

Example Traineeship Opportunity and Q&A

Av field	Guidance	Example
Employer	<p>A Traineeship opportunity can only be advertised where an employer is identified for the work experience element.</p> <p>We do not accept 'simulated work environments' as work experience.</p> <p>All employer names must be linked to Av via the EDS Bluesheep number known as the 'ERN Number' See link www.edrs.lsc.gov.uk</p>	<i>Hotel Plc</i>
Vacancy Short Description	<p>This field only allows 256 characters and is the first thing that any potential applicant will see when a searching on Av. Make it interesting!</p> <p>Ask yourself 'Why would any applicant now continue to read my advert in full?'</p>	
Learning Provider	A contracted training organisation or their sub-contractor generally posts the opportunity.	<i>Delivered by ABC Ltd</i>
Contracted Provider	Direct Grant Employers can also post opportunities.	<i>ABC</i>
Learning Delivery Site	The provider who is delivering is shown.	<i>ABC Ltd</i>
Vacancy Description	<p>The Vacancy Description must begin with the following statements:</p> <p>'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,</p>	<p><i>A Traineeship is an education and training programme with work experience that is focused on giving you 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.</i></p> <p><i>Traineeships help unlock your great potential and give you the work preparation training,</i></p>

and a high quality work experience placement.

Traineeships help unlock your great potential and give you the work preparation training, maths and English and work experience needed to get an Apprenticeship or other job.

This Traineeship Opportunity is unwaged.'

The description should be attractive showing what the candidate will do and learn in the workplace and the support available for progression. The opportunity will need to detail the full Traineeship programme, showing the number days per week on the work experience placement and days training as a minimum.

Please note: For a 19-24 year old learner the work placement must be for a minimum of 100 planned hours. For a 16-18 year old learner the work placement must be the most substantial element of the programme. For any aged learner claiming unemployment benefits the work placement must not exceed 240 hours of which may be undertaken over the duration of the traineeship programme

As this is a Traineeship the candidate will not be employed, so **it is possible** to specify the age group eligible for funding (**i.e. 16 to 24**).

The core target group is: and we would advise you to include this section below to fit your requirements

'Are you eligible?

- 1. Are you currently not in a job? Do you have little or no work experience?**

maths and English and work experience needed to get an Apprenticeship or other job.

This Traineeship Opportunity is unwaged.

Hotel Plc would like to help young people aged 16 to 24 into work, by offering quality Traineeship work experience placements in hospitality at their hotels.

These placements offer valuable work experience with clear progression routes within the industry to those interested and a career in hospitality.

Over the work experience period you will spend 16 hours per week, Monday to Thursday, working in reception, or in the food & beverage and housekeeping areas. This will give you valuable knowledge which will prove essential when applying for a job.

This work experience placement is part of a full Traineeship programme, which will include a further 5 hours each Friday training with ABC Training, covering maths and English, assistance with finding a job and industry certificates that will help you progress within the hospitality sector.

Hotel Plc is offering a guaranteed interview for those who successfully complete their Traineeship.

'Are you eligible?

- 1. Are you currently not in a job? Do you have little or no work experience?**
- 2. Are you aged 16 to 24 and qualified below Level 3 (A level)?**

2. Are you aged 16 to 24 and qualified below Level 3 (A level)?

What this will lead to (Future Prospects)

This section should detail the progression opportunities from the Traineeship, and the programme requirement to provide a reference for employers or other progression routes. A guaranteed interview scheme should be discussed with the employer.

It is important that all learners are offered an exit interview with all work experience placements, therefore we need to mention that they will be given an exit interview/written feedback and (where available) a formal interview for employment and/or an apprenticeship with the employer.

After successful completion of the Traineeship course, you will receive a certificate of completion and a letter of reference as a minimum, to support future job applications.

Also you will receive guaranteed interview status for any suitable jobs at Hotel.

Key Details

Vacancy Title

The Vacancy Title **must** be preceded with **'TRAINEESHIP'** in capitals and reflect the sector the candidate will be gaining work experience in.

