

# Is a Traineeship for me?

This document is intended to help you decide whether a Traineeship is right for you. It includes advice on how to get onto a Traineeship and where to go for more information.

## What is a Traineeship?

A Traineeship is a free skills development programme that includes a work placement. Traineeships give individuals aged 16-24 (or 25 with an Education Health and Care Plan) the skills and experience needed to get them ready for an apprenticeship or a job.



The aim is to provide work preparation training, English, maths and digital skills for those who need it, and a high-quality work experience placement to help you take the first steps in finding the right career for you.

The full programme can last anywhere from six weeks to a maximum of 1 year (although most traineeships last less than 6 months), with the content tailored to your individual needs, including:

- A meaningful work experience placement of at least 70 hours with a local employer, which provides insight and experience of the world of work.
- Work preparation training with a training provider to help to learn the skills required in the working environment, build your confidence and support you in writing your CV.
- English, maths and digital skills support with a training provider to help give you the literacy, numeracy and digital skills needed for the workplace.

## What are the benefits of a Traineeship?

The training provider and the employer tailor the training programme around the individual's needs. This means that they will support the trainee to develop the skills and experience that they will need to secure an apprenticeship or job in the future.

As a trainee, you will:

- Gain work experience in a supportive environment.
- Learn sector focused skills that are needed in the workplace.
- Improve your English, maths and digital skills where required.
- Help to increase your confidence and self-esteem around employment.
- Gain a greater understanding of what employers are looking for.
- Receive help to build your CV and interview skills.

## Will I be paid?

A traineeship is a learning programme including a work experience placement, not a job.

Work experience placements are unpaid, but employers are encouraged to support expenses, such as for transport and meals.

Depending on your circumstances, you may be eligible for support with education related costs. Your training provider can help with this. You can also find more information below:

- <https://www.gov.uk/1619-bursary-fund>
- <https://www.gov.uk/learner-support>

If you receive benefits, these should continue whilst you are completing your traineeship.

It is advised that you speak to your Work Coach so that you can check your personal circumstances.



# Is a Traineeship for me?

This document is intended to help you decide whether a Traineeship is right for you. It includes advice on how to get onto a Traineeship and where to go for more information.

## Is a Traineeship right for me?

Traineeships are an ideal opportunity for individuals aged 16-24 (or 25 with an EHC Plan), who are motivated to get an apprenticeship or job, but possibly lack the skills and experience that employers are looking for.

The Traineeship will help you to build on the skills required and gain valuable experience when applying for career opportunities.



You could be suitable for a Traineeship if you are:

- ✓ Eligible to work in England
- ✓ Not currently in employment (or work less than 16 hours per week)
- ✓ Have little or no work experience
- ✓ Motivated to work
- ✓ Aged 16 – 24 (25 with a EHC Plan) and qualified up to, and including, Level 3 (A Levels or equivalent).

## A Traineeship is probably not right for you, if you:

- Already have the skills and experience needed to find an apprenticeship or work
- Are over the age of 24 (unless you are 25 with an EHC Plan)
- Are already in paid employment
- Already have a higher qualification than Level 3 e.g. Level 4 and above.

## At the end of the Traineeship

At the end of the work experience placement, you will participate in an exit interview with the employer. This is part of the programme to help to develop your interview skills and you will receive written feedback from the employer. If a role in the company becomes available, you will be able to interview for the position.

## Progression

Traineeships are designed to be a stepping-stone into an apprenticeship or employment. The training provider can provide support at the end of your Traineeship to link you with job opportunities.

## Do Traineeships work?

Yes, they do. Evaluation<sup>1</sup> of the programme shows that:

- ✓ 82% of trainees were satisfied with traineeships
- ✓ 83% of trainees thought the programme helped them improve their chances in future job applications
- ✓ 75% of trainees started in further learning, employment or an apprenticeship within 12 months of starting the Traineeship



# Is a Traineeship for me?

This document is intended to help you decide whether a Traineeship is right for you. It includes advice on how to get onto a Traineeship and where to go for more information.

## How do I find a Traineeship?

Now that you've determined that a Traineeship could be the right route for you, there are a few options available:

- ✓ Contact your local college or training provider to see if they are offering Traineeship opportunities. A list of providers who are eligible to deliver Traineeships is available at: <https://www.gov.uk/government/publications/traineeship-providers>  
This list is regularly updated, so it is important to check back in for new providers offering traineeships
- ✓ Speak to your school or college careers advisers if you are 16 to 18 years old
- ✓ If you are in receipt of benefits, you should speak to your individual Jobcentre Plus Adviser / Work Coach
- ✓ Traineeship opportunities can also be advertised regularly on the Find a traineeship website: <https://www.gov.uk/find-traineeship>

## What if I'm still unsure whether a Traineeship is right for me?

If you would like to discuss your education and career options, please contact the National Careers Service. This is 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 0800 100 900.

## Matt's story



Following a visit to his local Jobcentre Plus, Matt took up a Traineeship with Skills Training UK. Over the next six months, Matt developed his confidence and teamwork, gained industry-recognised qualifications and made lifelong friends.

"I've found the whole experience life-changing. I struggled to talk to people before, such as when I did voluntary work, but now I have a lot more confidence. All the tutors were supportive. I've also made lots of new friends, which is something I wasn't expecting."  
– Matt Small, Skills Training UK

Matt has since secured his dream job in the NHS. He is continuing to improve his skills and gain new experiences whilst enjoying day-to-day life in the busy NHS wards.

## Find out more

To find out more and to hear from other trainees, visit: [www.amazingapprenticeships.com/traineeships](http://www.amazingapprenticeships.com/traineeships)