres, from which to source suitable personnel
- Free use of our interview facilities
- Competent, reliable & fully-trained candidates
- Pre-screening to match candidates to your specific requirements
- Dedicated aftercare service, providing ongoing support for you & your employee(s)
- Post-employment training solutions, enhancing the skills, qualifications & productivity of your workforce

unearthing the spark of brilliance in everyone

What have we achieved?

Imaginative delivery by a workforce that reflects and celebrates cultural diversity has assisted in excess of 100,000 individuals into sustained employment since January 2001, with some 80% remaining with their initial employer. We have also trained over 130,000 people in vocational skills, with more than 175,000 individuals benefiting from our professional information, advice and guidance services.

Continually striving for excellence, our business has also been awarded with:

- Sunday Times Top 100 Best Companies to Work for 2010/11 – 4th position
- Best Companies Accreditation – Three Star Status (demonstrating 'extraordinary' employee engagement)
- Two Grade One accreditations by the Adult Learning Inspectorate (ALI)
- The Matrix Standard – recognising the quality of advice & guidance given to our clients
- Customer Excellence Award at the Confederation of British Industry's (CBI) Annual Growing Business Awards
- Registration to ISO 9001:2008 Quality Management Standard
- Investor in Excellence
- Investor in People
- Positive About Disabled People
- National Payroll Giving Award winner

unearthing the spark of brilliance in everyone

Who are we?

Pertemps People Development Group (PPDG) is a member of the ESH Group – one of the world's leading providers of Welfare to Work, training and recruitment services to an extensive number of Government and private companies across Australia and the United Kingdom.

We are a values-led organisation, providing an ethical service that supports businesses in their growth and development and helps candidates to realise their potential.

Founded in the UK, we possess in excess of 50 years' experience and expertise in the industry.

What do we do?

Being at the forefront of the recruitment industry allows us a unique insight into the education and skills requested by employers, helping us to identify the right candidates for your business. Our knowledge is enhanced by years of helping people to find rewarding and sustainable employment, offering professional preparation and diagnostic solutions and advanced job matching technology from PPDG Advancement Centres throughout the UK.

We employ dedicated contract managers and specialise in providing an excellent aftercare service, ensuring the development of strong, successful and long-lasting partnerships. The result is that 80% of candidates finding work through our services stay with their satisfied employers.

We don't simply provide recruitment services – we aim to give people real opportunities to change their lives.

unearthing the spark of brilliance in everyone



“

I was very impressed by PPDG who facilitated a straightforward recruitment process. I was able to turn up at an appropriate office and conduct interviews with pre-vetted candidates who matched the job criteria.

Bernie Jones,
Manager,
KFC.

”

unearthing the spark of brilliance in everyone

Government funding

We deliver a range of Government-funded Welfare to Work contracts, designed to support people into sustainable employment. These contracts allow us to offer free employment services to partner employers.

Through unique partnerships, we have successfully gained the commitment of hundreds of businesses – including major organisations such as Tesco and Asda – providing a clear route way for people into a range of vacancies.

Working together has built stronger communities, better businesses and realised the untapped potential of local jobseekers.

We may also be able to access funding for vocational training and practical support – including NVQs, e-courses and work-based learning – enabling you to tackle the increasing skills challenges of our labour market and economy and provide your workforce with the job-related skills they need.

unearthing the spark of brilliance in everyone



An exciting partnership between PPDG and Asda has already resulted in 15 people finding work.

The new recruits benefited from the delivery of a bespoke recruitment programme, designed to provide the ideal springboard into vacancies at an expanding distribution centre, supporting Asda's network of supermarkets.

PPDG Employer Liaison Co-ordinator, Martin Graham, said: *"As soon as we met the team at Asda there was a real excitement as to how we could help them. We worked closely with them to gain an understanding of the job roles and together we designed a training package to prepare jobseekers for interview and future employment."*

Ray Brown, Operations Manager from Asda, added: *"We want local people to work for us but found it difficult to attract people with the skill-set we needed."*

The support PPDG gave us has been invaluable, as it not only saved us a lot of time in the pre-interview sifting stage, but it provided us with job-ready candidates.