TRAINEESHIP in Hospitality

Employer

The employer name is automatically populated via the linked ERN number.

Hotel Plc

Employer Description

The employer description is entered by the provider. It should clearly describe who the employer is and what they do. Again the detail should be as **interesting** as possible to attract applicants.

Hotel Plc is one of UK's largest hotel and restaurant companies operating market-leading businesses in the budget hotels and restaurant sectors. Its brands include:

- Hotel*
- Rest Room*
- Table Top*

Hotel Plc employs over 20,000 people and serves 5 million customers every month in its

1,500 businesses across the UK. This is certainly a great time to join us at Hotel Plc.

Vacancy Location	Address of work experience placement	<i>20 Long Street London SW1</i>
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Working Week	You must state the weekly hours of the total Traineeship programme, maximum 35 hours to include both the work experience placement and training.	<i>21 hours MAX over 5 days Mon-Fri</i>
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Weekly Wage	Wage can now be entered as 0 (zero) which will show unpaid in the vacancy. Further details should be given in the field called Important Other Information , detailing bursaries, learner support funds available and Jobseeker's Allowance eligibility.	<i>Unpaid</i>
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Number of Vacancies	State the number of Traineeship opportunities available	<i>2</i>
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Small Employer Wage Incentive	AGE Incentive not relevant	
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Vacancy Reference Number	Vacancy Reference Number is automatically generated by the Av system	<i>VAC000019581</i>
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Key Dates

Closing Date For Applications	Date opportunity closes for applications, earliest date for interviews and likely start date.	<i>30/08/2013</i>
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Interview Begin From		<i>01/09/2013</i>
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Possible Start Date		<i>10/09/2013</i>
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Training to be provided	<p>You must enter the following as a minimum ‘The Traineeship opportunity includes work preparation training, maths and English support for those who require it and a high quality work experience placement.’</p> <p>Go into detail with what the Traineeship is to include; High quality work experience placement, job search/work preparation skills (CV writing) and maths and English (as a minimum dependant on applicants needs).</p> <p>Also include here details of any employer/industry recognised certificates.</p>	<p><i>The work experience placement with Hotel Plc will mean you will be offered work experience each week, in conjunction with training.</i></p> <p><i>You’ll become a member of the team in your hotel and will experience work in the reception, food & beverage and housekeeping areas. All this will give you a valuable insight to hospitality services in the hotel.</i></p> <p><i>The Traineeship opportunity includes work preparation training, maths and English support for those who require it and a high quality work experience placement. You will be able to achieve industry recognised certificates in Kitchen Preparation and Hygiene.</i></p>
Learning Provider	The funded provider name is shown.	<i>ABC Plc</i>
Vacancy Type	Vacancy type and Framework will show as Traineeship	<i>Traineeship</i>
Apprenticeship Framework		<i>Traineeship</i>
Expected Duration	Enter the Traineeship programme duration, minimum 6 weeks and maximum 6 months (26 weeks) . As the duration is dependent on the individual learner this needs to be flexible and we suggest you use ‘up to’ .	<i>Up to 26 Weeks</i>
Skills Required	Describe the skills required by employer for the Traineeship. These should be “soft” and realistic not to overpower candidates. Remember these are young people who have little or no experience to demonstrate in most cases.	<i>An interest in gaining experience of the hospitality industry.</i>

Personal Qualities	Detail personal qualities required for the Traineeship.	<i>Reliable Keen to learn Sensible attitude</i>
Qualifications Required	<i>N/A and does not appear on Find a traineeship</i>	
Important Other Information (Including reality check)	<p>Detail the Traineeship weekly hours of the work experience placement and training.</p> <p>If the learner is a benefit claimant, he/she must not undertake more than 35 hours per week to include both work experience placement and training activities, in order to take part and retain their unemployment benefits. The maximum of 35 hours of traineeship activity is an existing DWP requirement. There is no restriction for non-benefit claimants.</p> <p>The provider can give any other information about the training and details concerning available 16-19 bursaries and 19-24 learner support funds.</p> <p>The following paragraph <i>must</i> be included in this section in all Traineeship opportunities:</p> <p>'This 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.'</p>	<p><i>You will be required to attend at least 16 hours work experience each week Monday to Thursday.</i></p> <p><i>You will also attend 5 hours training on Fridays at ABC Training Baker Lane SW1.</i></p> <p><i>A bursary or learner support fund may be available to help with travel expenses to the work placement.</i></p> <p><i>This 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.</i></p>
	This section also gives an opportunity to reiterate that the opportunity is unwaged, and provide any other information.	<p><i>This Traineeship opportunity will give you experience of the workplace, and training to support your job search and applications.</i></p> <p><i>'Are you eligible?'</i></p>

