

Traineeships - Progressions to Apprenticeships and Employment Top 10 Tips

The aim of a traineeship is to help young people gain the skills and experience they need to get an apprenticeship or job. L&W interviewed a range of providers and asked them to identify key factors that they think are critical to good rates of progression into apprenticeships and employment. Their top ten tips are:

1

Where possible, **delivery of traineeship programmes should be undertaken by the same team who deliver apprenticeships**



- this enables consistency; learners are familiar with tutors who may also become their apprenticeship assessor/tutor. This approach also explicitly positions traineeships as a clear and linear pathway to apprenticeships. Employers and young people are aware of this from their first point of contact/engagement and therefore perceive traineeships as a natural progression pathway directly to an apprenticeship.

2

Ensure you have a clear communications strategy in place.



This is crucial in recruiting young people who are ready for a traineeship. It also ensures that referral agencies, employers and parents have an accurate understanding of the gap to sustainable employment. Consider holding briefing sessions, publishing newsletters and promoting successful outcomes through case studies and testimonies. Also ensure that your website is up to date and easy to navigate. Employers who benefit from offering traineeships may be willing to be ambassadors, promoting the programme to other employers through business networks, open days and events.

3

Take a holistic approach to initial assessment.

Having a comprehensive process in place for all young people will ensure that only young people who have a reasonable chance of progressing to an apprenticeship or employment undertake a traineeship. Ensure that young people who are not suitable for a traineeship are referred to other pathways that are appropriate for them.



4

Identify a single point of contact for learners, e.g. traineeship tutor,



as this ensures a consistent approach and support for that young person. Trainees will be able to discuss any concerns and build up trust and confidence, enabling them to believe that they can achieve and progress into an apprenticeship or job with the help and support of their tutor.