



## Traineeship Referral Sheet: Advisers and intermediaries

This document is intended as an aid for careers advisers (including those working within the National Careers Service, Connexions, local authorities and schools) in determining whether young people might be suitable candidates for a Traineeship. It also includes information about how to refer an individual to a Traineeship.

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

- Work preparation training which ensures young people are ready and have confidence to take the first step in their career, such as an Apprenticeship.
- English and maths<sup>1</sup> support to improve young people's literacy and numeracy if required.
- A meaningful work experience placement which provides insight and experience of the world of work.

- Providers and employers will be able to add flexible additional elements to the content of Traineeships to meet labour market and personal need.

### Checklist – who are Traineeships for?

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.

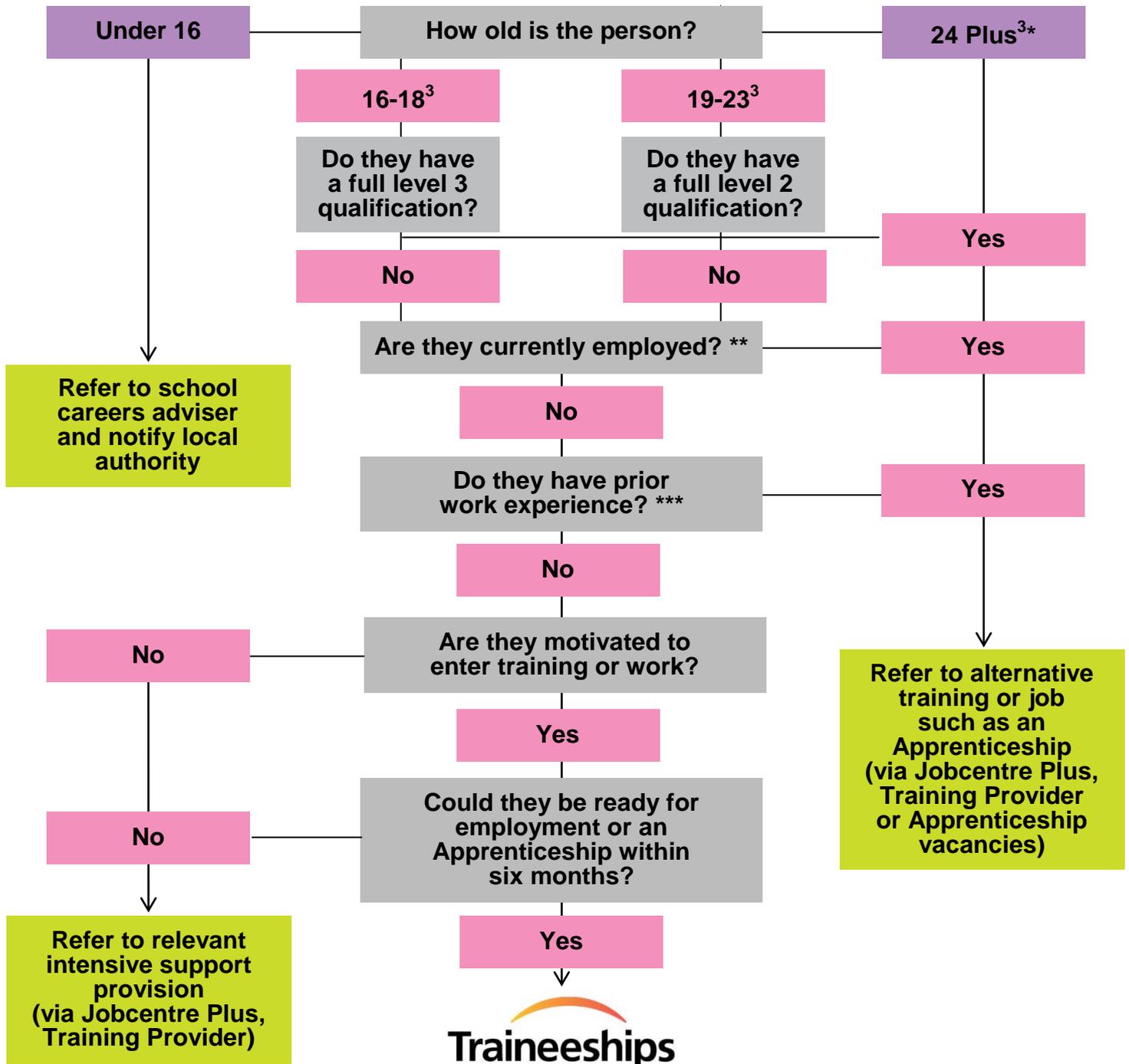
We might expect young people who have been applying unsuccessfully for Apprenticeship vacancies due to a lack of skills or experience to be good candidates for a Traineeship.

Suitable for a Traineeship	Unsuitable for a Traineeship
Unemployed and have little work experience	Already have the skills and experience needed to start an Apprenticeship or find work
Motivated to work	The most disengaged young people, who require very intensive support
Aged 16 - 18 and qualified below Level 3 or 19 - 23 and have not yet achieved a full Level 2 <sup>2</sup>	Aged 24 plus (unless they are subject to Learning Difficulty Assessments and are aged 16 or over and under 25)
Can be ready for employment or an Apprenticeship within six months of engaging in a Traineeship	Already in a job

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

## Traineeships referral 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.

\*\*\* It is important to establish whether the person has any significant paid or unpaid work experience. If so then Traineeships may not be the right route for them as they are designed for people who have had little exposure to the workplace. Providers and employers will make a judgement based on individual needs.



### How do I refer a young person to a Traineeship?

There are three options available to young people who are interested in Traineeships:

- Traineeship opportunities, particularly with large national employers, will be advertised regularly on the National Apprenticeship Service website [apprenticeships.org.uk](http://apprenticeships.org.uk).
- Contact their 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)
- Those young people who are in receipt of benefits should consult with their local Jobcentre Plus adviser to ensure a Traineeship programme would fit with any benefit requirements.

Any young people who want to discuss their education and career options should be directed to 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 freephone 0800 100 900.

### What if there are no Traineeship providers in the local area?

Traineeships are a new programme and it is possible that there might not currently be Traineeship opportunities available in the required area. If there are no local Traineeship providers, the first step should be to contact National providers who might be able to provide Traineeships locally from a different area.

Where Traineeships are still not available, anyone interested in a package of work preparation training, English and maths and work experience should be encouraged to contact their local college, training provider or Jobcentre Plus for information about what similar training they might have on offer.

Advisers identifying any gaps in Traineeships provision should report this to the Skills Funding Agency or one of the Education Funding Agency territorial teams:

**SFA** [traineeships@skillsfundingagency.bis.gov.uk](mailto:traineeships@skillsfundingagency.bis.gov.uk)  
**EFA Southern** [YPSouthern.EFA@education.gsi.gov.uk](mailto:YPSouthern.EFA@education.gsi.gov.uk)  
**EFA Central** [YPCentralSW.EFA@education.gsi.gov.uk](mailto:YPCentralSW.EFA@education.gsi.gov.uk)  
**EFA Northern** [YPNorthern.EFA@education.gsi.gov.uk](mailto:YPNorthern.EFA@education.gsi.gov.uk)

**Traineeships are a stepping stone to future success for young people, businesses and the wider economy. Encourage the young people you work with to visit [apprenticeships.org.uk](http://apprenticeships.org.uk) or call 08000 150 600 to find out how a Traineeship could help them get ready for an Apprenticeship or other job.**