You can also add the following to indicate the learner eligibility criteria:

‘Are you eligible?’

1. Are you currently not in a job? Do you have little or no work experience?
2. Are you aged 16 to 24 and qualified below Level 3 (A level)?

You can also add a statement in order to support DWP benefit claimants, for example:

‘Anyone in receipt of benefits should consult with their local Jobcentre Plus adviser to ensure a Traineeship programme would fit with any benefit requirements.’

1. Are you currently not in a job? Do you have little or no work experience?

Are you aged 16 to 24 and qualified below Level 3 (A level)?

Additional Application Form Question – 1

Additional application questions 1 and 2 give the employer the opportunity to ask questions of the applicant to help with the sifting process. Use open questions, like How, Why, What?

Why do you think a work experience placement will help you?

Additional Application Form Question – 2

How will you get to the work experience placement?

Q&A

Q Should all Traineeships with an identified employer be advertised on Find a Traineeship?

A Yes, to give potential trainees the opportunity to identify Traineeship opportunities all employer placements should be posted on Find a Traineeship.

Q Can provider Traineeship provision which hasn't got an employer placement at the start of the training be posted on Find a Traineeship?

A No, an employer must have been identified, with a clear programme of work experience agreed before the Traineeship Opportunity can be advertised on Find a Traineeship.

Q How do I structure a Traineeship Opportunity on Find a Traineeship as it's for Apprenticeships?

A The structure of Find a Traineeship has been amended in areas to accommodate Traineeship opportunities, please refer to the Traineeships opportunity example.

Q Traineeships are unwaged, can employers/providers offer payment if they wish?

A Yes an allowance can be paid to cover expenses at the discretion of the employer/provider. 16-19 bursaries or 19-24 learner support funding may also be available subject to the provider.

Q What are the maximum weekly hours the Traineeship should cover?

A Each Traineeship opportunity should detail the maximum hours a trainee will be on programme each week both on the work experience placement and training. There are no set minimum or maximum hours, but we would not expect Traineeship opportunities posted on Find a Traineeship to be more than 35 hours. If the learner is a benefit claimant, he/she must not undertake more than 35 hours per week to include both work experience placement and training activities, in order to take part and retain their unemployment benefits. The maximum of 35 hours of traineeship activity is an existing DWP requirement. There is no restriction for non-benefit claimants.

Q As Traineeships are for 16 up to 24 year olds (25 with LLDD) can we specify the age in the Find a Traineeship advert?

A Yes, as this is not paid employment the vacancy can show the age range of eligible Trainee's i.e. 16 up to 24.

Q Can all providers deliver Traineeships and post vacancies on Find a Traineeship?

A No, only training organisations with Ofsted grades of Outstanding or Good, and their registered sub contractors can deliver Traineeships and post vacancies on Find a Traineeship.

Q Can sub contractors deliver Traineeships and post vacancies on Find a Traineeship?

A Only registered sub contractors delivering on behalf of Ofsted grade Outstanding or Good contracted training organisations can deliver Traineeships and post vacancies on Find a Traineeship.

Q Will candidates register and apply for Traineeship opportunities through Find a Traineeship?

A Yes candidates register and apply as they do for an Apprenticeship.

Q If I have any queries concerning Traineeships who can I contact?

A Please email your usual apprenticeship vacancies mailbox:

For programme queries please email traineeships@skillsfundingagency.bis.gov.uk