

# Referral sheet for providers

## What is a traineeship?

Traineeships are an opportunity for young people to gain real work experience, job skills and improve their English and maths, if needed.

At its core are a high-quality work experience placement, work preparation training, and English and maths if needed.

Traineeships give young people aged 16 to 24 the skills and experience that employers are looking for, helping them to boost their careers prospects with an apprenticeship or other employment in the future.

The duration of the traineeship programme is for a minimum of six weeks and can last up to a maximum of six months with the content tailored to the individual's needs including:

- A work experience placement of 100 hours minimum (for benefit claimants, a maximum of 240 hours) which ensures young people are ready and have the confidence to take the first step in their career, securing a job and to succeed in employment.
- Work preparation training focusing on activities to help the learner progress to an apprenticeship or other employment. You must connect it to the learner's employability needs and it may cover aspects such as writing CVs, interview preparation, job searching and inter-personal and communication skills.
- Maths and English<sup>1</sup> support, if needed, to help them get the skills they need to boost their career prospects.

Learning providers and employers are able to add flexible additional elements to the content of the traineeship to meet the labour market and the young person's personal needs.

## Who are traineeships for?

Traineeships are an ideal opportunity for young people aged 16 to 24, who are motivated to get a job but lack the skills and experience that employers are looking for.

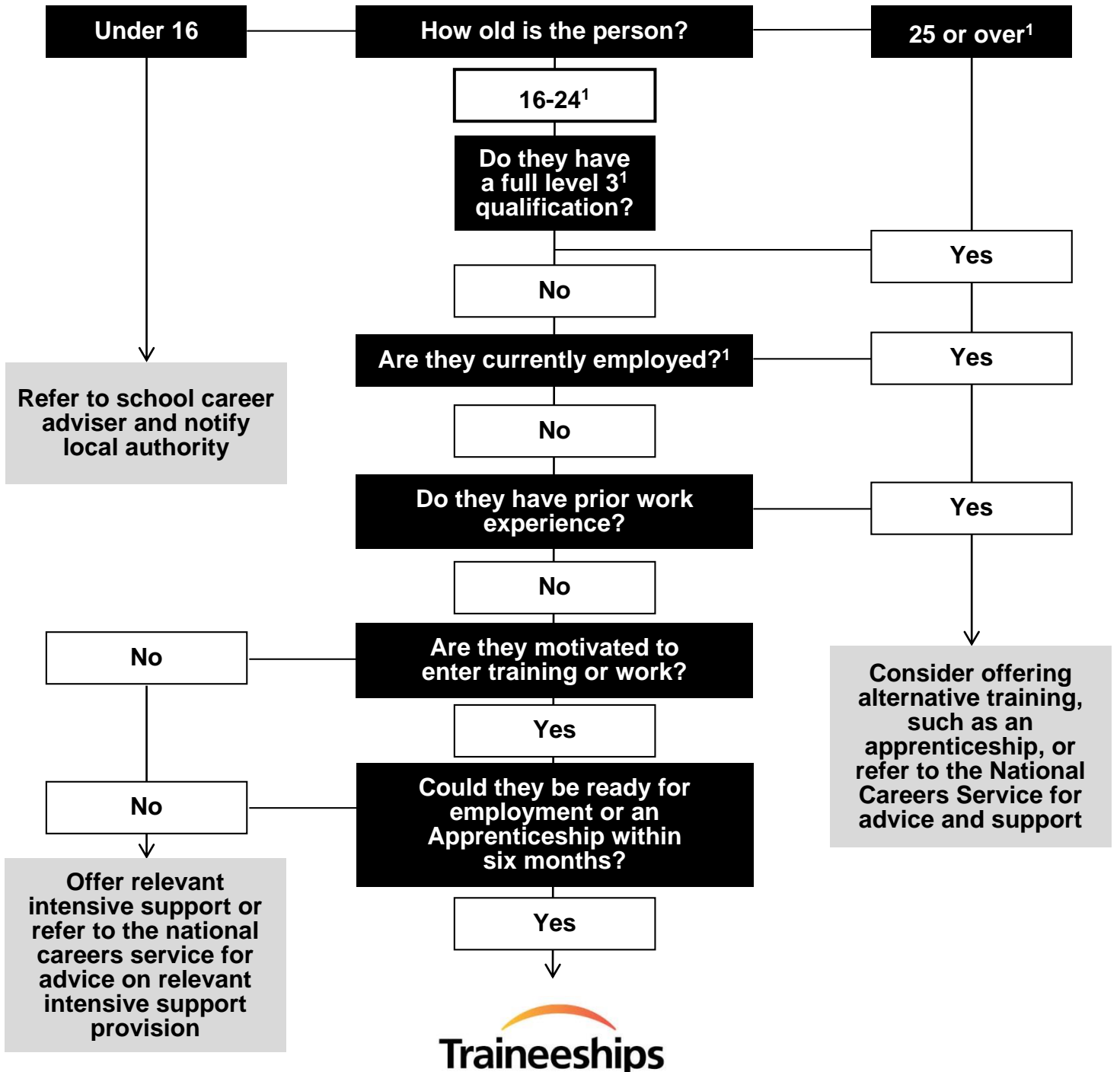
Suitable candidates would be those young people who have been unsuccessful when applying for a job or apprenticeship due to lack of skills or experience.