"Our hope is that over the next year we will work alongside the organisation to look at more innovative ways to bring people back into the workplace."

unearthing the spark of brilliance in everyone

Executive search & selection

We possess a broad spectrum of highly-skilled executive candidates on our database, equipped with the qualifications, experience and determination to help shape the future of your business.

Applying the same levels of care, preparation and attention to detail given to everybody accessing our services, we have successfully placed candidates into a variety of senior executive and interim management positions, within a full range of public and private sector organisations.

Our professional approach provides candidates with access to extensive capability, ensuring employers find the right person for a critical appointment.

unearthing the spark of brilliance in everyone

A man with short brown hair, wearing a dark suit, white shirt, and red tie with white polka dots, is smiling. He is standing in front of a glass entrance to a John Lewis store. The words "John Lewis" are visible on the glass above him. A blue semi-transparent box is overlaid on the right side of the image, containing text and quotation marks.

John Lewis

“
It's fantastic to be working for such a prestigious company. The support received from PPDG has made my career with John Lewis possible and I can now look forward to a bright future.

Greg McKenna,
Section Manager,
John Lewis.

”

unearthing the spark of brilliance in everyone

Preparation

In the next decade there will be a significant reduction in jobs requiring no skills or qualifications.

Utilising sophisticated preparation and diagnostic solutions, our experienced team work one-to-one with candidates, identifying their developmental needs and formulating personalised action plans.

We offer an innovative and diverse package of training interventions, including accredited personal advancement programmes, sports-based motivational tools and economically relevant learning, through e-courses and in-house learndirect tutoring. We also deliver intensive employability skills training sessions, encompassing interview tips, CV and application form workshops and telephone techniques.

We can even provide customised training support packages to prepare candidates for their specific organisation, job role and sector.

Whether our candidates require a certificate in food hygiene, a Construction Skills Certification Scheme (CSCS) card or a Security Industry Authority (SIA) badge, we can source it.

unearthing the spark of brilliance in everyone



A group of nine candidates who were given a sporting chance to improve their qualifications are celebrating after clinching jobs at an impressive new leisure facility.

The recruits started their jobs at the Coventry Sports Trust's Moat House Leisure and Neighbourhood Centre, after successfully completing a special nine-week training programme devised by PPDG.

Moat House General Manager, Richard Marrs, commented:
"We interviewed 21 people and if I'd have had 21 jobs available, they'd all be working here now!"

"There have been huge benefits from employing local people who have been training together for a number of weeks – the quality, skill and preparation they'd been given was absolutely superb."

Jerome Murdoch turned his life around after he attended the course. He secured a position as a Leisure Assistant, before completing a lifeguard qualification; he is now undertaking gym instructor qualifications with his new employer.

"PPDG helped me every step of the way, so when this opportunity came along I was ready for it," said Jerome.

"It's a great feeling to get up in the morning and want to go to work. I really didn't think there was a job for me."

unearthing the spark of brilliance in everyone

Job-matching

We will introduce you to a dedicated PPDG contract manager, focused on your specific recruitment requirements.

Undertaking a vigorous pre-and post-employment recruitment and selection process and utilising our own sophisticated job-matching technology, we will strive to provide the right people for your business, matching your criteria with their career aspirations.

Every single one of your vacancies will be imported into our 'Client Match' vacancy software, allowing PPDG candidates to input specific vacancy requirements and sift the most suitable opportunities against their individual employment criteria.

As we possess a detailed understanding of every candidate, we will only put forward those applicants who possess the commitment and willingness to develop further in their chosen profession and are able to work the hours that you request.

By giving you unique access to a vast pool of confident, motivated and job-ready candidates that are best suited to your available vacancies, we will ensure high interview attendance figures and outstanding job retention rates.

unearthing the spark of brilliance in everyone



“

It is very apparent that the calibre of recruits is much better because of the thorough interview screening that is taking place. Our aim is to have the most highly-skilled workforce in the railway industry, and our partnership with PPDG contributes to that.

