



## Is a Traineeship for me?

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

### 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. At its core are work preparation training, English and maths for those who need it, and a high quality work experience placement.

Traineeships last anything from six weeks to a maximum of six months with the content tailored to your individual needs, including:

- Work preparation training which ensures you are ready and have the confidence to take the first step in your career, such as an Apprenticeship.
- English and maths<sup>1</sup> support to help give you the literacy and numeracy skills needed for the workplace.
- A meaningful work experience placement which provides insight and experience of the world of work.

### What are the benefits of a Traineeship?

- A Traineeship will put you in a better position to compete for an Apprenticeship or other job.
- The opportunity to build your CV and get vital experience

with local and national employers.

- Improving your English and maths skills will boost your chances of getting a job, as well as improving your long term prospects and earning potential over your lifetime.
- Employers are at the centre of Traineeships to ensure they give you the skills you need to secure a job and succeed in employment.
- At the end of the work experience placement you'll get a job interview with the company if a role becomes available or a reference and an exit interview.

### Will I be paid?

Work experience placements are unpaid, but employers are encouraged to support expenses such as transport and meals and depending on your circumstances you may be able to access financial support from your training provider, through the 16-19 Bursary Fund or the 19+ Discretionary Learner Support Fund. All training costs are funded by the Government.

### Is a Traineeship right for me?

Traineeships are an ideal opportunity for young people who are motivated to get a job but who

lack the skills and experience that employers are looking for. If you have been unsuccessfully applying for Apprenticeships due to a lack of skills and experience then you might be a good candidate for a Traineeship.

You could be suitable for a Traineeship if you:

- are unemployed (or work less than 16 hours per week) and have little work experience;
- are motivated to work;
- are aged 16 - 18 inclusive and are qualified below Level 3 OR are aged 19 - 23 inclusive and are qualified below full Level 2<sup>2</sup>

A Traineeship is probably not right for you if you:

- already have the skills and experience needed to find an Apprenticeship or work;
- are aged 24 plus (unless you are subject to Learning Difficulty Assessments and are aged 16 or over and under 25)
- are already in a job

