

What is a Traineeship?

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

What are the responsibilities of the employer?

You will need to commit to a high quality work experience placement, lasting at least 100 hours* over a maximum of 6 months. 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.
- Ideally an interview for a position or apprenticeship, or as a minimum an exit interview with written feedback.
- Employers are not required to pay trainees but are encouraged to support them with expenses such as transport and meals.

Traineeships last up to a maximum of six months and include:

- A meaningful, high quality, work experience placement of at least 100 hours* with an employer.
- Work preparation training delivered by a training organisation which can include CV writing, interview preparation and interpersonal skills.
- English and maths qualifications if required.

In addition to these basic elements, you and the training organisations can add other features to meet the needs of your business and the local labour market. This could include a relevant, industry specific vocational qualification.

All training costs are met by **government funding**.

19,400

Young people completed a traineeship during 2014/15

*If the young person is claiming unemployment benefits, please ensure you liaise with your training organisation regarding work experience placement duration.