

2014

Traineeship Guide

High-quality work placements



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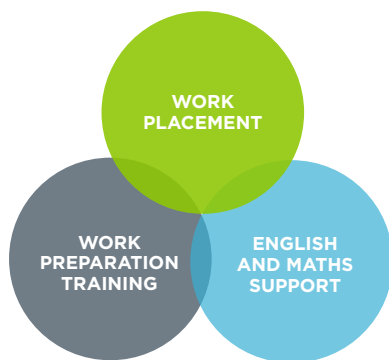


What are Traineeships?

Making young people **WORK** Ready

Traineeships are a new programme for 16-24 year olds and are designed to give them the skills and vital experience needed to progress onto an Apprenticeship or sustainable job.

The programme prepares young people for their future careers by helping them to become 'work ready'. It provides individuals with invaluable experience, with a comprehensive programme made up of three core elements:



Traineeships make an important contribution to reducing the proportion of young people not in employment. It is designed to bridge the skills gap and enable many more motivated young people to satisfy employer requirements. The programme is funded by the Skills Funding Agency.

Why choose Qube?

We go the extra mile

Support

Our team will work closely with employers throughout the programme, helping them to design, deliver and adapt a placement to ensure everyone's needs are being met.

Trainee progression

Our Traineeships have been developed to give the Trainee a good foundation, developing their skills, knowledge and experience in preparation for an Apprenticeship. Our team of dedicated Traineeship Tutors provide ongoing support and guidance.

How does it work?

A Traineeship programme will provide high quality work experience over a set period, with a weekly visit from one of our tutors to work on employability and English and Maths Training. This will give the Trainee full support, allowing them to learn the vital skills needed for the workplace.

The programme is designed to last from 7 to 12 weeks, depending on the progression of the Trainee. The goal is to develop the individual as quickly as possible, advancing them onto an Apprenticeship or into a specific job role.

As part of the programme employers are expected to provide a valuable work experience placement and a guaranteed interview or exit interview with the individual.

Who is eligible?

- Young people who are unemployed (or work less than 16 hours per week) and have little work experience
- Someone that is motivated to work
- A UK resident aged 16 - 18 that is qualified below Level 3 or are aged 19 - 24 and is qualified below Level 2
- An individual that has a reasonable chance of being ready for employment or an Apprenticeship within six months of engaging in a Traineeship

