



Top tips for delivering an occupational traineeship

What is an occupational traineeship?

Occupational traineeships support young people to develop the required skills and experience to fast track into a specific career. An occupational traineeship is delivered within the traineeship framework for delivery but has a different focus to a general traineeship. It is for 16-24 year olds or 25 year olds with an Education, Health and Care Plan (EHCP) who have a reasonable chance of being ready for work in six months. However, the young people should be vocationally focused on a particular occupation, rather than looking for more general work experience and training. It includes the four core elements of a general traineeship: work preparation training; a high-quality work experience placement; English, maths and digital skills where needed; and flexible vocational learning. However, unlike a general traineeship, the content is tailored to support progression into a particular

apprenticeship or job, and is based around apprenticeship or occupational standards. This must include specialist training delivered by vocationally experienced tutors with appropriate use of specialist facilities.

Occupational traineeships should only be developed in response to local or national labour market needs. This will ensure they offer real employment opportunities for young people and are attractive to employers. Every work experience placement should be linked to a genuine job or apprenticeship if the young person meets expected standards. Finally, they should always involve a partnership between training providers and employers.

You can find out more about the occupational traineeship pilots in bricklaying and rail track [here](#) and more general information about traineeships [here](#)

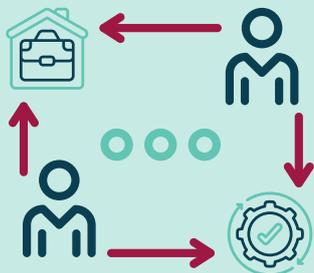


Top tips for delivering an **occupational traineeship**



These tips will also be useful for providers who want a structured approach to delivering a general traineeship.

Build a partnership



Intermediaries such as sector bodies, chambers of commerce and Local Enterprise Partnerships (LEPs) should be involved in developing programme content, carrying out mapping exercises, and/or making links with employers wherever possible



Employers should be involved in the design; they know what skills and experience young people need for their first jobs.

Engaging employers

- **Be clear about the expectations of employers;** every work experience placement should lead to a job or apprenticeship as long as the young person meets their expectations.
- **Involve employers throughout delivery.** For example, bring them in to meet trainees before they start their work placement to talk about their industry and their expectations. This could be online or face to face and it may help the young person to decide if the occupational traineeship is right for them.
- **Identify the key messages that will attract employers to offer occupational traineeships and tailor these to different employers. Examples could include:**
 1. Offering a traineeship work placement provides an opportunity for your business, young people, your industry and your local community
 2. Occupational traineeships provide specialist training and can help fill your future skills gaps.
 3. A traineeship is a work-based training programme and not unpaid work experience, as an employer you can choose to pay your trainees an allowance if you wish to do so.
 4. For large organisations - an occupational traineeship could be a valuable opportunity to fulfil your corporate social responsibilities and your business needs.
 5. For SME's practical support to help you deliver a high-quality work experience placement is available.





Recruiting young people



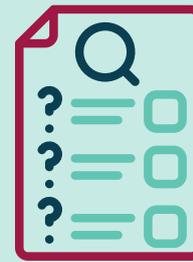
Build strong links with referral organisations such as schools, colleges, local authorities, housing associations and job centres.



Promotion and recruitment should be tailored to the needs of the local area, the sector, and the young people you work with. Where possible, offer taster sessions and run practical assessment days.



Promote occupational traineeships to young people as a fast track to their chosen job or apprenticeship



Effective initial assessment is crucial to success. There is a risk that, without rigorous initial assessments, young people will be recruited onto occupational traineeships who are either ready for the workplace or are not yet sure about their vocation.

Supporting young people

- Young people on occupational traineeships may be vocationally decided but they will still need lots of support. **1-2-1 mentoring is proven to help young people progress and do well.**
- Expect and plan for young people to have additional needs.** Consider who will provide this support and explore if additional funding is available.





Programme content



- An occupational traineeship is a great opportunity to embed **Functional Skills**.



- It can equip young people with licenses to practice in their chosen industry whether this is a **CSCS card** or a **Health and Safety qualification**. Young people with literacy needs may need additional support to pass these exams.



- **Staff with vocational backgrounds are essential to occupational traineeships**. Consider training vocational experts inhouse or job shares where people can carry on with their trade part-time.



- **Specialist facilities are needed to help trainees get ready for the workplace**. Consider what partners you could work with to share facilities or what spaces you could adapt.



- **Occupational traineeships should be delivered within the shortest timeframe possible**. This is particularly important for young people in the older cohort for whom getting paid work is a key motivation.

Progressing young people



Information, advice, and guidance that runs from recruitment to post-programme gives young people the best chance of progressing into a **good job quickly**. They need to have a realistic understanding of the industry and the opportunities available, as well as a clear line of sight for their future progression and career.



Some young people might change their mind about their **future career**, so be ready to support them progress to further education or other opportunities.



Record and demonstrate how young people are **learning transferable skills** as part of their practical learning such as teamwork and communication.





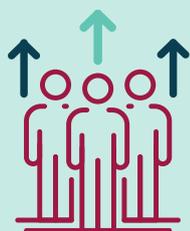
Create strong links between traineeship and apprenticeship programmes



- Use the same team of staff to ensure continuity between the programmes.



- Make sure systems are in place so all unsuccessful apprenticeship applicants are referred to your occupational traineeship.



- Some young people might be able to claim accreditation of prior learning (APL) for their traineeship, this could benefit your apprenticeship programme by creating a pipeline of well-qualified new starters who can complete more quickly.

Measuring effectiveness

- As with any programme, **feedback from employers and young people is essential** to improve and develop provision.
- Long term tracking of trainees is important** to understand whether the programme is leading to long term outcomes such as improved apprenticeship completion rates, and progression within an occupation/sector.
- Keep in touch.** Today's trainees are tomorrow's employers.



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