



Traineeships

Work experience for 19-24 year olds

- **Short placements for motivated 19-24 year olds**
- **£1000* employer incentive available per trainee**
- **Programmes tailored to your business needs**
- **Fast, cost-effective, low risk recruitment solution**

***Provided by the Education and Skills Funding Agency**

For information, enquiries, or to discuss a trainee partnership please contact

Paul Harper (Partnerships Manager)

Email traineeships@newleafcic.org

Call **0121 296 8339**



Employer Requirements

- Provide the trainee(s) with a high-quality work placement, 70-240 hours total
- Have a minimum of one planned vacancy (16 hours per week minimum), or apprenticeships, that could be filled by a trainee after the programme
- Provide PPE, a workplace induction, a work-based training plan, on-job training and support for the trainee
- A guaranteed job interview and written feedback for the trainee at the end of the placement

What a trainee can expect:

- Traineeships are unpaid. Employers often cover transport and sustenance
- Duration - typically 6-8 weeks for 30 hours per week (70-240 hours total)
- Work Preparation Training is provided before you start a traineeship
- Induction and Training Plan provided
- Occupational training provided where appropriate
- Regular progress reviews and support with your learning
- English, Maths and ICT Functional Skills provided if required

Eligibility Criteria

- Trainees aged between 19-24
- Committed to gaining work but not currently in employment
- Already qualified up to and including Level 3
- Should be capable of entering an apprenticeship or other employment within six months of completing the traineeship