Suitable for a traineeship	Unsuitable for a traineeship
Unemployed <sup>2</sup> and have little or no work experience. Young people will continue to be referred to traineeships from Jobcentre Plus on a voluntary basis	Already have the skills and experience needed to start an apprenticeship or find work
Motivated to work	The most disengaged young people, who require very intensive support
Aged 16 to 24, who have not yet achieved a full level 3 <sup>1</sup>	Aged 25 or over
Ready for employment or an apprenticeship within six months of engaging in a traineeship	Already in employment

## What do trainees and employers say?

Traineeships: First Year Process Evaluation, produced by the Department for Business, Innovation and Skills (BIS)  
<https://www.gov.uk/government/publications/traineeships-evaluation>

- 94% of employers consider traineeships to be an effective way of increasing young people's chances of finding paid jobs and apprenticeships;
- Four in five trainees (80%) said that the support they received during their work preparation training had helped to improve their job search;
- The majority of employers (84%) said that they offered trainees an interview at the end of the traineeship, and most employers offered an interview for a real position (75%);



## What if the individual does not meet the criteria for a traineeship?

In the first instance, you may wish to consider alternative training courses you provide which might be appropriate.

Alternatively, those people who do not meet the eligibility criteria should be referred to the National Careers Service; a free service which supports, encourages and inspires people at every stage of their working life, providing the right tools and advising on the right steps to take at the right time.

Through online tools, web chats, telephone and face-to-face advice, the Service helps people to improve their job prospects and take control of their careers and working lives.

Search online for [National Careers Service](#) or call free from a landline on **0800 100 900**

## What support is available?

Traineeships are inclusive for all eligible learners, including those with learning difficulties or disabilities.

- Support and advice is available from charities such as [The Shaw Trust](#) and [Springboard](#), for example, who provide advice 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

Depending on their individual circumstances, young people may be able to access financial support, for example travel and childcare costs or if they need extra support due to a disability.

Please refer to the relevant Agencies' guidance/funding rules for further information relating to the 16-19 Bursary Fund or the 19+ Discretionary Learner Support Fund

If they are receiving welfare benefits their Jobcentre may be able to financially support them.

All training costs are funded by the Government.

## Further information

You may find the following guidance stored on GOV.UK of interest:

- The funding rules for traineeships are available on [SFA funding rules](#).
- For providers contracted with the Education Funding Agency please refer to the [16-19 funding guidance](#).
- For more information, please refer to the latest [Traineeships: framework for delivery](#) which can be downloaded from GOV.UK

**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** for employers or **08000 150 400** for young people

<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. A full level 2 qualification is equivalent to 5 GCSEs at Grades A\*-C and a full level 3 qualification is equivalent to 2 or more 'A' level passes.

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

For the purposes of traineeships, 'employed' is defined as an individual who has a contract of employment. However, the individual is not classified as employed if they work fewer than 16 hours a week.

Traineeships are designed for people who have had little exposure to the workplace. If they have significant paid or unpaid work experience then a traineeship might not be right for them. Providers and employers will make a judgement based on the individual's needs.