

Employer Guide to Traineeships


Traineeships



Les Ratcliffe, Head of Community
Relations, Jaguar Land Rover

 **BUSINESS
IS
GREAT**
BRITAIN

About us

The National Apprenticeship Service supports the delivery of apprenticeships and traineeships in England. It offers free, impartial advice and support to employers looking to recruit for the first time or expand their programme.

We enable our nation to generate a more highly skilled workforce through apprenticeships, traineeships and awards, which create opportunity, support development and showcase excellence. Our endeavours enable us to:

- Transform the lives of our people.
- Stimulate growth and strengthen our economy.
- Instil pride in the skilled people of our nation.

We work with businesses of all sizes to analyse training needs, identify relevant traineeships and the best way of providing the training. The National Apprenticeship Service provides a responsive and customer-focused web and telephone service which offers a high quality, tailored experience to each employer.

**National
Apprenticeship
Service**

What is a traineeship?

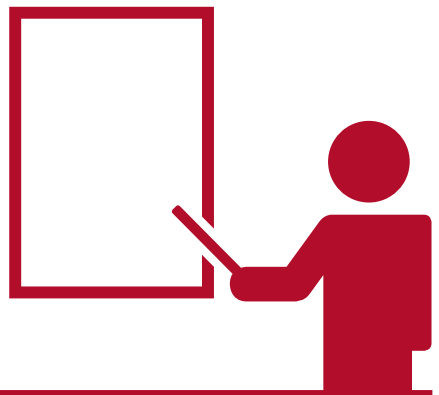
A traineeship is an education and training programme with work experience that is focused on giving young people the skills and experience that employers are looking for.

Traineeships last anything up to a maximum of six months depending on the needs of the individual and include:

1. A meaningful, high quality, work experience placement of at least 100 hours with an employer, to provide real insight and experience into the world of work.
2. Work preparation training delivered by a training organisation which can include CV writing, interview preparation, interpersonal skills and local business and sector information.
3. English and maths support from the training organisation to improve young people's literacy and numeracy skills if required.

In addition to these basic elements, you and the training organisation can add flexible additional content to meet the needs of your business and the local labour market; which could include a relevant, industry specific vocational qualification.

All training costs are met by government funding.



The business benefits

Help is at hand

To advertise your opportunities for free, search [Find a Traineeship](#) on [GOV.UK](#).



New breed

Nurture the next generation from your local community, ensuring a loyal, talented workforce.

It works both ways

Developed with employers, a flexible approach means traineeships are tailored to the needs of the business and the individual.





Work smart

All training costs are met by government funding.



Work wonders

Traineeships can form part of a business's commitment to corporate social responsibility.

Just the job

Your current employees will have the opportunity to build their mentoring and coaching skills.



£1,500

Apprenticeship Grant for Employers

You could be eligible for a grant of £1,500¹ if a trainee progresses on to an apprenticeship within your organisation.

¹ For information on the AGE Grant, contact the National Apprenticeship Service on 08000 150 600 to check if you're eligible and apply.

What Government support is available?

With traineeships, you have the opportunity to help build a pool of high quality future recruits for your sector.

- Employers are at the heart of traineeships offering high quality work experience placements in partnership with a trusted training organisation. This **flexible approach** means traineeships are **tailored** to the needs of your business and the individual.
- **Training organisations** have a key role in **coordinating** the traineeship, engaging local employers to offer the **work experience** placements and encourage young people to participate. The recruitment, delivering training, providing in work support, as well as support beyond the duration of the traineeship can all be delivered by the training organisation.
- The National Apprenticeship Service offers **free, impartial advice and support** to employers. This includes simplifying the process of finding a trainee through the support of employer focused teams and their **Find a Traineeship** recruitment site on GOV.UK where employers can advertise their opportunities and potential trainees can apply.
- All training costs are met by **government funding**.

“It made sense for a responsible business like Jaguar Land Rover to use its success for good and we developed a programme to engage and inspire those who may feel they have no employment prospects.”

Les Ratcliffe, Head of Community Relations, Jaguar Land Rover

Case study

Jaguar Land Rover

We launched our traineeship to address the social and economic issues of youth unemployment in areas surrounding our manufacturing plants. Traineeships are an important part of our Business in the Community long-term legacy, to support and inspire other businesses to engage unemployed young people and help prepare them for employment opportunities.

