



Department
for Education



Department
for Business
Innovation & Skills

Traineeships

Supporting young people to develop the
skills for apprenticeships and sustainable
employment

Framework for delivery 2014 to 2015

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Foreword by Matthew Hancock MP, Minister of State for Skills and Enterprise

In August 2013, we introduced Traineeships: a new programme for 16-23 year olds designed to give them the skills and vital experience they need to get an Apprenticeship or sustainable job.

We said that we wanted Traineeships to be high quality from the outset - starting small and scaling up as experience of delivering the programme grows. We are delighted that the programme is off to a good start. In the first six months, Good and Outstanding education and training providers delivered 3,300 Traineeship starts and in recent months the momentum has increased as we have seen major national employers like Barclays, BT, the National Grid and the BBC commit to offer thousands of Traineeships to young people. Hundreds of training organisations, supported by hundreds more national and local employers are offering opportunities to young people that will set them on the road to a successful career. Critically, we have already seen some excellent examples and successes; where a high proportion of young people are securing Apprenticeships and jobs as a result of their Traineeship.

We also said that we wanted Traineeships policy to continue evolving, informed by the experience of providers and employers about what works for young people who are motivated by work, or the prospect of it. Throughout the early stages of delivery we have been keen to listen to experiences and understand if there are ways in which the Traineeships model can be refined in order to make it as effective as it can be.

This Framework for Delivery, which sets out how Traineeships will be delivered from August 2014, includes a number of refinements to the policy and consolidates information that has been announced since the programme was introduced. We have announced that funding will be available to enable eligible 24-year olds to benefit from Traineeships. In March, the Department for Work and Pensions ensured that Traineeships would not be affected by the “16-hour rule”, giving providers greater flexibility to design training programmes that meet the needs of job seekers. For 2014/15, we have also given training providers and employers greater flexibility to design the work experience element of Traineeships.

Many providers have told me how much they welcome the flexibility within the programme – I am keen to develop this further by looking at how we embed flexibility and a strong focus on achieving positive outcomes and progression into the programme. We will keep the sector informed and ensure that it is involved in any future developments towards this goal.

We are grateful for the continued commitment and enthusiasm of training providers and employers to implementing Traineeships, which are already transforming the lives of young people across the country.



Matthew Hancock MP
Minister for Skills



Executive summary

1. This revised Framework for Delivery provides employers, education and training providers and young people with information about Traineeships and how they will be delivered from 1 August 2014. This executive summary brings together the key points marked in **bold** in the main document to provide an overview of the programme. Annex A provides a summary of the small number of areas where the Framework has changed for 2014/15.

2. Further information on funding for Traineeships in 2014/15 will be set out in the Education Funding Agency's funding guidance and the Skills Funding Agency's funding rules for 2014/15. The [2013 Traineeships Framework for Delivery](#) and the [EFA funding guidance](#) and [SFA funding rules](#) for 2013/14 remain current until 1 August 2014.

Who are Traineeships for?

3. Traineeships are an education and training programme which is available for young people aged 16-24 inclusive¹, including young people with Learning Difficulty Assessments or Education, Health and Care plans².

4. The core target group for Traineeships is young people who:

- are not currently in a job and have little work experience, but who are focused on work or the prospect of it;
- are 16-19³ and qualified below Level 3 or 19-24 and have not yet achieved a full Level 2⁴; and
- providers and employers believe have a reasonable chance of being ready for employment or an Apprenticeship within six months of engaging in a Traineeship.

5. Traineeships are not intended for:

- the most disengaged young people, who require very intensive support;

¹ For the detailed definition of the 16-19 age range please refer to the Education Funding Agency's funding guidance, or the Skills Funding Agency's Funding Rules for the 19-24 inclusive age group.

² Under the Children and Families Act 2014, Education, Health and Care plans will begin to replace Learning Difficulty Assessments from September 2014 in all local authorities.

³ Throughout this document the term 16-19 year old also refers to those young people age 19 to 24 who are subject to a Learning Difficulty Assessment (LDA) or an Education, Health and Care Plan (EHCP) issued by their home local authority.

⁴ For 19-24 year olds, the programme will be available only for those who have not yet achieved their first full Level 2 qualification. For 16-19 year olds, providers will have flexibility to work with young people who have Level 2 qualifications but not Level 3, reflecting the need for young people aged 16-19 to undertake high quality work experience in preparation for employment.

- those who already have the qualifications, skills and experience needed to start an Apprenticeship or find work; or
- those already in a job.

What do Traineeships provide?

6. Traineeships are an education and training programme with work experience. The core content of Traineeships is work preparation training, English and maths and a high quality work experience placement. Providers and employers have the freedom to bring these elements together in the best way to engage and support individual trainees.

7. The content of the work preparation training is for providers and employers to design and agree. All young people undertaking a Traineeship are required to study English and maths unless they have already achieved a GCSE at A*-C in those subjects or, for those 19 or above, a functional skills qualification at Level 2.

8. We expect the work experience within a Traineeship to be a high quality learning experience tailored to the needs of each individual. For 2014/15, as a guide we would expect the duration of the work experience to be between 100 – 240 hours. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs.

9. The involvement of employers is crucial to the success of Traineeships. Work experience in Traineeships should give the young person experience of a real workplace so they can develop the skills, knowledge, confidence, attitudes and behaviours they need to succeed at work. Simulated activity in an artificial environment may well form a helpful part of work preparation training but will not count as work placements for the purposes of Traineeships. All trainees should be offered an exit interview with the work placement host at the end of the placement⁵.

10. We have set out a list of potential flexible content (paragraph 66), which is not designed to be prescriptive or exhaustive, but may be useful to providers and employers as they design Traineeship programmes.

11. Traineeships can last up to a maximum of six months. The aim of Traineeships is to secure young people's progression to an Apprenticeship or sustainable job as quickly as possible - where they were not ready for an Apprenticeship or a sustainable job without the preparation that the Traineeship provides. Where young people successfully progress earlier than anticipated, this is counted as completing the Traineeship.

⁵ This will either be a formal interview where a job vacancy has arisen or an exit interview with written feedback with the employer who provided the placement where there is not a formal vacancy.

