

# Traineeships

## A guide for adult social care employers

A Traineeship is an education and training programme that provides young people (aged 16 - 24) with the skills and work experience they need to find employment in adult social care or to progress onto an apprenticeship.

As an employer, offering a traineeship can help you build a pool of high quality future recruits for your organisation.

### What does a traineeship involve?

Traineeships are made up of:



#### Work preparation training

Which might include CV writing, developing a personal statement and job searching.



#### English and maths support (if required)

Unless the young person has already achieved a GCSE A\*-C in those subjects or a functional skills qualification at level 2.



#### High quality work experience with an employer

This can last from six weeks to five months.

As an employer, you'll work with a learning provider to design a traineeship. They'll deliver the work preparation training and English and maths support, and you'll offer the work experience.

## Who can do a traineeship?

Traineeships are for 16–24 year olds who are not in employment and have little or no work experience.

They're suitable for 16-18 year olds who are qualified below level 3, or 19-24 year olds who have not yet achieved a level 2. Young people up to the age of 25, who have learning difficulties in academic assessments can also do a traineeship.

The learning and training is relevant for young people who are motivated to work but aren't quite ready for permanent employment or an apprenticeship.

## What are the benefits for employers?

A traineeship gives young people a stepping stone into your workplace and the sector before full time employment or an apprenticeship – it will help them become 'work ready'.



You can decide how the programme is delivered and work with a learning provider to tailor the traineeship to **meet the needs of your workplace**.



It gives you the freedom to shape the skills and experience of young people in your local community, which can develop a **loyal and skilled workforce**. This can help you find the right people for your organisation, who are **likely to stay**.



It also provides opportunities for you to **develop the skills** of your existing staff, by mentoring trainees.

## How can I set up a traineeship in my workplace?

You should contact a learning provider and agree what you're looking for in your 'ideal candidate'. From here, you can work together to develop the content of the traineeship.

As an employer you'll provide the work experience part of the traineeship. This can last from six weeks to five months, which should allow enough time for the trainee to learn and develop new skills.

Our [Offering meaningful work experience guide](#) can help you deliver a successful work placement.

When you're promoting your traineeship, our [online Values based recruitment toolkit](#) can help you find candidates with the right values.

The learning provider is responsible for delivering the work preparation training, English and maths support (if required), and assessing the individual needs of the trainee throughout the traineeship.

### How much does it cost?



Government funding covers the costs of training. You can read the Skills Funding Agency rules for 16-24 traineeships on the Government website:

[www.gov.uk/guidance/sfa-funding-rules](http://www.gov.uk/guidance/sfa-funding-rules)

You don't need to pay the trainee for their work placement, however we encourage employers to cover expenses such as travel and meals.

### Find out more

Visit the Government website to find out more about delivering a traineeship, and current funding opportunities.

[www.gov.uk/government/publications/traineeships-referral-sheet-employers](http://www.gov.uk/government/publications/traineeships-referral-sheet-employers)