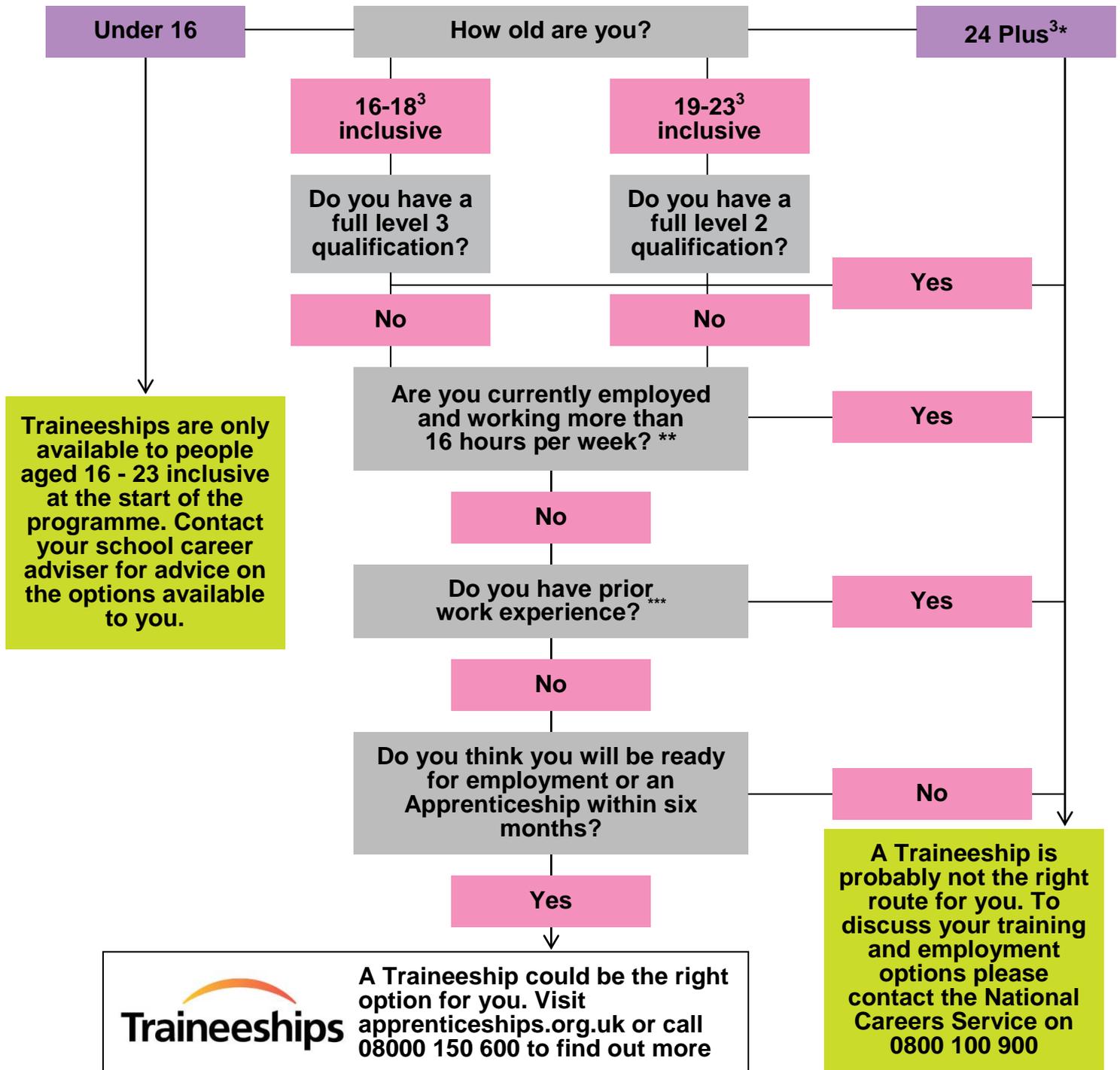
**You can use the chart on the following page to help decide whether a Traineeship is right for you.**

<sup>1</sup> All young people undertaking a Traineeship will be required to study English and maths, unless they have achieved a GCSE A\* - C in those subjects or, for those aged 19 - 23, a GCSE A\* - C in those subjects or a functional skills qualification at Level 2.

<sup>2</sup> 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.



Traineeships decision tree



<sup>3</sup>The age range '16 -18' refers to individuals aged 16, 17 or 18 on 31 August in the funding year in which they start. The age range '19 -23' refers to individuals aged 19 or older on the 31 August in the funding year that they start but are not aged 24 or older.

\* Traineeships will also be available to young people who are aged 16 or over and under 25 who are subject to Learning Difficulty Assessments.

\*\* For the purposes of Traineeships 'employed' is defined as an individual who has a contract of employment. However, the individual is not classified as employed if they work fewer than 16 hours a week.

\*\*\*Traineeships are designed for people who have had little exposure to the workplace. If you have significant paid or unpaid work experience then a Traineeship might not be right for you. If you are unsure you can contact the National Careers Service for advice on 0800 100 900

A graphic with the words "RE READY?" in large, white, bold, sans-serif letters. The letters are set against a background of a multi-colored rainbow that tapers to a point on the left side.

### How do I find a Traineeship?

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

1. Traineeship opportunities will be advertised regularly on the National Apprenticeship Service website [apprenticeships.org.uk](http://apprenticeships.org.uk).
2. 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 [skillsfundingagency.bis.gov.uk/providers/programmes/traineeships](http://skillsfundingagency.bis.gov.uk/providers/programmes/traineeships).
3. If you are in receipt of benefits you should speak to your individual Jobcentre Plus adviser.

### 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, 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](http://National Careers Service)' or call 0800 100 900.

**Traineeships are a stepping stone to future success for young people, businesses and the wider economy. Visit [apprenticeships.org.uk](http://apprenticeships.org.uk) or call 08000 150 600 to find out how Traineeships can help you get ready for work.**