12. The primary measure of success for Traineeships is securing positive outcomes for participants in the form of Apprenticeships or jobs and we intend to hold providers to account against this. In 2014/15 the quality criteria which we applied in 2013/14 will remain in force, meaning that only providers judged to be Outstanding or Good by Ofsted can deliver Traineeships.

13. A young person's Traineeship will be complete at the earliest point when:

- the young person moves into employment, an Apprenticeship or further education and training;
- all elements of the young person's agreed Traineeship programme are completed; or
- the young person completes six months on the programme.

14. Written feedback from the employer where the young person undertook their work placement, together with confirmation of any qualifications completed with their provider, is the right form of recognition for completing a Traineeship. Providers and employers are free to award locally-recognised certificates for Traineeships.

15. As Traineeships have developed, we have looked to subsume or cease similar existing training programmes in order to simplify the system. Following the introduction of Traineeships, funding ceased to be available for new starts on Access to Apprenticeships after 31 December 2013. Existing learners on Access programmes are being funded to complete their programme by the end of the current academic year.

How are Traineeships delivered and funded?

16. Traineeships are part of the same family as Apprenticeships. Over time, employers will want to consider in the round the number of Apprenticeships and Traineeships they will offer as they plan their workforce development. For 16-19 year olds, Traineeships are part of study programmes to ensure simplicity in funding and to enable young people to move between learning options. For 19-24 year olds, Traineeships are part of the existing flexibilities within the Adult Skills Budget (ASB).

17. Eligible providers and employers have been able to deliver Traineeships since August 2013. Traineeships should be delivered as a partnership between employers and education and training providers. Providers and employers have a key role in engaging young people and enrolling them on the programme. Local authority services for young people, schools, colleges, Jobcentre Plus advisers, Department for Education Youth Contract providers, National Careers Service advisers and National Citizen Service providers also have an important role in referring interested young people onto Traineeships.

18. Employers are able to lead the delivery of Traineeships to young people as follows:

- Where large employers already offer Apprenticeships or ASB provision for young people, their Skills Funding Agency contracts can be varied to include Traineeships.
- Through working in partnership with an existing eligible education or training provider.
- Through working towards becoming an approved provider in their own right in future years.

19. Traineeships can be delivered by education and training providers, subject to the quality criteria below:

- education and training providers who currently deliver provision for 16-19 year olds and hold a contract either with the Education Funding Agency or the Skills Funding Agency are able to deliver Traineeships; and
- education and training providers who currently deliver provision through the ASB run by the Skills Funding Agency are able to deliver Traineeships for 19-24 year olds.

20. In 2014/15, the delivery of Traineeships will continue to be limited to those providers who have achieved an Ofsted inspection grade of Outstanding or Good and are able to offer Traineeship provision which is in accordance with this framework. Providers under a Financial Notice from either the Education Funding Agency or Skills Funding Agency can request to deliver Traineeships and will be assessed by the funding agencies on a case-by-case basis. Providers under other Notices of concern (for example performance or quality-related) will remain ineligible to deliver Traineeships. Where this means that there is no eligible provider in a location, we will support efforts to ensure that Outstanding and Good provision becomes available in that area.

21. For 16-19 year olds the Education Funding Agency funding per student methodology will apply.

22. For 19-24 year olds, existing ASB flexibilities apply. Traineeships are funded on the basis of the published matrix rate for any accredited units and qualifications delivered as part of the Traineeship, in addition to funding for organising and overseeing the work placement. Work placements are funded within the ASB (only for Traineeships). The overall level of funding available for Traineeships for 19-24 year olds is similar to that for 16-19 year olds.

23. As with other programmes, providers record young people taking part in and completing Traineeships through the Individualised Learner Record (ILR). From 2014/15 this record will include the destination of trainees.

24. Employers are not required to pay young people for any work experience placement they undertake as part of their Traineeship. Traineeships are exempt from the National Minimum Wage. Young people taking part in Traineeships are undertaking education and

training and, where they qualify, are able to access our existing programmes of financial support, including the £180 million 16-19 Bursary Fund and Learning and Learner Support arrangements for 19-24 year olds. Access to Work funding⁶ from the Department for Work and Pensions is also available for young people for the work placement of their Traineeship if they have a disability or health condition that affects their ability to do a job, or means they have to pay extra work-related costs.

25. We have deliberately designed the programme with the flexibility to enable providers to tailor Traineeships to meet the requirements of young people who are claiming benefits. Young people can continue to receive Jobseekers Allowance (JSA) or the new Universal Credit while taking part in a Traineeship. In March 2014 the 16-hour rule was removed for JSA claimants participating in Traineeships, enabling them to undertake up to 30 hours training each week as part of their Traineeship.

⁶ Further information on eligibility and applying for Access to Work funding is available on the Preparing for Adulthood website: <http://www.preparingforadulthood.org.uk/what-we-do/supported-internships/access-to-work-fund>

A. Introduction

26. Traineeships were introduced in August 2013, following publication of the Framework for Delivery for 16-19 year olds in May 2013, which was revised in July 2013 to extend the programme to 16-23 year olds. **Traineeships are an education and training programme with work experience**, designed to help young people to develop the skills and experience they need to secure Apprenticeships and other sustainable employment. Traineeships make an important contribution to reducing the proportion of young people not in employment, education and training and raising the participation of 16-18 year olds in education and training.

27. This revised Framework for Delivery sets out how Traineeships will be delivered from 2014/15 onwards. In producing this document, we have sought feedback from education and training providers and employers about their early experiences of delivering Traineeships in 2013/14. Where we have made changes to the model, we have done so in response to feedback about how we can better support all providers and employers to offer the very best opportunities to those young people for whom Traineeships can be of most benefit. At the same time, we have listened to stakeholders' requests not to make significant changes in this early stage of delivery. Annex A summarises the changes we have made for 2014/15.

28. This document applies to England only and, along with the associated funding guidance and rules published by the Education Funding Agency and the Skills Funding Agency, governs the delivery of Traineeships from 1 August 2014 onwards. The [2013 Framework for Delivery](#), the [Education Funding Agency's funding guidance](#) and the [Skills Funding Agency's funding rules](#) for 2013/14 continue to apply until 1 August 2014.

