

A fact sheet for employers

What is a traineeship?

A traineeship is a flexible education and training programme with work experience that unlocks the great potential of young people, aged 16 to 24, and prepares them for their future careers by helping them to become 'work ready'.

At its core are a high-quality work experience placement with an employer, with work preparation training and English and maths if needed¹ provided by a training provider. This gives young people the skills and experience that employers are looking for, helping them secure an apprenticeship or other job in the future.

What are the benefits of offering traineeships for employers?

Traineeships have been developed in response to research showing that young people frequently lack the knowledge and experience employers expect in the workplace.

Traineeships will help to tackle this problem, while benefiting your business in the following ways:

- Employers can design a high quality traineeship in partnership with a training provider – one that suits both the needs of your business and the needs of the trainee.
- The length of commitment is relatively short, and the programme is fully funded by government.

- Traineeships allow you to nurture the next generation, helping your business to increase its capacity, and productivity, develop a loyal, talented workforce and contribute to tackling youth unemployment.
- Your current employees will have the opportunity to build their own mentoring and coaching skills supporting the trainee.
- Training costs will be met by government funding. There is also a free recruitment site to advertise your traineeship opportunities.

What will my business need to provide?

Companies commit to providing a high-quality work experience opportunity, which is substantial and meaningful for the young person.

The work experience element should last for at least 100 hours (a maximum of 240 hours for benefit claimants) over a maximum of six months alongside other training. Long enough to enable the young person to develop new skills and behaviours, which ensure they become work-ready and have the confidence to take the first step in their career to secure an apprenticeship or other employment.

Employers offer a structured opportunity matched to the individual's areas of interest and aspiration, where they engage in purposeful work related learning activities rather than simply observation.

Is it a rigid programme?

Traineeships are very flexible and tailored to the needs of your business and those of the individual.

By working closely with your training provider you can design a programme to help build a pool of high quality future recruits.

Firstly, the provider will assess the needs of the young person. The work experience you provide is core to the traineeship; however it should start at the most appropriate time for their needs. They may start with the pre-employment training elements.

You and the training provider will jointly plan when the young person should start their work experience:

- agree the days they are with you.
- decide how the programme is delivered.

The process can be changed and adapted during the traineeship so that you and the young person both get the best out of the programme.

"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

Are there any financial costs to offering traineeships?

Training costs are met by government funding.

Employers are not required to pay the young person taking part in the traineeship but may support trainees with expenses such as transport and meals.

Undertaking a traineeship does not impact on a young person's benefit entitlement.

What happens at the end of the traineeship?

Employers are not required to provide a job at the end of the traineeship. However once the young person has finished their traineeship with your company, you will need to give them either:

- an interview for a position within your business if one is available; or
- if no apprenticeship or job opportunity exists within your business at the end of their traineeship, provide an exit interview together with meaningful written feedback to help them secure a future apprenticeship or other employment with another employer.

How do I get started?

Contact the [National Apprenticeship Service](#) via the [enquiry form](#) or 08000 150 600 who will be able to support you throughout the process, including how to advertise your traineeship opportunities on the GOV.UK free recruitment [Find a Traineeship](#) site and identify a suitable training provider.

Alternatively, you can contact a local training provider directly.

What additional support is available?

There are some excellent resources available with information on what makes good quality work experience:

- [Work experience quality charter](#) – CIPD
- [16 to 19 work experience](#) – Department for Education
- [Guidance for employers offering work experience](#) UK Commission for Employer and Skills (UKCES)
- Traineeships are inclusive for all eligible learners², including those with learning difficulties or disabilities. Charities such as [The Shaw Trust](#) and [Springboard](#) for example provide advice to employers to support disadvantaged learners in the workplace.

- [Access to Work](#) funds may be available to support disabled learners with resources while undertaking their work placement
- [Fairtrain](#) – offers support for employers offering work experience
- [Learning and Work Institute](#)

Traineeships are a stepping stone to future success for young people, businesses and the wider economy.

Search traineeships on [GOV.UK](#) or call our freephone number **08000 150 600**

¹ All young people undertaking a traineeship will be required to study English and maths, unless they have achieved a GCSE A* - C, or grade 4 or higher in those subjects or, for those aged 19-24, a GCSE A* - C, or grade 4 or higher in those subjects or a functional skills qualification at Level 2.

² Eligible learners are those who are aged 16 to 24 as of 31 August in the funding year and not had their 25th birthday at the start of the traineeship programme.