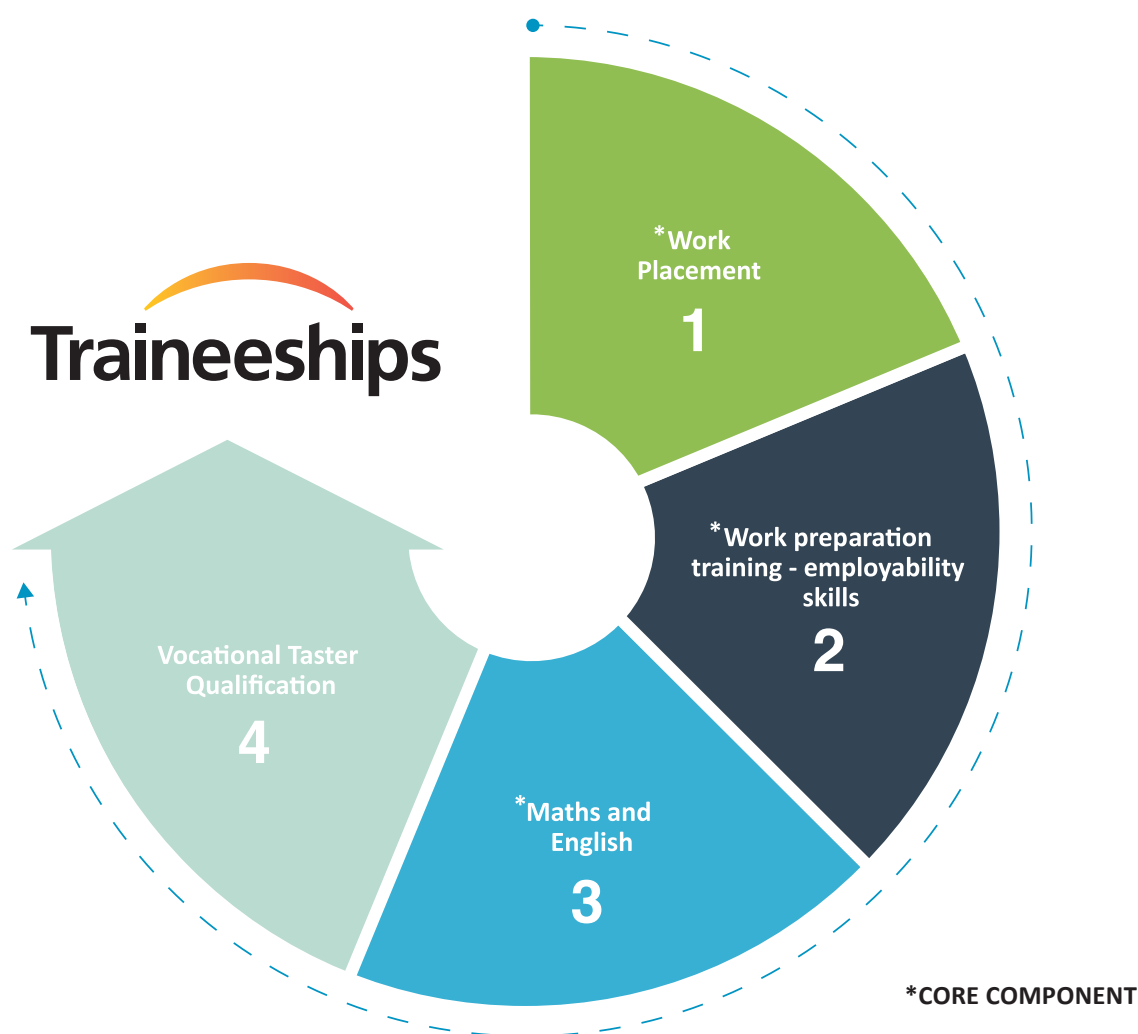
Who is not eligible?

- A young person who is already ready to start an Apprenticeship
- Someone currently in employment
- An individual that is lacking motivation or is disengaged, requiring concentrated support

If you have any questions regarding Traineeships please email:

simone.jene-waterton@qube-learning.co.uk

Qubes Traineeships Programme



1

Work Placement

High quality work placements matched to the Trainees' areas of interest and work aspiration. Lasting at least 7 to 12 weeks.

2

Work preparation training

- Personal Development / Employability skills
- CV writing, interview preparation, job search and interpersonal skills
- Team working activities/skills

3

Maths and English

All young people undertaking a Traineeship will be required to study English and Maths unless they have already achieved a GCSE A*–C. In most cases 'functional skills' will be delivered.

4

Vocational Taster Qualification

- High quality 'relevant' vocational qualifications (as appropriate)
- Tasters in one or more sectors
- Technical skills development

Learner Fact Sheet

Is a Traineeship for me?

This document is intended to help you decide whether you are a suitable candidate for a Traineeship. It also includes advice on how to get onto a Traineeship and where to go for more information.

What is a Traineeship?

A Traineeship is a government funded programme that prepares you for your future career, helping you to get ready for the world of work and improve your chances of getting an Apprenticeship or other job.

Traineeships last anything from 7 to 12 weeks with the content tailored to your individual needs. This includes:

- Work preparation training which ensures you are ready and have confidence to take the first step in your career
- Meaningful work experience which provides insight and experience of the world of work and makes you more attractive to potential employers
- English and maths support to help give you the literacy and numeracy skills needed for the workplace

What are the benefits of a Traineeship?

- A Traineeship will put you in a better position to compete for an Apprenticeship or secure another job
- Traineeships give you the opportunity to build your CV and get vital experience with local and national employers
- Improving your English and maths skills will boost your chances of getting a job, as well as improving your long term prospects and earning potential over your lifetime
- Employers are at the centre of Traineeships to ensure they give you the skills you need to secure a job and succeed in employment
- At the end of the work experience placement you'll get a job guaranteed interview with the company

Will I be paid?

