



HM Government

PLAN FOR  
**JOBS**

# YOUR BEST MOVE TO BUILD SUCCESS

**JOIN THE  
SKILLS  
REVOLUTION**

Getting started with Traineeships.  
Everything an employer needs to know.

Visit: [www.gov.uk/skills-support](https://www.gov.uk/skills-support)

# CONTENTS

- 3 What are Traineeships?
- 4-5 How will Traineeships benefit my organisation?
- 6 What can Traineeships lead to?
- 7 What are Occupational Traineeships?
- 8 What do employers need to do during a Traineeship?
- 9 Finding and working with a training provider
- 10 How does the Traineeship funding work?
- 11 How can I get involved?



# WHAT ARE TRAINEESHIPS?

Traineeships provide young people with a chance to succeed, offering a work experience placement that will give them substantial and meaningful experience of being in a real work environment, whilst giving employers the opportunity to shape a talented, potential employee.

A traineeship is a flexible education and training programme, designed to prepare young people aged 16-24, or 25 with an [Education and Health Care Plan](#), for their future career. Traineeships are a stepping stone, with the aim for young people to develop themselves and progress to an apprenticeship, employment or go on to learning at a higher level.



## How long do they last?

Traineeships last for a minimum of 6 weeks and a maximum of a year. Most are completed within 3-6 months.

## Traineeships have four key elements:

- 1 A high-quality work experience placement which lasts 70-240 hours with an employer.
- 2 Work preparation with a training provider.
- 3 Improvement of English and maths and essential digital skills if needed.
- 4 The option of industry-focused technical and professional qualifications.

## How are Traineeships delivered?

The delivery of Traineeships is flexible so that both employers and training providers can deliver programmes based on the needs of the learner and the local job market.

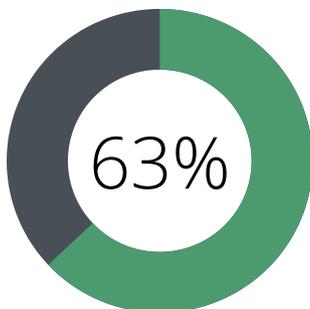
# HOW WILL TRAINEESHIPS BENEFIT MY ORGANISATION?

Traineeships provide many benefits to the employer and the trainee.

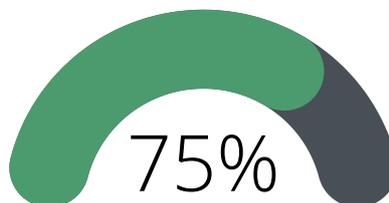
Employers who want to diversify their workforce through their early talent programmes have found that Traineeships are an effective way to achieve this.

Traineeships support many young people from diverse backgrounds including different ethnicities, learning disabilities and difficulties and those who are unemployed.

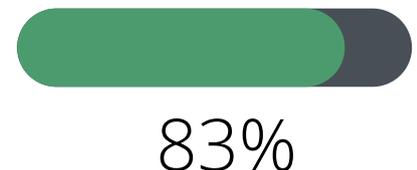
Research\* shows that:



of trainees progressed to a positive destination within 6 months\*



of trainees started further learning, employment or an apprenticeship within 12 months of starting a traineeship\*\*



of trainees found the programme helped improve their chances for the future\*\*\*

\* <https://explore-education-statistics.service.gov.uk/find-statistics/further-education-outcome-based-success-measures>

\*\* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/847346/Traineeships\\_Impact\\_Evaluation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847346/Traineeships_Impact_Evaluation.pdf)

\*\*\* [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/847348/Traineeships\\_Year\\_Two\\_Process\\_Evaluation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/847348/Traineeships_Year_Two_Process_Evaluation.pdf)

# HOW WILL TRAINEESHIPS BENEFIT MY ORGANISATION?

## What are the benefits of offering work experience?

Offering a work experience placement gives employers the chance to:

- Get to know and work with a young person to see if they're right for an apprenticeship or job in their business.
- Design a programme that suits the needs of the trainee and their business.
- Develop current employees' experience in training and mentoring.
- Recruit new talent for their business.
- Develop a loyal and talented workforce.
- Help tackle youth unemployment.
- Nurture and develop the next generation while unlocking talent and potential.
- Claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed (available until the end of July 2022).
- Work with your training provider to utilise the free government site [Find a Traineeship](#) to advertise your opportunities.

# WHAT CAN TRAINEESHIPS LEAD TO?

## Louise Powell, Head of Apprenticeships, Specsavers

“We began offering Traineeships in September 2021 to provide an opportunity for young people to experience a real working environment and for our store partners to recognise the young talent available. So far, we have had 16 Trainees and 10 of those have now been offered a job with 9 about to start their Apprenticeship. We have a further 24 vacancies and we have been amazed at the continuing quality of candidates presented by our partner Qube throughout.”



