

**Find out how Traineeships
can deliver a real difference
for your business**

Visit apprenticeships.org.uk/employers/traineeships.aspx

Or if you are ready to recruit
a trainee please call

08000 150 600

**Preparing young people
for the world of work**
Employer guide


Traineeships

**UP AND
COMING**



Skills Funding
Agency

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ARE YOU READY?

What's new?

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.

With Traineeships, businesses can help develop the next generation of employees, equipping young people with the personal and practical skills required in the labour market.



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 are the business benefits?

Help is at hand

Your training organisation will help recruit your trainee using the Apprenticeship vacancies service.

New Breed

Nurture the next generation from your local community, ensuring a loyal, talented workforce.

Work Smart

All training costs are met by government funding.

It works both ways

Developed with employers, a flexible approach means Traineeships are tailored to the needs of the business and the individual.

WORK

Work Wonders

Traineeships can form part of a business's commitment to corporate social responsibility.

WONDERS

Just the job

Your current employees will have the opportunity to build their mentoring and coaching skills.

AGE Grant

You could be eligible for a Grant of £1500¹ if a trainee progresses on to an Apprenticeship within your organisation.

¹For information on the AGE Grant of £1500 visit: apprenticeships.org.uk/employers/apprenticeships-for-small-business/what-support-is-available.aspx

What is a Traineeship?

Traineeships last anything from six weeks to a maximum of six months depending on the needs of the individual and include:

- 1 A meaningful, high quality, work experience placement of at least six weeks with an employer, to provide real insight and experience into the world of work.
- 2 Work preparation training delivered by a training organisation which can include CV writing, interview preparation, interpersonal skills and local business and sector information.
- 3 English and Maths support from the training organisation to improve young people's literacy and numeracy skills if required.

In addition to these basic elements, you and the training organisation can add flexible additional content to meet the needs of your business and the local labour market; which could include a relevant, industry specific vocational qualification.

Case Study Virgin Media



Virgin Media launched its Traineeship programme at the beginning of August 2013 when it took on three trainees for a period of six weeks. Recruitment to the programme is set to continue on an on-going basis.

The Traineeship programme will form part of Virgin Media's approach to recruiting young people by offering opportunities to 'borderline' candidates who hadn't been successful at its assessment centres for Apprenticeship positions.

The initial three people on Traineeships have now been offered Intermediate Apprenticeships at the company.

Jake Huckle, who has completed a Traineeship with Virgin Media, says, **"It's been great, I've had rejections following interviews before and that's where it ended."**

"My Traineeship has given me the chance to improve my technical skills and show my determination to succeed. The support I have received has been brilliant with regular reviews and updates on my progress".

It is still very early days but Virgin Media believes there are corporate and commercial opportunities to offering Traineeships and intends to share best practice with other employers as part of its commitment to corporate social responsibility.



Traineeships are a great opportunity for both parties, not only can the employer get to know the trainee but the trainee can get real exposure to the type of career that is available and make an informed decision that is best for them.



Chris Starling,
Head of Apprenticeships,
Virgin Media.

For full case study
scan QR code.



What is my involvement as an employer?

You will need to commit to a high quality work placement, lasting at least six weeks this should include:

- Pre-agreed content and objectives between your company, the training organisation and the trainee.
- A structured opportunity for the young person, matched to their areas of interest and aspiration, where they engage in purposeful learning activities rather than observation.
- The work placement should be long enough to allow for the development of new skills and behaviours.
- Trainees should receive coaching and training from an identified mentor in the business, receiving regular constructive feedback.
- 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.

Once the young person has finished their Traineeship with your company, you will be required to offer:

- Ideally, an interview for a position within your business if one is available.
- If no Apprenticeship or job opportunity exists within your business, providing a meaningful exit interview together with a reference to help them to secure an Apprenticeship or employment with another employer.



Traineeships – why do we need them?

Developed in response to business needs, Traineeships can help employers build the workforce required for business success.

- According to UKCES, just 24% of employers recruited young people directly from education in the past 2–3 years.

Traineeships give employers the opportunity to help build a pool of high quality new recruits for their sector.

- More than half of employers are aware of weaknesses in the core skills of at least some of their employees in literacy (55%) and numeracy (51%), with a third (35%) reporting that they have had to provide remedial training for young people joining them from school or college.

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 2.²

- Mid-sized employers (25–199 staff) have reported an increase in skill shortage vacancies since 2009.

Traineeships will help combat this problem by providing young people with the skills businesses need.

²A 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

How can I find out more?

Traineeships are a stepping stone to future success for young people and businesses.

Visit apprenticeships.org.uk

or call 08000 150 600

to find out how you can take on your first trainee and help develop young people with the practical skills for the workplace.

Alternatively contact your local training organisation to offer a Traineeship in partnership with them. A full list of eligible providers is available on the Skills Funding Agency website at:

<http://skillsfundingagency.bis.gov.uk/providers/programmes/>