

# A fact sheet for employers

## What is a traineeship?

A traineeship is an education and training programme with work experience that unlocks the great potential of young people, aged 16 to 24, and prepares them for their future careers by helping them to become 'work ready'.

At its core are a high-quality work experience placement, work preparation training, and English and maths if needed <sup>1</sup>, giving young people the skills and experience that employers are looking for, helping them secure an apprenticeship or other job in the future.

## 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 your business in the following ways:

- Employers can design a high quality traineeship in partnership with a training provider – one that suits both the needs of your business and the needs of the trainee.
- Traineeships allow you to nurture the next generation helping your business to develop a loyal, talented workforce.
- Your current employees will have the opportunity to build their own mentoring

and coaching skills supporting the trainee.

- Training costs will be met by government funding. There is also a free recruitment site to advertise your traineeship opportunities.
- If you decide to offer an apprenticeship to the young person, you could be eligible for an apprenticeship grant for employers of at least £1,200 <sup>2</sup>.

## What will my business need to provide?

Your company will need to commit to providing a high-quality work experience opportunity, which is substantial and meaningful, providing a real workplace experience.

The work experience element should last for at least 100 hours (a maximum of 240 hours for benefit claimants) over a maximum of six months. Long enough to enable the young person to develop new skills and behaviours, which ensure they become work-ready and have the confidence to take the first step in their career to secure an apprenticeship or other employment.

You should offer a structured opportunity matched to the individual's areas of interest and aspiration, where they engage in purposeful work related learning activities rather than observation.

## What support is available?

There are some excellent resources available with information on what makes good quality work experience:

- [Work experience quality charter](#) – CIPD
- [16 to 19 work experience](#) – Department for Education
- [Guidance for employers offering work experience](#) – UK Commission for Employer and Skills (UKCES)
- Traineeships are inclusive for all eligible learners <sup>3</sup>, 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

*Youth unemployment is at a record level yet there is a skills shortage in the UK. It made sense for a responsible business like Jaguar Land Rover to use its success for good and we developed a programme to engage and inspire those who may feel they have no employment prospects.*

**Les Ratcliffe**  
**Head of Community**  
**Relations Jaguar Land**  
**Rover**

### Is it a rigid programme?

Traineeships are very flexible and tailored to the needs of your business and those of the individual.

By working closely with your training provider you can design a programme to help build a pool of high quality future recruits.

Firstly, the provider will assess the needs of the young person. The high-quality work experience you provide is core to the traineeship however it should start at the most appropriate time for their needs. They may start with the pre-employment elements including local business and sector information.

- You and the training provider will jointly plan when the young person should start their work experience
- agree the days they are with you
- decide how the programme is delivered.

The process can be changed and adapted during the traineeship so that you and the young person both get the best out of the programme.

### Are there any financial costs to offering traineeships?

Training costs are met by Government funding.

Employers are not required to pay the young person taking part in the traineeship but may support trainees with expenses such as transport and meals.

### What happens at the end of the traineeship?

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 their traineeship, provide an exit interview together with meaningful written feedback to help them secure an apprenticeship or employment with another employer.

### How do I get started?

Contact the [National Apprenticeship Service](#) who will be able to support you throughout the process, including how to advertise your traineeship opportunities on the GOV.UK free recruitment [Find a Traineeship](#) site and identify a local training provider.

Alternatively, you can contact a training provider direct to offer a traineeship in partnership with them.

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

Search traineeships on [GOV.UK](#) or call our freephone number **08000 150 600**

**Brought to you by**  
**National**  
**Apprenticeship**  
**Service**

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<sup>1</sup> 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 19-24, a GCSE A\* - C in those subjects or a functional skills qualification at Level 2.

<sup>2</sup> The grant will only apply to those that finish their traineeship and begin an apprenticeship in 2016-17. For information on the Apprenticeship Grant for Employers (AGE) visit: [GOV.UK](#)

<sup>3</sup> Eligible learners are those who are age 16 to 24 as of 31 August in the funding year and not had their 25<sup>th</sup> birthday at the start of the traineeship programme.