

EMPLOYER'S GUIDE TO **TRAINEESHIPS** 2020/21

WHAT IS A TRAINEESHIP?

A Traineeship is a flexible education and training programme 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, a Traineeship is a high-quality work experience placement with an employer, with additional work preparation training and English and maths qualifications if needed, provided by Peterborough College.

This gives young people the skills and experience that employers are looking for, helping them secure an Apprenticeship or other employment 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.

Benefits of a Traineeship to your business are:

- Employers can design a high quality traineeship in partnership with a training provider.
- The length of commitment is relatively short compared to an Apprenticeship and the programme is fully funded by the government.
- Traineeships allow you to nurture the next generation, helping you 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. Vacancies are also advertised for free on [Find a Traineeship](#) and the [college website](#).



FAQs

What will my business need to provide?

Companies need to 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. Trainees should be 'work-ready' at the end of their Traineeship and have the confidence to take the next steps in their career through an Apprenticeship or other employment.

Employers offer a structured opportunity matched to the individuals 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 Peterborough College you can design a programme to help build a pool of high quality future recruits.

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 wish to support the trainee with expenses such as transport and meals.

What happens at the end of the Traineeships?

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 is available within your business, provide an exit interview together with meaningful written feedback to help them to secure a future Apprenticeship or employment.

What additional support is available?

There are some excellent resources available with information on what makes a good quality work experience placement.

**CONTACT US TO START SUPPORTING
A YOUNG PERSON WITH A TRAINEESHIP
IN YOUR BUSINESS**

Tel: 01733 762121

Email: business.development@peterborough.ac.uk
www.peterborough.ac.uk/traineeships