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Ensure programmes are flexible and supportive. Assessing trainees' needs carefully and tailoring support to address specific individual barriers to employment will maximise progression outcomes, particularly for trainees who require additional support.



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Set clear expectations about progression outcomes from the beginning. The purpose of a traineeship is to enable a young person to get a job or apprenticeship - consistently deliver clear messaging about this, with both trainees and employers, throughout the duration of the traineeship. Trainees need to fully understand what they are aiming for and how they can achieve it, and employers need to be aware of their responsibilities and their role in supporting young people to develop the skills and experience they need for employment.



7

Set clear goals and monitor progress towards these goals on a regular basis, with at least weekly contact. Capture progress through the use of placement plans, diaries, log books, project work and handbooks. Employers often find it beneficial to view their trainee's progress online, and can then be supported to offer further development and training as required. This evidence of progress can be used to show a trainee's aptitude and potential to achieve a positive progression outcome.



8

Recruit employers who can commit to offering an apprenticeship or job, or are willing to create such opportunities, if they are matched with the right trainee who is successful on their placement. Promoting traineeships as an efficient process for recruiting the right young people for roles in employers' companies is often effective as it's likely to reduce early drop out and high turnover of staff, which is costly for businesses.



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Ensure a good match between trainees and employers. It is important that an employer can support a young person's career goals and that a young person is interested in and motivated by their experience placement. Matching trainees and employers as early as possible helps to develop a good relationship, immediately. Building this relationship early gives the young person confidence and the employer assurance that they have been matched with the right young person, who is interested in their business.



10

Review your traineeship programme after each cohort has finished, to identify what worked well and what needs to be improved. Feedback from trainees and employers is crucial in ensuring that the programme meets the needs of all involved and that young people are effectively supported at each stage of their traineeship to progress into employment.