Peter Thompson,
Area Manager,
SkyBlue.

”

Placements

Work experience placements provide an innovative and highly successful solution: both for unemployed people looking to break into new careers and employers keen to spread the risk of recruitment or take on seasonal workers.

Through strong partnerships with a broad range of businesses, we have successfully created mutually beneficial opportunities for employer and jobseeker, facilitating a series of carefully matched work placements.

Our expert employment teams provide jobseekers with all of the information and necessary preparation to ensure that the placement is a success, whilst the employer receives a motivated individual determined to succeed – with no obligation to employ them permanently.

Typically, work placements have resulted in jobseekers returning to us with higher levels of self-confidence, job-specific skills and positive experiences that can assist their search for full-time work. Employers have praised the often invaluable contribution made by candidates, whilst taking the opportunity to use the placement as means of staff development and identifying future recruits.

unearthing the spark of brilliance in everyone



An exciting new career is on the menu for a woman in a leading restaurant. Cheryl Monk found the recipe for success, when her enthusiasm and determination to learn impressed bosses at The Living Room.

Cheryl said: *"I had this dream of working as a chef in a kitchen. The problem was that I hadn't got any qualifications in catering or any experience. I needed a chance to work in a kitchen and show what I was capable of."*

PPDG arranged for Cheryl to undertake a four-week placement to prove her worth. She impressed so much, that she was soon offered a permanent job as a chef.

Nic Mander, Senior General Manager of The Living Room Birmingham and Oxford (pictured left), said the placement scheme provides employers with an ideal opportunity to assess a budding recruit's potential.

He said *"In our industry there is often a high turnover of staff because at interviews some people can talk the talk and it is only later that you find out that their ability doesn't match up."*

"The opportunity to trial people over a number of weeks, and at no cost to us, is a huge advantage over traditional recruitment methods. It allows us to assess people's potential, and delivers savings in HR and recruitment costs. When other suitable vacancies arise we will contact Pertemps People Development Group again because this method is proving to be so successful."

unearthing the spark of brilliance in everyone

Aftercare

We know from experience that the aftercare service offered to our partner employers and their new recruits, is often as crucial as the preparatory and job-matching work we undertake.

Through our Government-funded contracts, we are committed to finding sustainable employment for our candidates. Indeed, it is a measure of our success that we assist all of our candidates in achieving at least six months' continuous employment – it is therefore not in our interests to place individuals into vacancies they do not wish to pursue.

Through regular contact with your dedicated PPDG contract manager, we can ensure that you and your new employee(s) are offered continuing advice and support for up to six months, assisting with any issues that may arise.

What's more, we can help to provide your business with a comprehensive range of innovative work-based learning solutions to aid the continuing development of your workforce: encompassing anything from basic skills and e-courses through learndirect, to National Vocational Qualifications (NVQ) and advanced apprenticeships at various levels.

unearthing the spark of brilliance in everyone



“

We have developed an excellent relationship with PPDG. We are willing to give people an opportunity and we have been successful in recruiting several candidates.

Debbie Topman,
*Company Director and Chair,
Acme Whistles.*

”

unearthing the spark of brilliance in everyone



wearing the spark of brilliance in everyone

“

PPDG ensures that a robust screening process is in place and that only select candidates are submitted for interview. This saves us valuable time and resources to ensure a fast and positive outcome for both ourselves and the applicants.

Kath Tallant,
*Food Services Sales Manager,
Debenhams.*

”

unearthing the spark of brilliance in everyone

Pertemps People Development Group,

Westbourne Manor, 17 Westbourne Road, Edgbaston, Birmingham, B15 3TR

Tel: 0121 450 8300 **Fax:** 0121 450 8301 **Web:** www.ppdg.co.uk



INVESTORS
IN PEOPLE



FS 558405