

# A referral sheet for careers advisers and intermediaries

## 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.

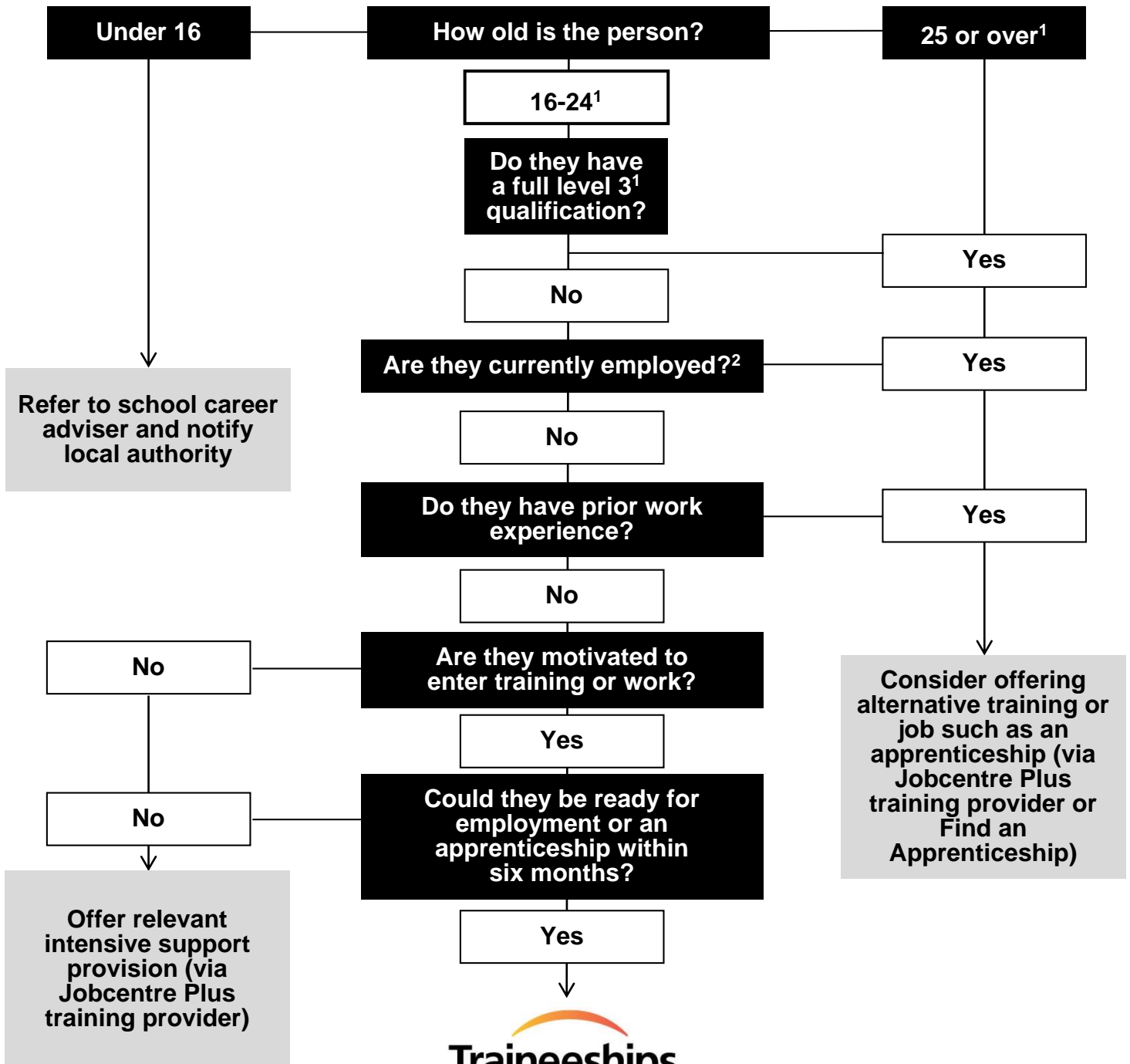
Suitable candidates would be those young people who have been unsuccessful when applying for a job or apprenticeship due to lack of skills or experience.

