STC Group
building your future

TRAINEESHIP INFORMATION FOR EMPLOYERS
2022/2023

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What is a traineeship?

A traineeship is a skills development programme that includes a work experience placement.

Traineeships help prepare young people aged 16 to 24, or 25 with an education, health and care plan, for employment or an apprenticeship.

Traineeships must include at least 70 hours of work experience placement. They can last from 6 weeks up to 1 year, but most last less than 6 months.

Employers can offer a work experience placement to a trainee. They will work with a training provider to design the programme.

How the traineeship programme works

The training provider will assess the needs of the trainee. Trainees may need pre-employment training before starting their work experience placement.

Employers will then work with the training provider to plan and agree:

- the length of the work experience placement
- the days the trainee works
- how the programme will be delivered

Traineeships are flexible. Employers can change the programme as they go to make sure they and the trainee get the most out of it.
After the traineeship

Employers should:

- offer the trainee an interview at the end of the programme if a job or an apprenticeship is available in their business
- provide an exit interview with meaningful written feedback if no job or apprenticeship is available

Employer responsibilities

- Employers must provide:
- a safe, meaningful and high- quality work experience placement
- a minimum of 70 hours of work experience placement over the duration of the traineeship (if the trainee claims benefits, the placement cannot last longer than 240 hours)
- constructive feedback and advice to the trainee
- an interview for an apprenticeship or job in their organisation at the end of the traineeship if one is available
- an exit interview at the end of the traineeship with meaningful written feedback if no job is available

Benefits to employers

Offering a work experience placement gives employers the chance to:

- get to know and work with a young person to see if they're right for an apprenticeship or job in their business
- design a programme that suits the needs of the trainee and their business
- develop current employees' experience in training and mentoring recruit new talent for their business
- claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed

Incentives

Employers who make new work placement opportunities available may be eligible for an incentive payment of £1,000 per learner. They can claim this incentive for up to 10 learners per region. Employers can decide how to use the money.

You can view more guidance on employer incentive payments below and how to claim them.

Employer Incentive Payments

With your Traineeships, you are entitled to an incentive payment of £1,000 per person after the first 70 hours work experience have been completed (up to 10 candidates) within your organisation. Your claim will be managed by the government and your Traineeship employer incentive registration form can be found by following:

https://www.gov.uk/government/publications/traineeship-employer-incentive-registration-form

This form allows you to register and apply for the employer incentive payments for supporting a work placement on an approved Traineeship programme. We will be able to advise you on the eligibility for this payment. Please do not apply for the payment until we have advised that you have met the eligibility criteria and provides you with the information required for the application.

Full guidance and eligibility criteria can be found on GOV.UK.
If you need help with this form, contact the DfE on 08000 150 600 and choose option 1 followed by option 2, or send an email to helpdesk@manage-apprenticeships.service.gov.uk

Before you start...

- You must have the unique learner number (ULN) and work placement postcode of all trainees for which you wish to apply for an employer incentive payment. This will be provided to you by your training provider once the work placement has been completed.
- The training provider must have updated their ESFA and records to confirm that you have met the requirements of the work placement and are eligible to receive payments.
- You will not be able to make a claim until DfE records on the completed work placement have been updated.
- If you have previously registered with us for the employer incentive payments or apprenticeship incentive payment, you will need to provide your vendor registration number.

Funding

Traineeships are funded by the government.

Traineeships are free to the employer, but they may choose to support trainees with expenses such as transport and meals.

Get a Traineeship Program Started

If you are interested in offering a work placement for a traineeship:

- Contact the National Apprenticeship Service to register your interest and to ask for advice and support on traineeships. They can help you set up a traineeship and advertise it on Find a traineeship.
- Partner with a training provider who will help you to design a traineeship that will meet your business needs. They will also advertise the work experience placement for you.
- Agree with the trainee and your training provider exactly what each of you expects from the traineeship.

Contact your local STC office

We have centres across London, Essex & Buckinghamshire.

All centres can be reached on the same telephone number 0345 565 2656. When calling please listen carefully to the options so you can be transferred to the relevant department.

(Head Office)
Unit 32a Bates Industrial Estate
Church Road
Harold Wood
Essex RM3 0HU

Unit 1 Queens Head Chambers
16 St Johns Road
Gt Clacton
Essex CO15 4BS

Acorn Place
Heckworth Close
Highwoods
Colchester
Essex CO4 9TQ

69A South Street
Romford
Essex RM1 1NL (Next to Snappy Snaps)

12 James Way
Bletchley
Milton Keynes
MK1 1SU

Visit our website for regular updates. You can also find further contact details and meet our team.

Website: www.thestcgroup.co.uk
Email: info@thestcgroup.co.uk