B. Who are Traineeships for?

29. This Framework sets out the intended target group for Traineeships, while advocating a significant degree of local flexibility to enable providers and employers to recruit the young people for whom this provision would be the most effective intervention.

Age range

30. From August 2014, **Traineeships will be available for young people aged 16-24 inclusive, including young people with Learning Difficulty Assessments or Education, Health and Care plans.**

31. We announced in the [Skills Funding Statement](#) plans to extend funding eligibility to include 24-year olds from 2014/15, making Traineeships available to young people aged 16-24 inclusive. This will support more young people to access Traineeship opportunities and make the programme more consistent with other pre-employment provision.

32. Young people aged 19-24 with an Education, Health and Care plan or Learning Difficulty Assessment are eligible to access Traineeships. A learner is able to start a Traineeship up to the day before their 25th birthday.

Target group

33. We want Traineeships to improve the quality of options for young people who are already engaged and also draw in young people who would not otherwise be in education, employment or training.

34. Traineeships are intended primarily for young people who are motivated by work or the prospect of it, but who do not yet have the skills or experience to secure an Apprenticeship or other sustainable job.

35. There is a range of different programmes in place to support young people and we want to ensure that Traineeships are targeted at those who will benefit most from the programme.

36. **The core target group for Traineeships for 2014/15 will be young people who:**

- **are not currently in a job and have little work experience, but who are focused on work or the prospect of it;**
- **are 16-19 and are qualified below Level 3 or 19-24 and have not yet achieved a full Level 2 qualification⁷; and**

⁷ Currently a full Level 2 is the equivalent of five GCSEs A*-C and a full Level 3 is the equivalent of two A levels. Vocational education equivalents are outlined in the Qualifications and Credit Framework (QCF). Qualifications that constitute a full Level 2 and a full Level 3 are flagged within the Simplified Funding Rates Catalogue.

- **providers and employers believe have a reasonable chance of being ready for employment or an Apprenticeship within six months of engaging in a Traineeship.**

37. For young people who are further from the labour market and need more intensive support before they can engage, additional help is available through the Youth Contract, 16-19 study programmes (including supported internships), wider training provision and the Work Programme. Those who are very close to employment or already have high levels of attainment are likely to be successful in finding opportunities themselves. Traineeships aim to help the intermediate group, providing the skills and experience they need to move into sustainable employment. **Traineeships are not intended for:**

- **the most disengaged young people, who require very intensive support;**
- **those who already have the qualifications, skills and experience needed to start an Apprenticeship or find work; or**
- **those already in a job.**

38. Supported internships may be more appropriate than Traineeships for young people with Learning Difficulty Assessments or Education, Health and Care plans, who may have more complex needs and require more time and additional in-work support from expert job coaches to learn a role⁸.

39. Providers and employers have the freedom to work with individuals within the target group whom they feel would benefit most from Traineeships. This will enable them to respond to individual and local circumstances. We want Traineeships to help young people who meet the criteria of the programme, regardless of their background, and we expect employers and providers to support this aim. We will continue to review learner information on disability, gender, ethnicity and other relevant characteristics to monitor progress to ensure that all young people who meet the criteria are able to access and benefit from Traineeships.

⁸ Supported internship study programmes may be a suitable option – see further <http://www.preparingforadulthood.org.uk/supportedinternships>

Virgin Media target candidates who have been unsuccessful at their assessment centres for Apprenticeship positions but are deemed 'borderline'. These young people are offered Traineeships with the company.

Jake, who has already completed a Traineeship and is now an Intermediate Apprentice with the company says, *"It's been great, I've had rejections following interviews before and that's where it has ended."*

"My Traineeship has given me the chance to improve my technical skills and show my determination to succeed. The support I have received has been brilliant with regular reviews and updates on my progress".

C. What do Traineeships provide?

40. Traineeships are an education and training programme with work experience. The **core content of Traineeships is work preparation training, English and maths and a high quality work experience placement.** The opportunity of a work experience placement with an external employer in the sector they are interested in is critical to making Traineeships attractive and effective to young people.

41. Traineeships provide an opportunity to simplify the landscape for this group of young people. We have already ceased funding for new starts on Access to Apprenticeships from 31 December 2013. Existing learners on Access programmes will be funded to complete their programme by the end of the current academic year.

Fit with Apprenticeships and 16-19 study programmes

42. Traineeships are part of the same family as Apprenticeships, which remain our high quality offer for those who are ready and able to secure work with recognised training. We are reforming Apprenticeships to make them more rigorous and responsive to the needs of employers. We are giving employers a greater role in designing and delivering Apprenticeships and increasing the quality through higher expectations of English and maths and more end-point assessment. Employer-led Trailblazers are leading on the implementation of the new Apprenticeships.

43. Traineeships are a separate but linked programme that prepares young people to compete for Apprenticeships and other sustainable employment. Apprenticeships will be one of the key outcomes from a Traineeship, although participation in a Traineeship cannot guarantee progression to an Apprenticeship.

The Traineeships team at **learn**direct is part of the same team responsible for Apprenticeships. They have focussed on providing Traineeship opportunities in three sectors where they already have a strong Apprenticeships offer: Hospitality, Business Administration and Childcare. Work placement opportunities might also be brokered in other sectors, based on the needs of individual learners.

The regional employer facing team is responsible for securing work experience placements and where possible they have looked to secure placements with employers who are also engaged with Apprenticeships and particularly where there is the potential for them to recruit an Apprentice in the near future. This increases the likelihood for quick and positive progression for trainees.

44. Over time, employers will want to consider in the round the number of Apprenticeships and Traineeships they will offer as they plan their workforce development. The National Apprenticeship Service plays a key role in supporting the

delivery of Traineeships, alongside Apprenticeships, by encouraging employer involvement and leading national marketing and communications activity for the programme.

45. Traineeships are a type of study programme for young people who want to progress to an Apprenticeship or job relatively quickly. For 16-19 year olds, study programmes ensure that **every** young person undertakes a programme of education with qualifications and other activity focused on employment and career goals that reflect their ambitions and capabilities. For some this will mean taking substantial academic or vocational qualifications; for some it will mean an Apprenticeship; and for others a Traineeship, work experience or other employment-focused training will be more appropriate. Students who have not achieved an A*-C GCSE in English and maths will need to continue to study towards achieving those qualifications. Other young people may benefit from a study programme focused on preparing them to progress on to a Traineeship. As with other study programmes and Apprenticeships, Traineeships are a valid option for young people as the [age of compulsory participation in education or training](#) rises to 18 in 2015.