Although work placements are unpaid, however employers are encouraged to support expenses such as transport and meals. Depending on your circumstances you may be able to access financial support through the 16-19 Bursary Fund. All training costs are funded by the Government.

Is a Traineeship right for me?

Traineeships are an ideal opportunity for young people who are motivated to get a job but may lack the skills and experience that employers are looking for. If you have been unsuccessfully applying for Apprenticeships or jobs, then a Traineeship might be for you.

You could be suitable for a Traineeship if you:

- Are unemployed (or work less than 16 hours per week) and have little work experience
- Are motivated to work
- Are aged 16 - 18 inclusive and are qualified below Level 3 or are aged 19 - 23 inclusive and are qualified below Level 2

A Traineeship is probably not right for you if you:

- Are aged 24 plus (unless you are subject to Learning Difficulty Assessments and are aged 16 or over and under 25)
- Are already in a job

Traineeship at a glance

- A traineeship will cost you nothing
- It will last 7 to 12 weeks
- On completion you will be prepared for the workplace having undertaken a quality placement

Scan the QR code to view our live Traineeship vacancies.



Find out more, call us today on
07795 458841



Complete a Traineeship with us and receive an iPad mini..

to support you in your future career



Employer Fact Sheet

Is a Trainee for us?

This fact sheet intends to give you an insight into Traineeships, including information about your role as an employer and the benefits a Trainee could have on your business.

What is a Traineeship?

A Traineeship is a government funded 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 can last 7 to 12 weeks and include:

- Work preparation training
- English and maths support (if required)
- A work experience placement of 7 to 12 weeks with an employer
- In addition to these core elements, we can work with you to add additional content to meet the needs of your business

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 businesses in the following ways:

- You as an employer can support the development of a high quality Traineeship programme for your company in partnership with us - ensuring it suits both the needs of your business and the needs of the Trainee
- You can get ahead of the competition by bringing enthusiastic young people with their fresh ideas into your business before they get on to the job ladder
- Traineeships will allow you to shape the skills and experience of young people from your local community, helping your business to develop a loyal and talented workforce, generating good PR for your business
- Working with Trainees will give established members of staff the chance to develop their skills in mentoring and coaching young people

Your involvement as an employer

You will need to commit to providing a high quality work placement that includes:

- Pre-agreed content and objectives between your company, us and the Trainee
- A structured opportunity for the young person that is matched to their areas of interest and aspiration, where they engage in purposeful work and learning activities
- Coaching and training from an identified mentor in the business, who is capable of providing regular constructive feedback

How are Trainees selected?

At Qube we have many years of experience matching employers and people. Our team of recruiters provide a **free recruitment and matching service** that involves a thorough screening process to ensure the best fit between you and your Trainee. This includes:

- Filtering applications
- Short-listing and providing feedback to you
- Carrying out telephone and face to face interviews

How much does it cost?

The scheme is fully funded by the Government and is exempt of the minimum wage rule, meaning you will not be required to pay the Trainee whilst they are enrolled on the programme. However, providing support with expenses such as transport and meals is encouraged.

How do Traineeships differ from Apprenticeships?

An Apprenticeship is paid and involves a contract of employment. Whereas a Traineeship can be viewed as a pre Apprenticeship placement that is unpaid and requires no contract of employment.

Find out more, call us today on
07795 458841



Employer's on board

We have a number of large organisations, from a range of different industries across England already on board with our Traineeship programme, these include:



P E A C O C K S

The Great Value Fashion Store

Avery



brighterkind

Get started with a Traineeship programme by contacting our
Traineeship Manager Simone Jene-Waterton on

07795 458841



Traineeships

Find out more online at:
www.qube-learning.co.uk

Enquiries

Tel: **01235 83 38 38**

Fax: **01235 82 00 22**

Email: **tellmemore@qube-learning.co.uk**

Office address:

**7 Park Square, Milton Park,
Abingdon, OX14 4RR**

QR code explained

Simply use your smart phone to scan the barcode in this guide using your smart phone camera and one of the many free QR scanner apps available.

T008_Traineeship_Marketing_Guide V1

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