

# Traineeships

## A guide for employers

Introduced in 2013, Traineeships provide an education and training programme which focuses on the needs of the employer to provide young people with the skills and work experience they will need to find employment in the care sector or to progress onto an Apprenticeship.



### Who can undertake a Traineeship?

Traineeships are targeted at 16 – 23 year olds who are not in employment. Young people up to the age of 25 with learning difficulties in academic assessments can also complete a Traineeship. The learning and training is relevant for young people who may not be quite ready for permanent employment or an Apprenticeship.

#### Traineeship are suitable for those who are:

- unemployed and have little or no work experience
- motivated to work
- aged 16 – 18 and qualified below level 3, or 19 – 23 and have not yet achieved a level 2 (people who are aged up to 25 who have a learning difficulty academic assessment are also eligible)
- may be ready for employment or an Apprenticeship within six months of engaging with a Traineeships.

### Structure of the programme

Traineeships are made up of:

- work preparation training, such as CV writing, developing a personal statement and job searching
- English and maths support (unless the young person has already achieved a GCSE A\* - C in those subjects or a functional skills qualification at level 2)
- a quality work experience placement with an employer, lasting from six weeks to five months.

### What are the benefits of delivering a traineeship?

#### *Do you struggle to fill your vacancies/Apprenticeships?*

Traineeships are flexible and by working closely with training providers you can tailor the Traineeships to meet the needs of your business. You decide how the programme is delivered which will help you to find the right people with the right values and behaviours to work in your organisation.

Traineeships also provide:

- a stepping stone for young people before being employed in a permanent role or before starting an Apprenticeship. They help young people become 'work-ready'
- the freedom to shape the skills and experience of young people from your local community, helping you to develop a loyal and skilled workforce individual and the sector

- opportunity to develop the leadership and mentoring skills of your existing staff working with trainees, and gaining fresh ideas from enthusiastic young people.

If you decide to offer a young person an Apprenticeship after they have completed a Traineeship, you could be eligible for an **Apprenticeship Grant for Employers of £1,500**.

[Click here](#) for more information about the eligibility.

### What do I need to do?

If you feel you can offer a Traineeship you should identify a learning provider and agree what you are looking for in an employee. This will inform the content of the Traineeship and help the learner to meet their desired outcome which will either be:

- an offer a position/Apprenticeship with your organisation
- an exit interview with constructive feedback and a reference, that will help the individual when applying for other vacancies/apprenticeships.

As the employer you will provide the work experience part of the Traineeship. This can last from six weeks to five months which should allow the trainee enough time to learn and develop new skills and behaviours.

Work placements should be substantial and meaningful, providing the young person with a real workplace experience. Trainees should be encouraged to take part in work related learning activities, rather than observation.

You are also responsible for working with the learning provider and the trainee to identify content and objectives. The trainee should be assigned a mentor who can give them regular constructive feedback and either carry out a meaningful exit interview or ideally an interview for an opportunity within your business.

[Find out more](#) about how The National Apprenticeship Service can help you get started with your Traineeship programme. Alternatively, you could speak directly to your local learning provider.

[Click here](#) for a list of eligible providers.

### How much does it cost?

All training costs are met by government funding. There are no costs involved for the employer of a trainee, apart from time. Employers are not expected to pay traineeships, but are encouraged to help cover expenses such as travel and meals.

### Further support

Skills for Care has a wealth of information and resources to support employers with their recruitment and retention:

#### *I Care...Ambassadors*

*I Care...Ambassadors* are enthusiastic people working in social care who are willing to share their experiences with those who may not have previously considered a career in social care. They help to provide better understanding of working in the sector, promoting the wide range of different career opportunities. [Click here](#) to find out more about signing up to the *I Care...Ambassadors* initiative.

#### *Values based recruitment*

The values based recruitment toolkit puts social care values at the heart of the recruitment and selection process by providing various tools and resources which support values based recruitment for the sector. [Click here](#) for more information about values based recruitment and the tools which are available for employers.

## *Finders Keepers*

**Finders Keepers** is a practical toolkit for employers, providing information and advice to improve the way they recruit staff and keep them on board. It also support employers to implement the **refreshed recruitment and retention strategy** for the sector which was launched in September 2014.

## *Sector route way*

The sector route-way is a training course that gives people a good idea of what it's like to work in adult social care, helping them to develop the skills they need to get started. **Click here** for more information.

## *Sector based work academies*

Sector based work academies are designed to help employers with their immediate and future recruitment needs. Skills for Care has produced two videos which demonstrate how sector based work academies have been used successfully within adult social care to support employers to find workers with the right talent, skills and values. **Click here** for more information.