

What you need to know before the Traineeship procurement?

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Welcome

Webinar structure

- Introductions
- What is a Traineeship
- Employer and trainee perspectives
- Developing a Traineeship Programme
- Funding and procurement
- Next steps / close

Introductions

Speaker / Facilitator



Karen Kelly

SDN Senior Associate

Speaker / Facilitator



Anna Sutton

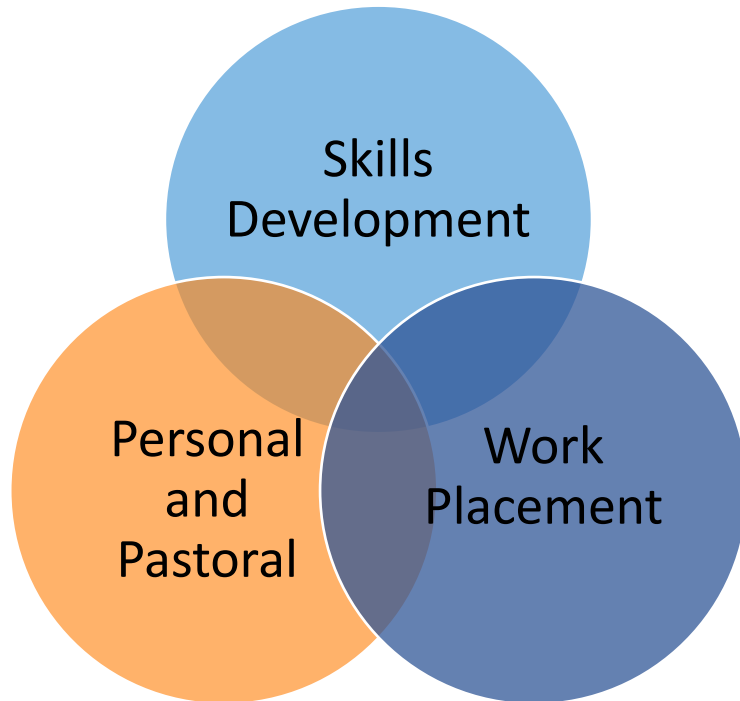
SDN Senior Associate

Getting to know you - polls

Polls



What is a Traineeship?



- For 16-24yr olds or 25yr olds with an EHCP
- For those who have little or no work experience but are motivated to work
- 6 weeks to 1 year in duration*
- A minimum of 70* hours work experience
- Young person
 - must be eligible to work in England
 - can have previously attained level 3*
- Flexible and *can be* sector focussed
- Can add value to your apprenticeship offer

*New announcements along with employer funding incentive

Employer perspective

Opportunities

- to access a flexible entry level programme specific to the business
- to streamline recruitment processes through progression routes into and within their organisation / succession planning<sup>[P]
[SEP]</sup>
- to develop a loyal, talented and more diverse workforce
- for current employees to gain experience in training and mentoring
- to support employers tackle youth unemployment and skills shortages
- to get a good measure of the trainee prior to employment

Employer perspective - continued

Challenges

Can the employer commit to:

- investment in time to plan and maximise the opportunities?
- investment in relationship building with training providers?
- staff time to induct, supervise, mentor and give feedback?
- cost of resources for work experience, equipment, tools, uniform, PPE?

Incentives can be used to support any of these - £1000 per trainee up to a maximum of 10 learners for new or expanding employers.

Trainee perspective

Opportunities

- Help to get prepare for an apprenticeship or job where they don't have the appropriate skills or experience
 - Work preparation training including CV writing, interview skills and what to expect in the workplace
 - Support to improve their English, maths and digital skills (if needed)
 - Sector focussed vocational learning and / or qualifications
- A high-quality work placement of at least 70 hours allowing the trainee to trial a job / sector and get a good insight into the business
- An interview for an apprenticeship or job or an exit interview with written feedback
- Development of personal skills i.e. communication, confidence and self-awareness
- Maintain existing entitlement to benefits whilst training
- Flexible and adaptable programme

Trainee perspective - continued

Challenges

- Unpaid work (but free training)
- Parent / carer / other negative perceptions
- Finding a traineeship locally (and a provider / employer)
- Cost and practicalities of childcare, travel to work, suitable work clothing etc.

Developing a Traineeship programme

Understanding the market

Do your research

Tailor traineeship programmes to your local / sector / employer context / apprenticeship offer

Which trainees and employers will it suit?

Access to referral partners

Design the programme as a solution!