In partnership with Birmingham Metropolitan College, we launched our 'Inspiring Tomorrow's Workforce' programme to help 16-24 year olds gain experience, skills and qualifications through traineeships.

53 young people have completed the course so far and 25 trainees are now in full time employment or apprenticeships including five employed at our Solihull and Halewood advanced manufacturing plants.

Jake Bickerstaff, aged 18, said:
"The job market is really hard. The only thing employers want is experience but if you've just left college you don't have any. That's where the experience at Jaguar Land Rover helped me. It was really great to do the 'Inspiring Tomorrow's Workforce' course and I loved every second, especially the work placement. At the end of it I've come out with a job at Jaguar Land Rover which is a brilliant result."

Jaguar Land Rover is proof that employers can take a proactive approach to developing young talent to support their growth plans. The programme has been a success for us and we strongly recommend traineeships to other employers.

What are the employer responsibilities?

You will need to commit to a high quality work experience placement, lasting at least 100² hours over a maximum of 6 months. This should include:

- Pre-agreed content and objectives between your company, the training organisation and the trainee.
- A structured opportunity for the young person, matched to their areas of interest and aspiration, where they engage in purposeful learning activities rather than observation.
- The work experience placement should be long enough to allow for the development of new skills and behaviours.
- Trainees should receive coaching and training from an identified mentor in the business, receiving regular constructive feedback.
- Employers are not required to pay young people taking part in traineeships but are encouraged to support trainees with expenses such as transport and meals.

Once the young person has finished their traineeship with your company, you will be required to offer:

- Ideally, an interview for a position within your business if one is available.
- If no apprenticeship or job opportunity exists within your business, provide an exit interview together with meaningful written feedback to help them to secure an apprenticeship or employment.



² If the young person is claiming unemployment benefits, please ensure you liaise with your training organisation regarding work experience placement duration.

Case study

Virgin Media

Virgin Media harnesses potential talent by offering traineeships to applicants who have narrowly missed out on an apprenticeship offer.

We were one of the first companies to launch our traineeship programme at the beginning of August 2013. Our traineeship programme is part of our approach to recruiting young people, offering opportunities to candidates who show promise and potential but who have just fallen short of securing an apprenticeship.

Feedback is given at the assessment centre on the skills and qualities unsuccessful candidates would need to develop in order to be considered for a Virgin Media apprenticeship. In the past these candidates have very rarely returned to attempt the recruitment process again, meaning their potential talent would be lost.

We can now not only give feedback to those unsuccessful candidates but also offer them an opportunity to develop the skills or qualities they need through a traineeship, retaining

and developing a pipeline of talent for our apprenticeship opportunities. Our traineeship programme can be tailored to meet the specific needs of an individual young person.

Charley Luff Rogers who started as a trainee at Virgin Media and has just graduated from his apprenticeship says, **“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.”**

It is still early days but we believe there are corporate and commercial opportunities to offering traineeships and intend to share best practice with other employers looking to attract the best young talent to their organisations.

Traineeships - why do we need them?

Developed in response to business needs, traineeships can help employers build the workforce required for business success.

- According to UKCES, just 24% of employers recruited young people directly from education in the past 2-3 years.
- Traineeships give employers the opportunity to help build a pool of high quality new recruits for their sector.
- More than half of employers are aware of weaknesses in the core skills of at least some of their employees in literacy (55%) and numeracy (51%), with a third (35%) reporting that they have had to provide remedial training for young people joining them from school or college.

All young people undertaking a traineeship will be required to study English and maths. Young people aged 19-24 and possessing GCSE A*-C in English and/or maths or hold a functional skills qualification at Level 2³ will not be required to undertake further study in these subjects.

- Mid-sized employers (25-199 staff) have reported an increase in skill shortage vacancies since 2009.

Traineeships will help combat this problem by providing young people with the skills businesses need.

³ 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.

Three simple steps

Traineeships are a stepping stone to future success.

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- 1** **Design** a high quality traineeship in partnership with a training organisation and post your opportunities for free on Find a Traineeship.



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- 2** **Deliver** the traineeship, working with a training organisation to reduce the burden on your business.



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- 3** **Develop** your trainee to become 'work ready' to help them secure an apprenticeship or employment.

For more information

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