



# Traineeships

## A guide for employers

Traineeships are a work experience initiative launched by the government in 2013 for unemployed young people aged 16 to 24 (or 25 with diagnosed learning difficulties) as a way to bridge the gap between leaving education and entering the labour market. Traineeships are supported by the National Apprenticeship Service, and are intended to form a gateway to accessing apprenticeships.

Trainees undertake up to six months' work experience with an employer (the guidelines state between 100 and 240 hours) whilst also receiving support with English and maths from a registered training provider. The work experience is unpaid, but trainees are still eligible to receive benefits and can also be paid expenses by their employer.

Traineeships are aimed at unemployed young people who have little or no work experience but show commitment to entering employment and have a reasonable chance of being ready to find an apprenticeship or job at the end of their training. They are not suitable for people who require more intensive support or already have substantial experience.

### What are the business benefits of offering traineeships?

Traineeships have been designed to help young people prepare to enter an apprenticeship so form an excellent initial step when planning your talent pipeline. The government wants to encourage employers to progress trainees through this pathway, so when trainees progress into an apprenticeship within the same company, an employer can receive a grant of £1500 per candidate.

Taking on a trainee is also a good opportunity to give junior members of staff some responsibility for supporting and mentoring someone as a first step towards developing future management skills.

### What support can businesses get to deliver traineeships?

The National Apprenticeship Service offers a dedicated support service to employers to help them establish traineeships (contact details are provided below) including finding suitable training providers to partner with and advertising traineeships on their [Find a Traineeship](#) portal to help source candidates.

Employers can partner with training providers such as local colleges or training agencies which deliver support around the three key elements of a traineeship: employability skills, English and maths. Training providers can also help employers to source candidates for traineeships as well as deliver job-specific training and monitor on-going progress. This training is fully funded by the government. Employers can also establish partnerships with other organisations such as local education providers, JobCentre Plus and charities who can refer candidates and provide in-work support.

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### 1. Identify areas of the business where you could offer traineeships

Traineeships are designed to be the first step towards an entry level job, so you should consider which areas of the business have both the capacity to support a trainee for up to six months, and also enable trainees to develop a range of basic skills including written and verbal communication, teamwork and organisational skills. Ideally, these are areas of the business where you are planning to recruit apprentices.

You can then identify a support network for your trainee including a line manager or supervisor and a buddy or mentor, and help them to design a work plan for your trainee that gives them exposure to a variety of tasks and equips them with the skills you would like the applicants for your apprenticeships to display.

### 2. Identify a training provider to work with

The National Apprenticeship Service will be able to help you research and choose a suitable training provider. You can also check the government's [list of approved traineeship delivery providers](#) to see whether your local colleges will be able to deliver the training. Once you have selected a training provider, you can agree the course of training that you would like them to deliver, and form a Service Level Agreement (SLA) with them. As an example, you can see the [sample SLA from the Greater Manchester Traineeship Toolkit here](#), or [visit their site](#) for more information.

### 3. Recruit your trainees

As mentioned above, you can list your traineeship opportunities on the National Apprenticeship Service's Find a Traineeship portal, which enables candidates to apply directly to you. Your training provider might also be able to refer candidates, and you can also consider establishing other local partnerships to receive referrals.

There are also steps you can take to make sure that your recruitment process and assessment format are as youth-friendly as possible. For tips on this, [read our resources on behaviour-based recruitment](#).

### 4. Help your trainees to progress

Ensure you plan a thorough induction to help your trainees settle in. For tips on how to do this, [read our resources on youth-friendly induction](#).

To make sure that your trainees get as much out of their placement as possible, during the course of their traineeship you can:

- offer them support with building their CV
- provide regular feedback about their progress
- offer assessment and interview practice
- give guidance on applying for apprenticeships and entry level jobs with your company

It is also important to arrange for trainees' supervisors to provide them with a reference for applying for future roles.

If your trainee then progresses into an apprenticeship in your company, you can also claim your £1500 grant.



### Case study

Read more about how Barclays' 7 week traineeship programme prepares young people for apprenticeships

### Where to go next?

You can read the [government's guide to traineeships for employers](#)

If you would like further information and support to set up a traineeship, you can [contact the National Apprenticeship Service here](#)