46. [Supported internship study programmes](#) are also available as employer-based provision, supported by job coaches for 16-24 year olds with a statement of Special Educational Needs, a Learning Difficulty Assessment or an Education, Health and Care plan. This option may be more suitable for young people with complex needs who require additional support to learn in the workplace. Through supported internships, young people may have the opportunity to move directly into paid employment.

47. Providers delivering Traineeships to 16-19 year olds will want to read this Framework alongside the [study programme principles](#) and the Education Funding Agency's funding guidance for 2014/15.

48. **For 19-24 year olds, Traineeships can be delivered within the existing flexibilities of the ASB** and providers should read this Framework alongside the Skills Funding Agency Funding Rules for 2014/15.

Core content

49. Traineeships are made up of three core elements:

- **A focused period of work preparation training**, covering areas like CV writing, interview preparation, job search and inter-personal skills.
- **English and maths**, as these are seen as crucial employability skills.
- **A high quality work placement** to give the young person meaningful work experience and to develop workplace skills.

50. **Providers and employers have the freedom to bring these elements together in the best way to engage and support individual trainees.** Some young people may

need to focus primarily on English, maths and work preparation at the beginning of their Traineeship before moving into the work placement. Others may benefit from starting their work placement with a supportive employer early in the Traineeship, with work preparation and English and maths built in alongside. We expect providers to work with young people from the outset to assess their individual needs and tailor a programme that meets those needs against the core elements including consideration to timing, duration and options for a flexible element.

Work preparation training

51. **The content of the work preparation training is for providers and employers to design and agree.** We expect this to include any personal and social skills that the young person needs to develop in order to get the most out of their work placement and prepare them for future employment. For 19-24 year olds, the work-preparation element must consist of regulated provision (including units) on the Qualifications and Credit Framework (QCF) up to and including Level 2, be approved for public funding by the Skills Funding Agency, and be listed on the Learning Aim Reference Service.

52. It is important that work preparation training covers both the skills that young people will need to find and secure a job (for example, job search techniques, CV writing and interview skills) and the skills and attributes that they need to sustain that job (such as planning, time-keeping, team working, self-confidence, resilience and strength of character). Initial training should also include preparation for the specific work placement the young person will be undertaking.

Jobwise Training offer quality work placements by mentoring and coaching the trainees and the employers on the Traineeship process, discussing expectations of all involved including common pitfalls which have previously led to work placements failing.

They agree a structured process in which all parties, including Jobwise Training, communicate and feedback to one another on a regular basis.

The process of communication (e.g. manager updates, review meetings, conference calls) and a 'Trainee Support Plan' (e.g. mentor training, development plan, SMART target training) is tailored and agreed prior to the Traineeship starting, ensuring it meets the needs of the trainee and the work placement provider.

Jobwise Training ensure all students have received real work experience in the training centre, prior to embarking on their employer work experience placement, taking telephone calls, welcoming visitors, working with co-workers, to best prepare them for working life.

English and maths

53. Employers are clear that literacy and numeracy are crucial employability skills and so English and maths form a key part of Traineeships. All young people undertaking a Traineeship are required to study English and maths unless they have already achieved a GCSE at A*-C in those subjects or, for those 19 or above, a functional skills qualification at Level 2. Young people aged 16-19 taking part in a Traineeship are expected to continue to work towards achieving a GCSE A*-C. For those aged 19+, a focus on the practical application of maths or English, such as through a functional skills qualification, may be more appropriate.

54. The maths and English taught should build on the qualification already achieved, so a student who has achieved a GCSE Grade D should be taught at Level 2 rather than Level 1, for example. From September 2015 the new GCSEs in English and maths will be available for teaching. These qualifications will include a greater focus on the more applied aspects of maths and English, such as problem solving and spelling and grammar. Providers are strongly encouraged, but not yet required, to consider how teaching towards these new qualifications will be incorporated in their courses in the future.

55. 19-24 year olds will not be required to undertake English and maths if they have achieved a GCSE A*-C in these subjects, or a functional skills qualification at Level 2.

56. Providers should aim to support young people to complete their qualifications within their Traineeship where possible. In some cases it may take longer for a young person to achieve these crucial elements. **We would expect young people to continue and complete these qualifications, together with any vocational qualifications they have begun, after the formal Traineeship is complete. This could be part of their study programme or Apprenticeship for 16-19 year olds or through their entitlement up to Level 2 for those aged 19 up to 24.**

Work placements

57. The table below sets out principles for good quality work placements as part of Traineeships. It will be for providers and employers in partnership to agree how these principles are implemented in Traineeships.

Principles for good quality work placements

- **Choice and relevance** – Placement matched to the trainee's areas of interest and aspiration, with young people undertaking high quality work experience rather than observation or mundane tasks.
- **Organisational readiness** – Commitment from senior managers or owner/manager and a low ratio of trainees to experienced staff.
- **Good preparation** – Thorough pre-placement preparation by the provider,

employer and prospective trainee and, if relevant, an understanding of the trainee's personal circumstances that might affect their workplace behaviour.

- **Written agreement** – Made between the trainee, employer and provider setting out mutual expectations and commitments, including the training plan and arrangements for reviews.
- **A planned placement** – A structured induction, clear objectives and integrated off-the-job training, with an identified mentor or buddy.
- **Feedback and review** – Regular constructive feedback from managers and formal reviews at key stages with the manager, provider and trainee.

58. Employers and providers have told us that setting minimum and maximum durations for work experience in weeks and months does not provide sufficient clarity on how long an individual should spend on work experience and that these parameters can be a barrier to tailoring placements to individual needs. For 2014/15, we have removed these rules and replaced them with a guideline as to the expected length of a work placement. Our **expectation is that work placements will last between 100-240 hours**. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs.