## An Employer on the Rail Track Occupational Traineeship Pilot Scheme

“We’ve taken five people that wouldn’t necessarily have had an opportunity in our business, some have come from a difficult circumstance that they might find it difficult to obtain work, and they’re in full-time work. And now they’re just a normal part of our workforce, and that’s everything to me.”

# WHAT ARE OCCUPATIONAL TRAINEESHIPS?

Occupational Traineeships support progression into a specific apprenticeship or occupation that is currently available with an employer. The content is designed by the employer to be aligned with a particular occupation or apprenticeship and if the trainee is successful, then an actual job or apprenticeship offer made by the employer at the end of the Traineeship.

Currently, the Educational and Skills Funding Agency is working with employers and intermediaries in the following sectors. We are also working in other sectors: Manufacturing, Digital, Health & Science, Hair & Beauty, Hospitality & Catering to develop Occupational Traineeships:

Construction



Transport and Logistics



Engineering



Nuclear & Automotive Sectors



Digital



Hair & Beauty



Hospitality and Catering



Manufacturing



Early Occupational Traineeships in bricklaying, rail engineering, adult care, hairdressing and barbering have been successful and more will be rolled out in 2022.

If you want to find out more about how to get involved in offering Occupational Traineeships, please [register your interest in Traineeships](#).

Please see here some examples of employers who have taken part in Occupational Traineeships:

- [Rail Track Engineering](#)

- [Construction](#)

# WHAT DO EMPLOYERS NEED TO DO DURING A TRAINEESHIP?

Employers play a key role in engaging and supporting young people in their career paths. During a Traineeship, employers are required to:

- Commit to providing the trainee with a high-quality work experience placement opportunity in a safe environment.
- Ensure the work experience placement lasts for at least 70 – 240\* hours over a period of 6 weeks with a minimum of 2 weeks.
- Agree the content of the work experience placement between yourselves, the trainee and the training provider in advance. It should contribute to a Traineeship which meets the young person's interests and aspirations, your own expectations if a job or apprenticeship is available and generally provides an engaging and realistic experience of the workplace.
- Provide a mentor to help coach and train the trainee as well as giving them constructive feedback and advice.
- Offer the trainee an interview for a position in your business on completion of the Traineeship. If no positions are available, you are expected to complete a meaningful exit interview with the trainee, providing written feedback along with a reference to help them move into an apprenticeship or employment with another employer.
- Employers do not need to pay the young people taking part in the Traineeships but are encouraged to help support trainees with expenses such as meals and transport wherever possible.

\*If the trainee claims benefits, the placement cannot last longer than 240 hours unless there is a strong prospect of an apprenticeship or employment offer, in such circumstances the placement can last for up to 320 hours.

# FINDING AND WORKING WITH A TRAINING PROVIDER

Training providers work closely with employers to plan and agree:

- The length of the work experience placement.
- The days the trainee attends the placement.
- How the Traineeship will be delivered.
- The content or work plan for the work experience placement.

The training provider will also assess the needs of the trainee, as they may need pre-employment training before starting their work experience placement. Please see the [list of current training providers](#) to see which ones are working in your local area.

Remember that Traineeships are flexible. Employers can work with the training provider to adapt the programme to meet the needs of the business.



# HOW DOES TRAINEESHIP FUNDING WORK?

There is no cost to your business, all training costs are met by government funding, along with a £1,000 incentive payment for eligible businesses up to the end of July 2022.

To qualify for this incentive payment, the Traineeship must consist of a work placement with an employer for a minimum of 70 hours, which can be delivered flexibly during the Traineeship.

Once the minimum 70 hours has been completed (with a single employer) and delivered in line with the learning plan, employers can apply for a £1,000 incentive payment.

More information, including details how to apply for the incentive payment, can be found on - [www.gov.uk](http://www.gov.uk)



# HOW CAN I GET INVOLVED?

To find out how you can recruit your first trainee and be the starting point for uncovering and nurturing future talent, follow these steps:

- [Contact us](#) to register your interest and to ask for advice and support on Traineeships or...
- Partner with a [training provider](#) who will help you to design a Traineeship that will meet your business needs. They will also advertise the work experience placement for you.
- Agree with the trainee and your training provider exactly what each of you expects from the traineeship.

Find out more about Traineeships and how they could lead to apprenticeships:



[www.gov.uk/skills-support](http://www.gov.uk/skills-support)



[@Apprenticeships](https://twitter.com/Apprenticeships)



[Apprenticeships](https://www.linkedin.com/company/apprenticeships)

