



## Guidance

# Traineeships: supporting information

Updated 5 February 2015

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## Traineeships: what they are

# 1.

Traineeships started 1 August 2013 and are part of the apprenticeships family.

A traineeship is designed to help young people who are focused on getting an apprenticeship or sustainable job but who do not yet have the skills or experience to compete successfully for vacancies. Traineeships run for a maximum of 6 months.

The traineeships programme has 3 core elements.

- work placement
- work preparation training
- English and maths support, if required

You can access more information about the core elements in the [Framework for delivery](#) document.

# 2.

## **Traineeships: who they are aimed at**

Traineeships are available for young people aged 16-24 inclusive, including young people with Learning Difficulty Assessments or Education, Health and Care plans. A learner is able to start a traineeship up to the day before their 25th birthday.

The core target group for traineeships is young people who:

- are not currently in a job and have little work experience, but who are focused on work, or the prospect of it
- are aged 16 to 24 and qualified below level 3 qualification

- employers and training organisations believe have a reasonable chance of being ready for employment or an apprenticeship within 6 months of taking part in a traineeship programme

## 3.

### Are traineeships for me?

The Agency has produced a factsheet to help young people decide whether or not a traineeship is suitable for them.

Factsheet: [Is a Traineeship for Me?](#)

In addition to this factsheet, please also refer to the [traineeships opportunities section](#) of the National Apprenticeship Service website.

## 4.

### Traineeships: eligibility for employers and training organisations

Eligible employers, training organisations and subcontractors may deliver traineeship programmes. The Agency expects training organisations delivering traineeship programmes to work with an employer to deliver the work-placement element of the programme.



## 5.

### Support for employers and providers

The Education Funding Agency and Skills Funding Agency have jointly produced a [supplementary information](#) document, to support employers and providers on traineeships. You should read this together with the [Framework](#)

[for delivery](#) and [Funding Rules 2013/2014](#) documents.

Further support is available to employers and providers in the form of research documents for delivering good practice work experience to learners:

- [CIPD](#)
- [UKCES](#)
- [Department for Education](#)

The Agency has also produced some factsheets which offer more information on traineeships:

- [Traineeship Referral Sheet: Providers](#)
- [Traineeship Referral Sheet: Employers](#)

## 5.1 Support for subcontractors



If you are a subcontractor, please refer to the traineeships and subcontractors sections of the [Funding Rules 2013/2014](#) document.

## 5.2 Traineeships: list of eligible providers

The Skills Funding Agency and the Education Funding Authority have produced a list of eligible providers for the traineeship programme for 2013 to 2014.

- [list of eligible providers](#)



## 5.3 Traineeships: funding

For training organisations contracted with us for traineeship programme delivery, and for those young people up to 25 years old who are subject to a Learning Difficulty Assessment (LDA) or Education, Health and Care Plan (EHCP) issued by their home local authority, please refer to the [Funding Rules 2013/2014](#).

For training organisations working with the Education Funding Authority, please refer to the [EFA 16-19 Funding Guidance 2013 to 2014](#) [\\_\\_\\_\\_\\_](#).

For subcontractors, please refer to the [Funding Rules 2013/2014](#).

Please note: as part of the implementation of the 19 to 23 traineeship programme, there is a change to the previously published codes and hour bandings for work placement as part of this programme. The new codes apply to all traineeship programmes and study programmes for 16-19-year-olds.

Please refer to the ILR Guidance for Recording Traineeships for the [new codes](#) [\\_\\_\\_\\_\\_](#).



## 5.4 Traineeships: monitoring performance

The Agency will monitor the performance of traineeships through its established processes. You can access more information about this in our [Performance Management Rules 2013/14](#).

Ofsted will review the provision of traineeships during the course of their inspections and they will report on quality within their published inspection

reports. Where employers and training organisations fail to deliver traineeships to the required standards, the Agency will take action in accordance with its intervention strategy.

For further details, please refer to the [Strategic intervention](#) document.

# 6.

## Traineeships: how to advertise opportunities

For eligible lead providers, employers and subcontractors interested in advertising their traineeship opportunities, please email [AVTraineeships@apprenticeships.gov.uk](mailto:AVTraineeships@apprenticeships.gov.uk).

A member of the apprenticeship vacancies team will contact you to discuss and support you with advertising your vacancy, including ensuring an employer has been identified to provide the work placement element of the traineeship programme.

# 7.

## Traineeships: queries

For all enquiries relating to traineeships, including branding (logo/templates), please email: [traineeships@sfa.bis.gov.uk](mailto:traineeships@sfa.bis.gov.uk)

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