59. For **benefit claimants from 2014/15 the work experience element can be up to 240 hours** (or extended if the offer of an Apprenticeship place is accepted) **at a maximum of 30 hours a week, and can be done over the duration of the Traineeship if necessary**. This replaces the previous rule which restricted the work experience to 6-8 consecutive weeks. This new flexibility will support providers and employers to design programmes which meet the needs of young people and enable work experience to take place alongside the other training elements of the Traineeship.

60. The work experience does not have to be taken consecutively. In some cases, such as where young people are undertaking their work placement in small or medium sized enterprises, it may be appropriate for them to undertake several shorter work placements in different organisations. This would need careful planning to ensure it adds up to the high quality work experience we expect for all trainees.

61. Providers and employers will be free to agree how the work placement fits best with the other components⁹. In some cases, it may be better for young people to undertake the work placement at the end of their Traineeship, in others to begin this from early in the programme with the other components sitting alongside it. We expect providers to offer ongoing support to employers and young people as needed throughout the work placement. This will enable continuous learning and reflection for trainees, with the work

⁹ Where the trainee is claiming benefits, providers and employers should also work with Jobcentre Plus

experience element both reinforcing acquired skills and giving individuals experience that will help equip them for future employment.

62. The involvement of employers is crucial to the success of Traineeships. Work experience in Traineeships should give the young person **experience of a real workplace** so they can develop the skills, knowledge, confidence, attitudes and behaviours they need to succeed at work. **Simulated activity in an artificial environment may well form a helpful part of work preparation training but will not count as work placements for the purposes of Traineeships.**

63. We recognise that providers sometimes need a short period of time to work with individual young people to assess their prior attainment and to identify their aspirations and areas of interest before confirming the employer who will offer their work experience placement. Therefore for delivery in 2014/15, **we will expect providers to identify the lead employer for the work placement within four weeks of the Traineeship starting.** Ideally we still expect to see many providers identifying the lead employer in advance of the young person being enrolled, in recognition of the fact that a placement with a named employer is likely to attract many young people to take up opportunities.

'Traineeships provide opportunities for individuals who would not have been successful through traditional recruitment and programmes. The work experience and training increases the young person's employability and underpins the recruitment of fresh talent for the Port. Our ultimate aim is to offer suitable trainees an Apprenticeship or other job at Tilbury Port.'

Port of Tilbury

Exit Interview

64. We expect all Traineeships to offer an exit interview with the work placement host at the end of the placement. Where possible, the young person should receive a real job interview where a post or Apprenticeship has become available. However, we recognise that this will not always be feasible and in these cases a formal exit interview with the employer who provided their work placement will help the young person to practice and prepare for future opportunities. In either case, young people should receive meaningful written feedback from the employer reflecting the time spent on their work placement to help them improve their performance.

Flexible content

65. In addition to the three core elements, providers and employers have the flexibility to add elements to Traineeships depending on the needs of young people and the labour market.

66. We have set out a list of potential flexible content, which is not designed to be prescriptive or exhaustive, but may be useful to providers and employers as they

design Traineeship programmes.

To meet labour market needs	To meet personal needs
<ul style="list-style-type: none"> ▪ High quality and relevant vocational qualifications. ▪ Skills required by the local labour market or particular sectors/employers. ▪ Business, commercial and enterprise skills. ▪ ICT skills. 	<ul style="list-style-type: none"> ▪ Personal and social skills development, for instance independent working. ▪ Team working activities. ▪ Tasters in one or more sectors. ▪ Impartial careers guidance, particularly focused on the local labour market. ▪ Participation in National Citizen Service, for those aged 16-17¹⁰ to provide them with skills for life and work. ▪ Support for specific needs, for instance a disability.

67. For 16-19 year olds, our approach to the vocational qualifications available and recognised by performance tables matches that for study programmes. For 19-24 year olds, providers will have access to the existing flexible offer within the ASB.

The development of the **Barking & Dagenham College** construction Traineeship has been employer-led. The programme content and curriculum covers Multi Skills in Construction and is also designed around the needs of the particular employer and the individual young person. The college works with the employer to identify and revise individuals' specific functional skills requirements throughout the Traineeship.

Duration

68. **The duration of Traineeships will be a maximum of six months.** This reflects the needs of the target group for the programme and our expectations about the length of the of the work placement. Providers may wish to work with young people who are not yet ready for a Traineeship, either as part of their wider 16-19 study programme or through their ASB offer for those aged 19-24, to help them prepare for and move into a Traineeship.

¹⁰ National Citizen Service is a Cabinet Office funded programme for 16 and 17 year olds. Nearly 80,000 people have participated and in 2012 73% felt more confident about getting a job after taking part. More information is available at: <http://www.ncsyes.co.uk>.

69. **This does not mean that we expect all Traineeships to last for a full six months by default.** The aim of Traineeships is to secure young people's progression to an Apprenticeship or sustainable job. Providers and employers have the flexibility to design whatever length of programme they think will be most effective for individual young people **up to a maximum of six months**. Where young people successfully progress earlier than anticipated, this will count as completing the Traineeship.

Weston College recognises that there is no such thing as a typical learner for Traineeships. Participants so far have come with varying degrees of prior attainment; some don't know what area of work they are interested in, whereas others are very focussed on where they want to develop a career. The college has implemented a four week (pre-Traineeship) which is used to assess a young person's suitability for the programme and to understand support requirements, areas of interest and aspirations. After two weeks, individualised learning plans are developed and learners are triaged. Those that are 'ready' are matched to an employer to start their work placement; those that are not yet ready undertake some further preparation and have more 1:1 support from their tutor.

Ensuring quality

70. **The primary measure of success for Traineeships is securing positive outcomes for participants and we intend to hold providers to account against this.** We expect Traineeships to focus first and foremost on supporting young people into Apprenticeships and other sustainable employment. Those aged 16 and 17 will need to undertake part-time training if they move into full-time employment as we raise the participation age. We also recognise that some trainees will want to undertake further study in order to achieve their employment aspirations and so further education and training is also a recognised outcome from Traineeships. We will develop success measures for Traineeships which we aim to publish and use for accountability purposes from 2015/16.

