

APPRENTICES

INFLUENCERS

A GUIDE TO TRAINEESHIPS

Discover traineeships, what they are, how they work, the benefits and finding the right opportunity.



Overview

Traineeships are a great option for young people aged between 16 and 24 (or 25 for individuals with an [education and health care plan](#)), who don't have the skills or experience to take on a job or apprenticeship.

Traineeships act as a skills development programme, where you complete an unpaid work placement alongside a training course.

They can last from 6 weeks up to 1 year (although most last up to 6 months) and are designed to help prepare you for work or an apprenticeship.

If you already have some work experience, you may be [ready for an apprenticeship](#).

How traineeships work

The core elements of a traineeship include:

- completion of a quality work placement of at least 70 hours with a local employer
- training to ensure the trainee is equipped with the skills needed to succeed in the placement
- English, maths and digital support (where required)
- CV and application support
- an exit interview at the end of the placement which provides written feedback about the trainees performance

The training provider will arrange a work placement with an employer, usually a minimum of 70 hours. The employer and training provider then work together to create an individual plan for the trainee, providing additional work preparation prior to the placement.

Who can apply

You can apply for a traineeship if you are:

- eligible to work in England
- have little or no work experience but are motivated to work
- aged 16 to 24, or 25 with an [education, health and care \(EHC\), plan](#)
- qualified up to [level 3](#)

Funding a traineeship

Traineeships are unpaid because they are a work experience placement, not a job.

Employers are encouraged to support trainees with their expenses, such as transport and meals and some employers may be eligible to claim an employer incentive payment of £1000 per trainee (for up to 10 trainees per region) from the government to cover the costs of the placement.

Depending on the trainee's circumstances, they may be eligible for support with [education related costs](#) and the training provider can support with this.

If the trainee receives benefits, the trainee will still receive these during the traineeship, but trainees are encouraged to speak to their work coach about personal circumstances.

You may also be eligible for the [16 to 19 bursary fund](#).

Traineeship benefits

Traineeships offer great opportunities for young people who have little or no work experience.

They can enhance your employability by providing guidance, skills and experience in your chosen area of interest.

Trainees will also gain:

- techniques in writing a CV and job applications
- an understanding of what it is like to work for an employer
- transferable skills and knowledge from other employees working in their sector of interest
- increased confidence and self-esteem
- valuable work experience in a supportive environment
- opportunities to interview for a permanent role if a vacancy becomes available
- an understanding of what employers are looking for
- an opportunity to improve literacy, numeracy and digital skills
- valuable exit interview feedback to prepare for future job applications

83%

of trainees found the programme improved their chances for the future

Find a traineeship

Traineeships can start at any time of the year, so it's useful to know where to look for opportunities.

There are a few options for finding a traineeship opportunity, which include:

- visit find a traineeship for current vacancies
- speak to a local college or training provider to discuss opportunities
- for individuals aged 16-18, speak to the school or college adviser for advice
- for individuals aged 18 or over, speak to a JobCentre Plus adviser or work coach

Future prospects for trainees

Traineeships have proved to bridge the gap between education and employment for many young people.

Research shows that:

- 66% of trainees progressed to positive destinations within 6 months
- 75% of trainees started further learning, employment or an apprenticeship within 12 months of starting a traineeship
- 83% of trainees found the programme help improve their chances for the future

Next steps

At the end of the work placement, the trainee will participate in an exit interview with the employer. This provides the trainee with an opportunity to practice their interview skills and gain valuable feedback which will assist with future applications.

Although there is no guarantee that a trainee will be offered a permanent position with the employer after completing the placement, training providers work closely with the trainee to assist them in applying for further opportunities.

Still unsure?

If you would like to discuss your career options after school, you can contact the National Careers Service. This is 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.

Real stories

Traineeships have changed lives for the better, but don't just take our word for it. Hear from George and Matt as they share their inspirational traineeship stories.

Meet Matt Small...

Following a visit to his local JobCentre Plus, Matt took up a traineeship with Skills Training UK. Over the next six months, Matt developed his confidence and teamwork, gained industry-recognised qualifications and made lifelong friends.

"I've found the whole experience life-changing. I struggled to talk to people before, like when I did voluntary work, but now I have a lot more confidence. All the tutors were supportive. I've also made lots of new friends, which is something I wasn't expecting."

- Matt Small, former trainee

Matt has since secured his dream job in the NHS. He is continuing to improve his skills and gain new experiences, whilst enjoying day-to-day life in the busy NHS wards.

Meet George Greaves...

George left school with no GCSEs and no career aspirations. He didn't consider himself to be academic, so he didn't have any desire to go to college. His peer group were involved in crime, drinking and drugs which meant he was also surrounded by negative role models.

George had an opportunity to make some money looking after a friend's dog in the security business, which helped him realise that there were alternative ways to make a living that didn't involve further education.

George started to apply for apprenticeships, but never heard back from employers which became increasingly frustrating. With some encouragement from his mum, he kept searching and found an opportunity for a traineeship.

The traineeship was a 12 week programme which helped George to build his confidence whilst gaining valuable skills and experiences and gained a 4 week extension.

"I always liked to talk to people, but through my traineeship I was able to gain a better understanding of how to communicate in the workplace and this transferable skill worked in my favour."

George Greaves, former trainee

At 16, he started a job as a receptionist where he was spotted by the Director for his skills in customer relations. This paid off because he was then asked to join the client relation department and start an apprenticeship.

By the age of 19, he was promoted to Head of Sales and Client Services.

George is now leading by example through his own business, where he connects enterprise, education and communication - allowing younger people to make a difference in their own lives.

“My career path started with a traineeship and gave me a real opportunity. As a result, I am now promoting the benefits of traineeships and apprenticeships so that young people can achieve similar success themselves.”

- *George Greaves, former trainee*

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Contact us

Visit the National Careers Service website;
<https://nationalcareers.service.gov.uk/>

or call 0800 100 900

**For more information visit:
www.apprenticeships.gov.uk**

