

# A fact sheet for individuals

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## What is a traineeship?

A traineeship is an education and training programme with work experience that helps to unlock the great potential of young people aged 16 to 24 preparing them for their future careers by helping them to become 'work ready'.

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

At its core are English and maths<sup>1</sup> qualifications, work preparation training and a high quality work experience placement giving you the skills and experience that employers are looking for, helping you to secure an apprenticeship or other job 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:

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

## Is a traineeship right for me?

Traineeships are an ideal opportunity 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 might be a good candidate for a traineeship.

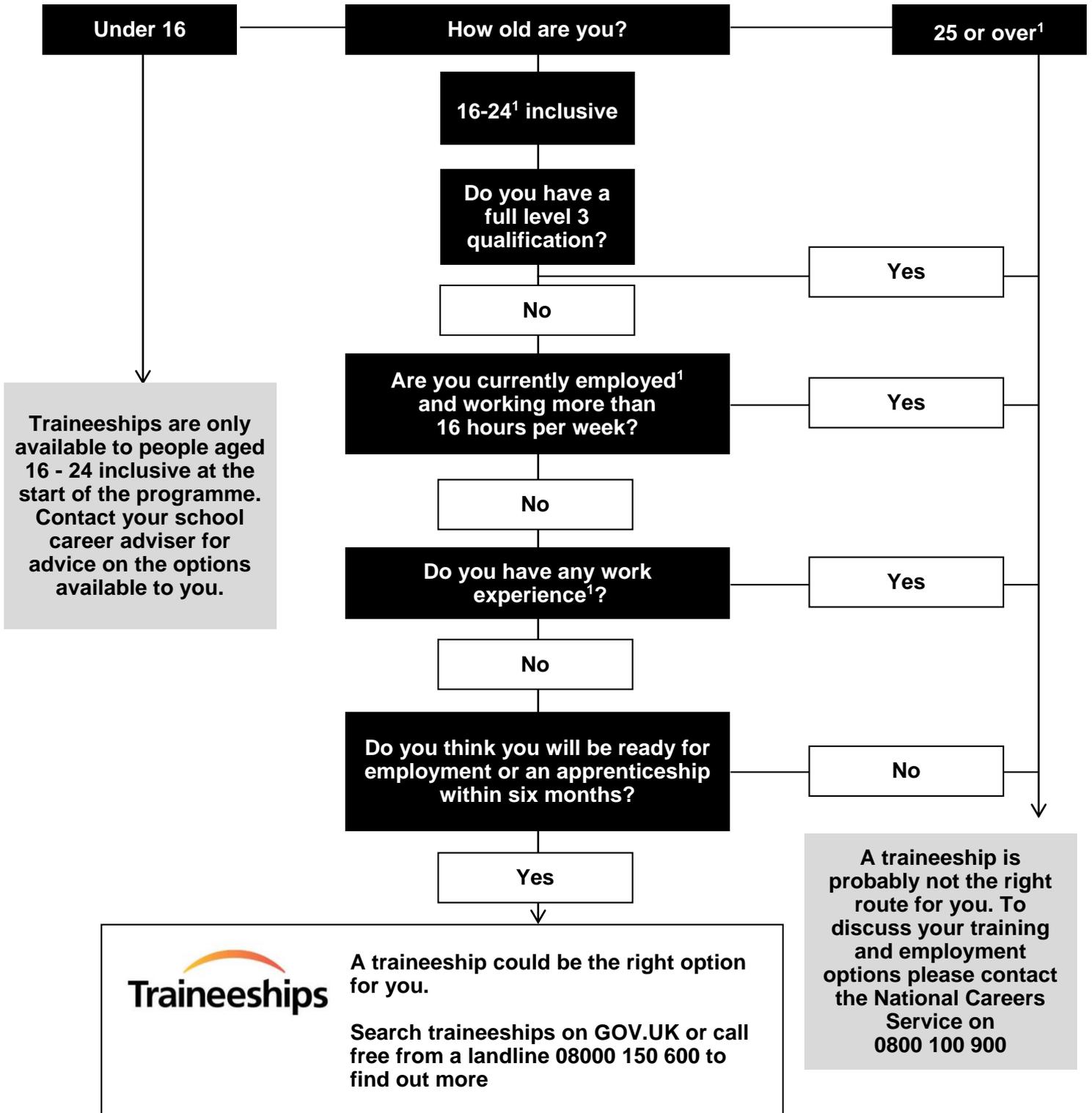
You could be suitable if you are:

- Motivated to work.
- Unemployed, or work less 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.



Traineeships are only available to people aged 16 - 24 inclusive at the start of the programme. Contact your school career adviser for advice on the options available to you.



A traineeship could be the right option for you.

Search traineeships on GOV.UK or call free from a landline 08000 150 600 to find out more

A traineeship is probably not the right route for you. To discuss your training and employment options please contact the National Careers Service on 0800 100 900

## 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, through the 16-19 Bursary Fund or the 19+ Discretionary Learner Support Fund. All training costs are funded by the Government.

## How do I find a traineeship?

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

1. [Traineeship opportunities](#) are advertised regularly on the apprenticeship vacancy job site on GOV.UK.
2. Contact your local college or training provider to see if they are offering traineeship opportunities. A list of providers who are eligible to deliver traineeships 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.