71. **In 2014/15 to ensure continued high quality of provision, we will continue to apply the same rigorous criteria for providers who are able to offer Traineeships, including sub-contracted provision** (paragraph 86). We will continue to review these criteria regularly and may relax them in future years, as we increase our emphasis on progression as a measure of quality and we are able to apply incentives which focus more strongly on positive outcomes for individuals.

72. As with other forms of education and training provision, the Common Inspection Framework applies to the Traineeships programme, which is therefore subject to inspection by Ofsted. In addition, Ofsted are currently undertaking a thematic review of study programmes which will include looking at how 16-18 Traineeships are being

delivered.

73. To support providers to develop high quality Traineeships the Education and Training Foundation (ETF) launched its Traineeships Staff Support Programme in January 2014 which included an invitation to providers (including those in partnerships or as part of networks) to apply to run development projects. Supporting high quality Traineeships will continue to be a priority for the ETF in 2014-15¹¹.

Completing a Traineeship

74. **A young person's Traineeship will be complete at the earliest of the following exit points:**

- **the young person progresses into employment, an Apprenticeship or further education and training;**
- **all elements of the young person's agreed Traineeship programme are completed; or**
- **the young person completes six months on the programme.**

75. Whilst we want the vast majority of young people to progress from a Traineeship into work, an Apprenticeship or further learning by the end of six months, we recognise that this will not always be the case. For these young people, Traineeships will have significantly increased their skills and given them work experience and a reference to include in their CV, putting them in a much stronger position to find work. In these instances, we expect the provider leading the Traineeship to ensure that young people are in contact with organisations that can help them find work or training opportunities and that they are supported to complete any qualifications, including English and maths, begun on their Traineeship.

76. We continue to believe that **written feedback from the employer where the young person undertook their work placement, together with confirmation of any qualifications completed with their provider, is the right form of recognition for completing a Traineeship** and will have greater currency in the labour market than a separate certification process. **Providers and employers are free to award locally-recognised certificates for Traineeships** if they wish, and Traineeships-branded

11 For more information visit: <http://www.et-foundation.co.uk/supporting/programmes/Traineeship-staff-support/>

artwork is available for this purpose¹².

Derwentside College and its partner **NAC Group** have developed a bespoke Traineeship aimed at 16-18 year olds looking to start a career in Automotive Manufacturing.

Trainees spend the first 11 weeks at the Skills Academy doing off-the-job training leading to nationally recognised qualifications, whilst also developing their employability skills. The next period of 8 weeks is spent on work experience at **Nissan's** Sunderland plant where trainees gain invaluable production line experience whilst being looked after by an experienced supervisor and supported by a mentor throughout.

Trainees who successfully complete all elements of their Traineeship are guaranteed an Apprenticeship or full-time position with Nissan or another automotive manufacturer, whilst youngsters who do not gain a job or an Apprenticeship will work with a specialist Skills Matcher for up to 13 weeks to find alternative work or training.

To date, the programme has achieved huge success with over 80% of the first 53 trainees to have completed their programme gaining a skilled Apprenticeship or job with further training.

12 Providers eligible to deliver Traineeships can access and make full use of Traineeships branding by registering on the Skills Funding Agency identity site <https://brand.skillsfundingagency.bis.gov.uk>

D. How are Traineeships delivered and funded?

77. **Providers and employers have been able to deliver Traineeships from August 2013**, subject to the quality criteria set out below (paragraph 86). **Traineeships should be a partnership between employers and education and training providers** and there are opportunities for both providers and employers to lead and receive direct funding for Traineeships as set out below.

78. The [Skills Funding Statement](#) published in February set out that we aim to increase the quantity and quality of Traineeships in future years. In the context of wider work on rewarding success and improving accountability in the skills system, we are considering how to support provider flexibility in delivering Traineeships and securing positive outcomes, in particular Apprenticeships and other jobs. If practicable, these changes could take effect from the beginning of 2015/16. We will keep the sector informed and ensure that it is involved in any future developments towards these goals.

Referrals to Traineeships

79. Traineeships should form part of the core offer for young people aspiring to Apprenticeships or work. Many young people will proactively seek out Traineeship opportunities where they have not yet been successful in finding work. **Employers and providers have a key role in raising awareness of Traineeships, engaging young people and enrolling them on the programme.** They will want to market Traineeships to young people as preparation for Apprenticeships and sustainable employment rather than as a destination in their own right.

80. There is also an important role for organisations working with young people to refer them to Traineeships programmes where appropriate. In particular, **local authority services for young people, schools, colleges, Jobcentre Plus advisers, Department for Education Youth Contract providers, National Careers Service advisers and National Citizen Service providers also have an important role in referring interested young people onto Traineeships.**

81. Eligible providers can also advertise their Traineeships for free on the Apprenticeship vacancies website¹³.

¹³ To advertise Traineeship opportunities contact nationalhelpdesk@apprenticeships.gov.uk

The majority of Traineeships referrals to the **Training & Recruitment Partnership** are from local Jobcentre Plus, Youth Offending Teams and local housing associations. They have been particularly successful recruiting trainees due to excellent relationships with local Jobcentre Plus, who have been closely involved in the design of the Traineeships programme and have hosted joint stands at local job fairs.

Funding – employer routes

82. Employers can lead the delivery of Traineeships to young people as follows:

- **Where they already deliver Apprenticeships or ASB provision for young people, the Skills Funding Agency can vary their contracts to include Traineeships**, subject to the quality criteria in paragraph 86.
- **Working in partnership with an existing funded education or training provider** that meets the quality criteria in paragraph 86.
- **Working towards becoming an approved provider in their own right for future years.**

83. **The Employer Ownership of Skills pilot.** We signalled our interest in bids containing Traineeships in the Employer Ownership of Skills (Round 2) Prospectus, enabling individual or groups of employers to be funded to directly deliver Traineeships for young people. Round 2 bids were divided into two phases. Twelve Phase One projects are now live and start-up activity is underway, with four projects expected to deliver over 5000 Traineeships. A further six Phase One bids are completing grant offer negotiations. Grant offer negotiations have also started for a further eleven Phase Two bids.

