



# Traineeships

## A fact sheet for Employers

This document is intended for employers who are considering offering Traineeships to young people and includes information about the benefits of Traineeships for your business

### What is a Traineeship?

A Traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for. At its core are work preparation training, English and maths for those who need it, and a high quality work experience placement.

Traineeships can last up to six months and include:

- Work preparation training
- English and maths\* support if required.
- A work experience placement of six weeks to five months with an employer
- In addition to these basic elements, you and the training provider can add flexible additional content to meet the needs of your business and the local labour market.

### What are the benefits of offering Traineeships?

Traineeships have been developed in response to research showing that young people frequently lack the knowledge and experience employers expect in the workplace. Traineeships will

help to tackle this problem, while benefiting businesses in the following ways:

- You as an employer can design a high quality Traineeship within your company in partnership with a training provider – one that suits both the needs of your business and the needs of the trainee.
- You can get ahead of the competition by bringing enthusiastic young people with their fresh ideas into your business before they get on to the job ladder.
- Traineeships will allow you to shape the skills and experience of young people from your local community, helping your business to develop a loyal and talented workforce.
- Working with trainees will give established staff members the chance to develop their skills in mentoring and coaching young people.
- If you decide to offer a trainee an Apprenticeship you could be eligible for an Apprenticeship Grant for Employers of £1500.\*\*

***“Siemens supports Traineeships wholeheartedly– this new programme is a very important stepping stone that enables young people to gain skills that allow them to enter Apprenticeships in Engineering or take up a job in the engineering supply chain”***

**Toby Peyton-Jones, HR Director Siemens plc and Cluster North West Europe**

### What will my business need to provide?

Your company will need to provide a high quality work experience placement for the trainee, lasting anything from six weeks to a maximum of five months.

### Work experience placements should be:

- Substantial and meaningful, providing a real workplace experience.
- A structured opportunity for the young person, matched to their areas of interest and aspiration, where they engage in purposeful work related learning activities rather than observation.
- Long enough to allow for the development and thorough



embedding of new skills and behaviours.

There are various resources available with information on what makes good quality work experience. These include:

- [cipd.co.uk/publicpolicy/policy-reports/work-experience-quality-charter.aspx](http://cipd.co.uk/publicpolicy/policy-reports/work-experience-quality-charter.aspx)
- [education.gov.uk/childrenandyoungpeople/youngpeople/gandlearning/programmes/b00223495/post-16-work-experience-educ](http://education.gov.uk/childrenandyoungpeople/youngpeople/gandlearning/programmes/b00223495/post-16-work-experience-educ)
- [ukces.org.uk/assets/ukces/docs/supporting-docs/youth-employment/making-work-experience-work-for-you.pdf](http://ukces.org.uk/assets/ukces/docs/supporting-docs/youth-employment/making-work-experience-work-for-you.pdf)

#### Employers should be able to:

- Pre-agree content and objectives between your company, the training provider and the trainee.
- Identify a mentor to support the trainee and give them regular constructive feedback throughout the programme.

#### Once the young person has finished their Traineeship with your company, you will need to give them:

- Ideally, an interview for a position within your business if one is available.
- If no Apprenticeship or job opportunity exists within your business at the end of the Traineeship, provide a meaningful exit interview together with a reference to help them secure an Apprenticeship or other

employment with another employer.

#### **Is it a rigid training programme?**

No, Traineeships are very flexible, and by working closely with your training provider you can design a programme which suits your needs and those of the trainee.

The provider will assess the needs of the trainee. Depending on the individual they will start the pre-employment elements including local business and sector information. The work experience placement is core to the Traineeship – however it does not have to start on day one of a learner's Traineeship, but at the most appropriate time.

Jointly, you and the training provider will plan when the trainee should start, the days they come in for work experience and how the programme is delivered. The process can be changed and finessed during the Traineeship so that both you and your trainee get the best out of the process.

#### **Are there any financial costs to offering Traineeships?**

All training costs are met by Government funding. Employers are not required to pay young people taking part in Traineeships but are

encouraged to support trainees with expenses such as transport and meals.

#### **How do I get started with Traineeships?**

Speak with the National Apprenticeship Service by visiting [apprenticeships.org.uk](http://apprenticeships.org.uk), calling **08000 150 600**. The National Apprenticeship Service will be able to support you throughout the process and identify an approved local training provider.

Alternatively you can contact your local training provider to offer a Traineeship in partnership with them. Only providers rated 'Outstanding' or 'Good' by Ofsted are eligible to offer Traineeships. A full list of eligible providers is available on the Skills Funding Agency website [skillsfundingagency.bis.gov.uk/providers/programmes/](http://skillsfundingagency.bis.gov.uk/providers/programmes/).

**Traineeships are a stepping stone to future success for young people, businesses and the wider economy.**

\*All young people undertaking a Traineeship will be required to study English and maths, unless they have achieved a GCSE A\*-C in those subjects or, for those aged 19-23, a GCSE A\*-C in those subjects or a functional skills qualification at Level 2. A full level 2 qualification is equivalent to 5 GCSEs at Grades A\*-C and a full level 3 qualification is equivalent to 2 or more 'A' level passes.

\*\*For information on the AGE Grant of £1500 visit: [apprenticeships.org.uk/apprenticeships-for-small-business/what-support-is-available](http://apprenticeships.org.uk/apprenticeships-for-small-business/what-support-is-available)