

# A fact sheet for individuals

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## What is a traineeship?

Traineeships are an opportunity to gain real work experience, job skills and improve your English and maths, if needed.

The programme can last up to a maximum of six months with the content tailored to your individual career needs.

At its core are a high-quality work experience placement, work preparation training and English and maths if needed. Traineeships give young people aged 16 to 24 the skills and experience that employers are looking for, helping you to boost your careers prospects with an apprenticeship or other employment in the future.

The job market is really hard. The only thing employers want is experience but if you've just left college you don't have any. That's where the experience at Jaguar Land Rover helped me. It was really great to do the 'Inspiring Tomorrow's Workforce' course and I loved every second, especially the work placement. At the end of it I've come out with a job at Jaguar Land Rover which is a brilliant result.

**Jake Bickerstaff**  
Jaguar Land Rover

## What are the benefits of a traineeship?

Traineeships have been developed in response to research showing that young people frequently lack the knowledge and experience employers expect in the workplace.

Traineeships will help to tackle this problem, while benefiting you in the following ways:

- The opportunity to build your CV and get valuable work experience with local and national employers, where you are able to learn about the business and the industry it operates in.
- Work preparation training will put you in a better position to compete for an apprenticeship or other employment.
- Maths and English support, if needed, to help you with the literacy and numeracy skills needed to boost your career prospects, as well as improving your long-term chances and earning potential over your lifetime.
- Employers are at the centre of the work experience, which ensures you are 'work ready', and have the confidence to take the first step to securing employment and kick starting your career.
- At the end of your work experience you'll get an interview with the company if a role is available or an exit interview, together with meaningful written feedback, to help you secure an apprenticeship or other employment.

## Is a traineeship right for me?

Traineeships are ideal if you are motivated to get a job but lack the skills and experience that employers are looking for.

If you have been unsuccessful when applying for an apprenticeship or other job due to a lack of skills and experience then you are likely to be a good candidate for a traineeship.

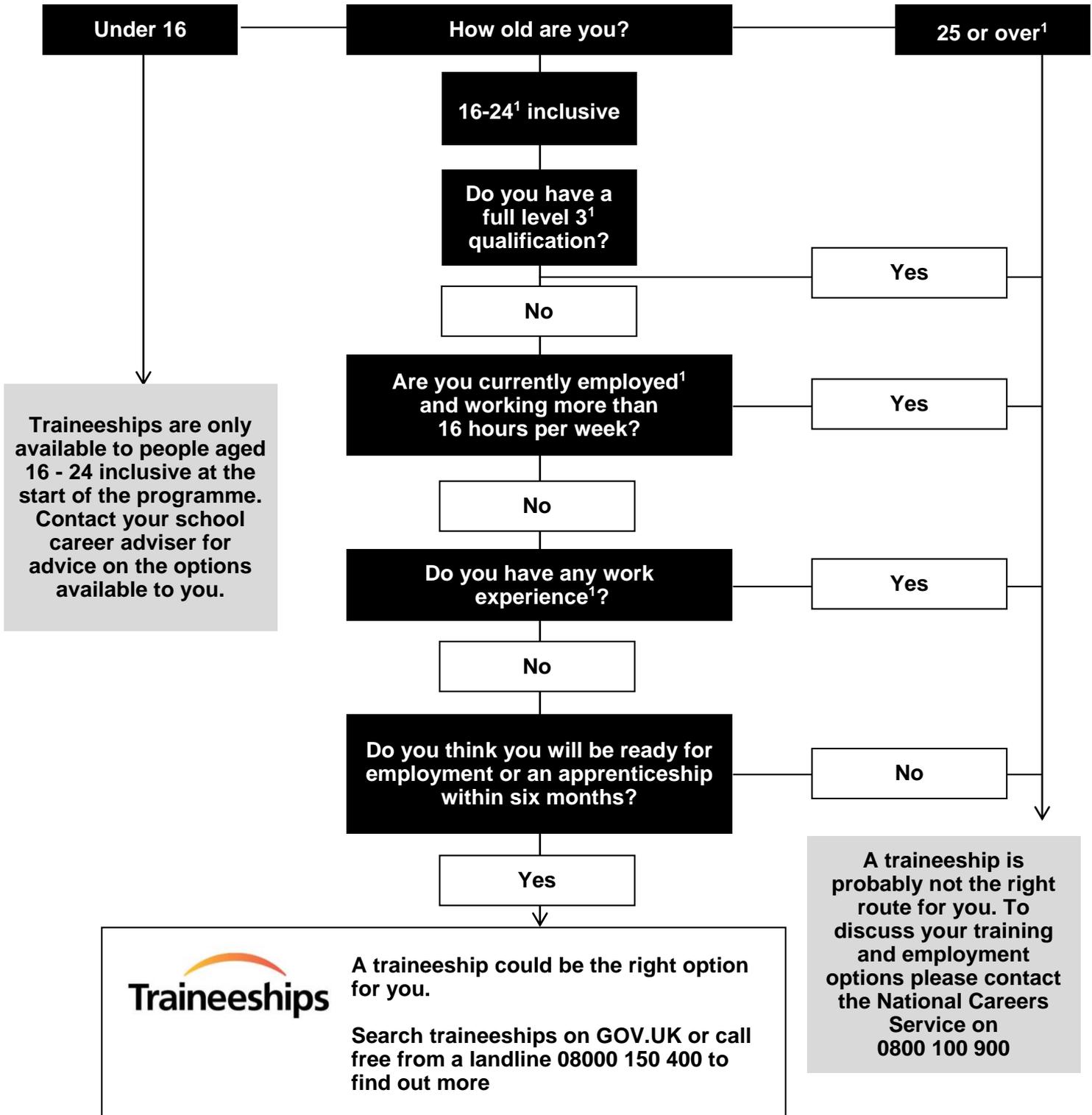
You could be suitable if you are:

- Motivated to work.
- Unemployed, or work fewer than 16 hours per week and have little work experience.
- Aged between 16-24 and qualified below Level 3<sup>1</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 25 years old or older
- Are already employed<sup>1</sup>

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



### **Will I be paid?**

Employers are not required to pay you for taking part in a traineeship but may support you with expenses such as transport and meals. The work placement is a real opportunity to gain meaningful work experience.

Depending on your individual circumstances, you may be able to access financial support from your training provider, for example travel and childcare costs or if you need extra support due to a disability.

If you are receiving welfare benefits your Jobcentre may be able to financially support you.

Training costs will be met by government funding.

### **How do I find a traineeship?**

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

1. Traineeship opportunities are advertised regularly on [Find a Traineeship](#) on GOV.UK.
2. Contact your local college or training provider to see if they are offering traineeship opportunities. A list of providers is available on the [Skills Funding Agency](#) website.
3. If you are in receipt of benefits you should speak to your 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. 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.

Search online for 'National Careers Service' or call 0800 100 900.

**Traineeships are a stepping stone to future success for young people, businesses and the wider economy.**

Search traineeships on [GOV.UK](#) or call our free from a landline on **08000 150 400** to find out how traineeships can help you get ready for work.

**Brought to you by  
National  
Apprenticeship  
Service**

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<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 -24, a GCSE A\* - C in those subjects or a functional skills qualification at Level 2. 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.

Eligible learners are those who are age 16 to 24 as of 31 August in the funding year and not had their 25th birthday at the start of the traineeship programme.

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 on 0800 100 900