

Employer guide to traineeships



A traineeship is a training and education programme with work experience that aims to unlock the potential of young people aged 16-24, providing them with the skills and experience that employers require. By providing work experience, work preparation training and, if needed, additional training in English and maths, traineeships prepare young people for their future careers by helping them become work-ready.

What are the benefits of offering a traineeship?

- They allow you to develop the next generation, and can be an excellent way to recruit new talent into your workforce, helping your business develop a loyal and talented workforce.
- Current employees will have the opportunity to build their own mentoring and coaching skills by supporting the trainee.
- Training costs will be met by government funding plus there is a free recruitment site to advertise your traineeship opportunities.
- You will be supported by a training provider that you will work in partnership with to design a high quality traineeship to suit the needs of your business and benefit the trainee. Training providers will deliver work preparation training, English and maths training, and may be able to offer industry specific vocational qualifications to meet the needs of your business.

What will my business need to provide?

For anyone aged 19-24, you will need to commit to providing a high quality work experience placement, lasting at least 100 hours* over a maximum of 6 months. For the younger age group the work placement must be the most substantial element of the programme.

This should include:

- Pre-agreed content and objectives between your company, the training organisation and the trainee, where they learn through doing and working.
- Trainees should receive support and training from an identified mentor in the business, receiving regular constructive feedback.
- Where applicable, further progression within the company after the traineeship or a comprehensive exit interview to help them develop.
- Employers are not required to pay trainees but are encouraged to support with expenses if possible.

How do I get started?

- Visit gov.uk and search 'traineeships' to register your interest in traineeships.
- Partner with a training organisation to design a traineeship to meet your needs. They'll advertise the work experience placement for you.
- Agree with the trainee and your training organisation exactly what you and they expect from the placement.

24,100

traineeship starts in 2015/16

Useful resources

There are some excellent resources available to you:

- The CIPD, in collaboration with Jobcentre Plus, provides resources for those who want to ensure their placements are beneficial to young people and their own organisations. visit CIPD and search 'work experience'.
- There is guidance for employers offering work experience published by UKCES and can be found on gov.uk by searching 'employer guides to work experience'.
- Traineeships are inclusive for all eligible learners including those with learning difficulties or disabilities. Charities such as The Shaw Trust and Springboard for example provide advice to employers to support disadvantaged learners in the workplace.
- Access to Work funds may be available to support disabled learners with resources while undertaking their work placement. Visit gov.uk and search 'access to work' for more information.