



TRAINEESHIPS: BUILD YOUR FUTURE

WHAT IS IT?

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year.



WHO IS IT FOR?

Traineeships help 16 to 24 year olds - or 25 year olds with an education, health and care (EHC) plan - get ready for an apprenticeship or job if they don't have the appropriate skills or experience.



Flexible, sector focused and funded by the government. Gives your current employees experience in training and mentoring.

Design a programme that suits both the needs of your business and the needs of the trainee.

Increase capacity and productivity, develop a loyal and talented workforce, help tackle youth unemployment.

Get to know and work with young people prior to recruiting apprentices.

WHAT'S INVOLVED

YOUR RESPONSIBILITIES

When offering a traineeship work placement you need to provide:



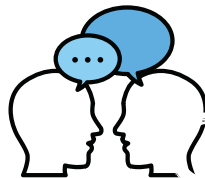
Time

A minimum of 70 hours of work experience - but no more than 240 hours for benefit claimants - over the duration of the traineeship (maximum of one year) and as agreed with the traineeship provider



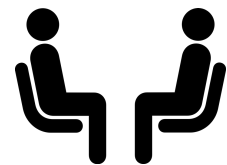
Safe Environment

A safe, meaningful and high-quality work experience



Feedback

Constructive feedback and advice to the trainee



Interview

An interview for an apprenticeship or job in your business at the end of the traineeship if one is available
An exit interview at the end of the traineeship with meaningful written feedback if no job is available

The traineeship is free to your business, but you may support trainees with expenses such as transport and meals.