Funding – provider routes

84. To ensure simplicity and allow Traineeships to be delivered quickly from August 2013, we deliberately designed the model to fit closely with the existing wider funding systems for 16-24 year olds and for young people with Learning Difficulty Assessments up to academic age 25. These arrangements will continue in 2014/15. This means that, **subject to the quality criteria below** (paragraph 86):

- **education and training providers who currently deliver provision for 16-19 year olds and hold a contract with the Education Funding Agency are able**

to deliver Traineeships within the study programme arrangements on the basis of funding per student¹⁴.

- **Apprenticeship providers who currently deliver provision for 16-19 year olds** but who do not hold an Education Funding Agency contract are eligible to deliver under their 16-18 Apprenticeships contract with the Skills Funding Agency.
- **education and training providers who currently deliver provision through the ASB run by the Skills Funding Agency are able to deliver Traineeships for 19-24 year olds** using the existing freedoms and flexibilities within this budget.

85. The Education Funding Agency's 2014/15 funding guidance and the Skills Funding Agency's 2014/15 funding rules will include information on funding Traineeships from 1 August 2014.

86. We are keen to ensure that Traineeships are a high quality training route for young people and employers. As set out above, our medium-term aim is to use success measures based on progression as the key drivers of quality for Traineeships. To ensure a high quality start, in the first year of delivery, we implemented a gateway for those providers who wished to offer and be funded for providing Traineeships. We have decided to retain this gateway for 2014/15. Therefore, **in 2014/15 the delivery of Traineeships in accordance with this Framework continues to be limited to those providers who have achieved an Ofsted inspection grade of Outstanding or Good.**

87. For 2014/15, we have reviewed our position on providers under Notices of concern. **Providers with an Ofsted grade Outstanding or Good, who are currently under a Financial Notice from either the Education Funding Agency or the Skills Funding Agency, can request to deliver Traineeships and will be assessed by the funding agencies on a case by case basis.** Providers under other Notices of concern (for example performance or quality-related) will remain ineligible to deliver Traineeships.

88. Where this quality criteria means that there is no eligible provider in a location, we will support efforts to ensure that Outstanding and Good provision becomes available in that area.

89. The funding methodology and rates for Traineeships also build upon the existing systems for 16-19 year olds and young adults:

- **For 16-19 year olds the Education Funding Agency funding per student methodology applies.** This means that trainees are funded as part-time

¹⁴ Further information is available at: <https://www.gov.uk/16-to-19-education-funding-allocations>

students (reflecting the fact that they will be full-time for part of the year) according to the number of hours the provider includes in their learning plan. Retention will account for around 50% of funding. Early movement into a positive outcome of employment, an Apprenticeship or further learning will result in full funding.

- For 16-19 year olds, existing Apprenticeship contracts have been amended to allow for delivery of Traineeships. Providers will access funding from the Skills Funding Agency via existing Apprenticeship contracts using the Education Funding Agency's funding per student methodology.
- **For 19-24 year olds, education and training providers are able to use the ASB flexibilities**, via their existing contracts and allocations with the Skills Funding Agency. Traineeships are funded on the basis of the published matrix rate for any accredited units and qualifications delivered as part of the Traineeship in addition to funding for the organisation of the work placement. In 2013/14 we added a new component to the ASB so that providers can be funded to deliver the work placement element within Traineeships. We expect the overall level of funding available for Traineeships for 19-24 year olds to be comparable to that for 16-19 year olds.

90. **As with other programmes, providers record young people taking part in and completing Traineeships through the ILR.** We have refined the way we capture and record Traineeship data on the ILR in 14/15. Details on this can be found in the [14/15 ILR Specification and Guidance](#).

91. We have also updated the way we collect destination information of learners beyond the final ILR close date for the year (for example, for a learner who undertook a Traineeship between January and July 2015, the ILR for 2014/15 would contain records of the Traineeship learning aims and the ILR return for 2015/16 would contain the destination data for the learner).

Employment status and financial support for trainees

92. Young people taking part in Traineeships are by definition not yet ready for sustainable employment, but will benefit from developing core skills needed in the workplace and from gaining work experience in a real environment where they can apply these skills. **Employers are not required to pay young people for work placements undertaken as part of a Traineeship. Traineeships are exempt from the National Minimum Wage.** We encourage, but do not require, employers to consider providing trainees with support to meet their expenses such as travel costs.

93. **Young people taking part in Traineeships are undertaking education and training and, where they qualify, are able to access our existing programmes of financial support, including the £180 million 16-19 Bursary Fund and Learning and**

Learner Support funding for 19-24 year olds. Access to Work funding¹⁵ from the Department for Work and Pensions is available for young people for the work placement of their Traineeship if they have a disability or health condition that affects their ability to do a job, or means they have to pay extra work-related costs. An Access to Work grant can help pay for travel when young people are unable to use public transport, and workplace support workers, including job coaches.

Incentives for work placement hosts

94. We want employers to take part in Traineeships and offer work placements because they see the value of the programme to their organisation and sector. We will not offer central financial incentives to organisations hosting work placements as part of Traineeships, but there is nothing to stop providers using the funding they receive to offer support and incentives locally if they decide that is what is needed to generate high quality placements.

Fit with the benefit system

95. Many young people who want to take part in a Traineeship and are aged 18-24 will be claiming JSA or Universal Credit. Traineeships can provide a high quality route to help them gain the skills they need to find work. **We have deliberately designed the programme to have the flexibility to enable providers to meet the requirements of most young people who are claiming benefits.**

96. This flexibility means that there is scope for providers to design a programme for young claimants that meets the core aims and elements of Traineeships, but also fits with benefit rules. **This enables most young people to continue to receive JSA or the new Universal Credit whilst taking part in a Traineeship.**

97. To further support providers in tailoring programmes to the needs of benefit claimants, **DWP have removed, in Traineeships, the 16-hour rule** restricting the time JSA claimants can spend on skills training whilst still maintaining entitlement to benefit. In addition, in 14/15, **greater flexibility will be available for the delivery of work experience** – see paragraph 60.

98. When providers and employers design Traineeships locally and intend to offer places to benefits claimants, providers must consult Jobcentre Plus to ensure a suitable fit with the benefits system and local labour market. That is essential to ensuring that Traineeships will be able to meet both the needs of young people claiming benefits and

¹⁵ Further information on eligibility and applying for Access to Work funding is available on the Preparing for Adulthood website: <http://www.preparingforadulthood.org.uk/what-we-do/supported-internships/access-to-work-fund>

local employers. Jobcentre Plus advisers may offer help with payment of travel costs, childcare and replacement care costs.