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%);



## How do I refer a young person to a traineeship?

There are three options available:

- For **Jobcentre Plus work coaches only**: identify suitable traineeship via the District Provision Tool and LMS. Use the LMS traineeship opportunity type
- Contact the local training organisation to see if they are offering traineeships. A list of providers is available on the [Skills Funding Agency](#) website.
- Any young person who would like to discuss their education and career options should be directed 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. Search online for [National Careers Service](#) or call our Freephone **0800 100 900**

“I chose a traineeship because I had a real interest in I.T. and when the opportunity came to complete a traineeship with Virgin Media I knew it was a chance I could not afford to miss. I then progressed onto an apprenticeship from which I graduated as an installation and service technician in January 2015.

“Within the traineeship I learned the value of customer care so I knew exactly what I’d need to be able to do when I became an apprentice. The team at Virgin Media opened my eyes to how I wouldn’t just need to do the technical job, but have to deliver a first class, professional service for the customers.”

**Charley Luff Rogers**  
**Virgin Media**

## Find a Traineeship Tool

There is a specific recruitment site, [Find a Traineeship](#), available for searching and applying for traineeship opportunities on GOV.UK.

Linked to the apprenticeship vacancy site, the traineeship registration process is exactly the same and candidates can use the same login details for whenever they are searching for a traineeship opportunity.

Details on how to access the service to search and apply for opportunities are shown below. Candidates only need to register if they wish to go on and apply for a traineeship opportunity.

Registration is simple. Candidates complete an online form which includes:

- Home address including postcode
- Email address
- Telephone number (mobile or landline)
- Password – this needs to be at least eight characters (upper and lower case letters) and at least one number

Registered candidates will receive an activation email with a six digit activation code. They will need this code to activate their account when they return to the [Find a Traineeship](#) site.

Once registered, candidates will need to complete the online application form.

## Searching for traineeship opportunities:

1. On the [Find a Traineeship](#) homepage, click on **`Start now`**
2. In the search box, enter a postcode, town or city (if you are using a smart phone you can click on the **`Use current location`** link). Click **`Search`**.
3. The **search page** brings up the number of opportunities within a 40 miles radius by default. To change the radius, click on the arrow and select the preferred mileage. Click on **`Update results`**.
4. As well as distance, you can also **sort results** by **`closing date`** and **`recently added`**
5. The search page includes a map to show the preferred search area and pinpoints where the opportunities are.
6. By clicking on the opportunity you are interested in, you will see a description of the role including information and location of the employer as well as the name and contact details of the training provider.
7. Click on **`Sign in`** to apply or **`Create an account`**

### 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.

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

All training costs are funded by the Government.

### What if there are no traineeship providers in the local area?

It's possible there might not be any traineeship opportunities currently available in the required area. If this is the case, a list of traineeship providers is available on the [Skills Funding Agency](#) website.

If traineeships are not available in the required area, then anyone interested in a package of work preparation training, English, maths and work experience should be encouraged to contact their local college, training provider or Jobcentre Plus for information about what similar training they might have on offer.

Advisers identifying any gaps in traineeships provision should report these to the Skills Funding Agency or the Education Funding Agency:

- **Skills Funding Agency**  
[traineeships@skillsfundingagency.bis.gov.uk](mailto:traineeships@skillsfundingagency.bis.gov.uk)
- **Education Funding Agency**  
[enquiries.efa@education.gsi.gov.uk](mailto:enquiries.efa@education.gsi.gov.uk)

### Traineeships are a stepping stone to future success for young people, businesses and the wider economy.

Encourage the young people who you work with to search traineeships on [GOV.UK](#) or call our Freephone number 08000 150 400 to find out how a traineeship could help them get ready for an apprenticeship or other sustainable employment.

<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 to 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.

<sup>2</sup>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 you have significant paid or unpaid work experience then a traineeship might not be right for you. If you are unsure you can contact the National Careers Service on 0800 100 900