Marketing and communications

Strategy and campaign

Clear messages for key stakeholders (employers, trainees, parents / carers)

Strong referral routes with relevant partners

Recruitment and selection

Advertise vacancies on Find a Traineeship

Offer incentives for participating

Delivery of high-quality information, advice and guidance

Unsuccessful apprentice candidates

Be responsive; design a programme to allow quick starts

Developing a Traineeship Programme

Starting Point / Initial Assessment	Learning Elements	Work Placement
<p>Diagnostic / self assessment tools – English, maths, digital and personal skills</p> <p>Understanding the trainee's motivational factors</p> <p>Identification of learning, learner support needs and other barriers</p>	<p>Skills development – work preparation, personal skills, etc.</p> <p>English, maths and ESOL</p> <p>Sector relevant knowledge, skills, behaviours, training and / or qualifications</p> <p>Delivery methods?</p>	<p>Agree a programme and a plan with the employer</p> <p>Provide support to employers throughout</p> <p>Induction to work placement</p> <p>On placement mentoring and coaching by the provider</p>

Trainee Support

Safeguarding and welfare

Single point of contact for trainees

Provide holistic and individualised support for trainees

Developing a Traineeship Programme

Completion	Progression	Post-traineeship
<p>Updated CV and job applications</p> <p>A formal interview for a job or apprenticeship plus feedback; or an exit interview with written feedback</p> <p>Provider / employer review of programme and future opportunities</p>	<p>Identify opportunities for progression early in the programme and keep reviewing throughout</p> <p>Ongoing and final IAG to review progression opportunities</p>	<p>Potential for a case study</p> <p>Possible incentives for the trainee to promote / refer traineeships to friends and contacts</p> <p>Tracking progression to a positive defined outcome within six months</p>

Funding

*There are **three main aspects** of 19-24 traineeship funding:*

1. the single work-placement and work-preparation rate of £970 (£1500)
2. GCSE English and maths (if required) or other qualifications to support progress towards GCSE English and maths at grades 4 to 9 (A* to C)
3. a flexible element, designed to help the learner move into work or remove a barrier to them entering work

Learner Support

- is available to provide financial support for individuals with a specific financial hardship preventing them from taking part/continuing in learning

Learning Support

- available to meet the cost of putting in place a reasonable adjustment, as set out in the Equality Act 2010, for learners who have an identified learning difficulty and/or disability, to achieve their learning goal
- must not be used to deal with everyday difficulties that are not directly associated with a learner's learning on their programme.

Procurement

- ESFA will be looking for providers with the capacity to start providing high-quality 19-24 traineeships quickly through a ringfenced AEB contract for service
- You can create an account on the DfE e-sourcing portal ready for the procurement
- Plans for 16-18-year-old traineeships are not yet finalised – further detail to be shared soon
- ESFA said it wants to see flexible content and qualifications that prepare trainees for progression to apprenticeships and jobs through a direct line of sight to the occupational standards.

Useful Links

- [Traineeship information for training providers](#)
- [Adult Education Budget Funding Rules 2020 to 2021V2](#)
(New version due anytime soon!)
- [Adult Education Budget Funding Rates and Formula 2020 to 2021](#)
- [Learning and Work Traineeship Resources and Case Studies](#)
- [DfE e sourcing portal - create an account ready for the procurement](#)

Future Support Offer

Looking for further traineeship support?

1. Helping providers with the Traineeship procurement
 - Full support
 - Review and critique
2. Developing a Trainee webinar series / workshop package
 - Employer engagement
 - Initial assessment
 - Programme design
 - Funding and compliance
 - Pastoral Support / Trainee Welfare



Summer of CPD

SDN is running a range of webinars this summer to support you and your staff prepare for the next academic year. Spaces still available on the below:

- **10 August start** – 5-part webinar series for trainer-assessors: Preparing for your changing role (transition from frameworks to standards)
- **14 August** – How to practically implement the new 2020-21 Apprenticeship Funding Rules
- **20 August** – Delivering Functional Skills within Higher and Degree Apprenticeships – integration and innovation
- **24 August start** – 3-part webinar series: Getting your costings right for apprenticeship standards

For full webinar listings and further details, visit:
www.strategicdevelopment.co.uk/sdnevents

Can't make the date / time? Don't worry, register for the webinar and you will receive a recording of the session and all the accompanying resources.



Next steps and thank you

After the session, you will receive:

- *Access to the webinar recording and slides*
- *Evaluation survey*

Please forward any comments or questions to:
events@strategicdevelopmentnetwork.co.uk

Visit: www.strategicdevelopmentnetwork.co.uk