99. Interaction between education and JSA rules means that 18 year old JSA claimants' participation is currently capped at 12 hours (with some notable exceptions, for example where a young person is a care leaver or is estranged from home). To benefit from a Traineeship which lasts more than 12 hours, affected young people would be required to end their entitlement to JSA and apply for Child Benefit. DWP and DfE are working on a resolution to this issue to ensure that those young people who we wish to benefit from Traineeships are able to do so.

E. How do I get involved?

100. The success of Traineeships depends on the commitment and involvement of employers, providers and young people.

	Why get involved?	How to get involved?
Employers	<ul style="list-style-type: none"> ▪ You have told us that young people who apply for your vacancies often do not have the skills or experience you are looking for. ▪ Traineeships offer you the opportunity to shape their training and experience, creating a larger pool of high quality applicants for your sector to draw on. ▪ Traineeships also allow you to work with young people over a significant period, to enable them to acquire the right skills to enter the future workforce in your sector. ▪ Traineeships are designed to be as simple as possible and we have created a range of routes so that you can decide how to get involved – from working with a provider to offer work placements, to getting involved in designing and leading Traineeships yourself. 	<ul style="list-style-type: none"> ▪ You can find out more by speaking to your contact in the National Apprenticeship Service (NAS) or getting in touch with NAS at www.apprenticeships.org.uk or on 08000 150 600. ▪ You can contact local education and training providers that meet the quality criteria (paragraph 86) directly to work in partnership with them to offer Traineeship work placements. The NAS helpline above can put you in touch with local providers.

<p style="writing-mode: vertical-rl; transform: rotate(180deg);">Education and training providers</p> <ul style="list-style-type: none"> ▪ 	<ul style="list-style-type: none"> ▪ You have told us that many of the young people you work with are motivated by work and want the opportunity to build the skills and experiences that employers are seeking. ▪ Traineeships offer you the opportunity to develop just such a programme, with flexibility to allow you to fit this to the needs of the local labour market and your learners. ▪ You can build on the best of your existing employer engagement and we will fund you to deliver Traineeships as part of 16-19 study programmes and/or the Adult Skills Budget. 	<ul style="list-style-type: none"> ▪ If you meet the quality criteria in paragraph 86 you can deliver Traineeships now as part of study programmes and/or your Adult Skills Budget. ▪ The Education Funding Agency 2014/15 funding guidance and the Skills Funding Agency’s 2014/15 Funding Rules includes information on Traineeships. If you have questions about delivery, contact details are included below.
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Young people	<ul style="list-style-type: none"> ▪ We know that many of you are keen to find an Apprenticeship or a good job and that you want the opportunity to develop the skills and experience to enhance your CV and give you the best shot at finding work at a difficult economic time. ▪ Traineeships are a route to help you get ready for an Apprenticeship or job. You'll have the opportunity to polish up your English and maths skills and work towards achieving qualifications in these subjects as these are something that employers really value. But you'll also have the chance to undertake an exciting, challenging work placement with a real employer, giving you great experience and a reference to enhance your CV. 	<ul style="list-style-type: none"> ▪ You can contact your local training provider to see if they are offering Traineeships. ▪ You can search for local opportunities on: www.apprenticeships.org.uk ▪ To discuss Traineeships as an education and career option, you can contact the National Careers Service. Search online for 'National Careers Service' or call 0800 100 900.
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101. We recognise that Traineeships, as a new programme, will need to continue to evolve and grow over the coming years. To help with that process, we have commissioned an independent evaluation of the Traineeships programme in order to understand learner, provider and employer viewpoints. It will also assess how Traineeships can provide the most effective means of supporting young people to progress into Apprenticeships, sustainable employment or further learning.

Contacting us

102. We will continue to work closely with providers, employers and representative organisations to understand how Traineeships are being delivered. We welcome ongoing views about progress, issues and success stories sent to us at the Skills Funding Agency at: Traineeships@skillsfundingagency.bis.gov.uk; or the relevant Education Funding Agency territorial team at:

- Southern: YPSouthern.EFA@education.gsi.gov.uk
- Central: YPCentralSW.EFA@education.gsi.gov.uk
- Northern: YPNorthern.EFA@education.gsi.gov.uk

ANNEX A

Policy changes affecting delivery of Traineeships from 1 August 2014

Who are Traineeships for?

Age range – we announced in the [Skills Funding Statement](#) plans to extend funding eligibility to include 24-year olds from 2014/15, making Traineeships available to young people aged 16-24 inclusive. This will support more young people to access Traineeship opportunities and make the programme more consistent with other pre-employment provision (paragraphs 30-32).

What do Traineeships provide?

Work placements

Identifying the lead employer – we have introduced flexibility to enable providers to identify the employer providing the work experience placement up to four weeks after the Traineeship has started (paragraph 63).

Duration and intensity – We have removed the six weeks minimum and five months maximum duration for work experience and in 2014/15 will expect work placements to last between 100-240 hours. Longer placements may be necessary to prepare young people for work, but these would need to be based on clearly identified learner needs (paragraphs 58-60).

How are Traineeships delivered and funded?

Providers under Notices of concern - Providers with an Ofsted grade Outstanding or Good who are currently under a Financial Notice from either the Education Funding Agency or the Skills Funding Agency can request to deliver Traineeships and will be assessed by the funding agencies on a case by case basis. Providers under other Notices of concern (for example performance or quality-related) will remain ineligible to deliver Traineeships (paragraph 87).

Fit with the benefits system

16-hour rule – in March 2014, DWP removed the 16-hour rule which restricted the number of hours young people on Jobseekers Allowance could undertake the training elements that form part of their Traineeship (paragraph 97).

8-weeks consecutive work experience – DWP have agreed to a more flexible model of delivery for benefit claimants undertaking Traineeships, giving providers and employers greater flexibility to design programmes which enable work experience to take place alongside the other training elements of the Traineeship (paragraph 59).



Department
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