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Why were Traineeships developed?

Traineeships formed a key part of the previous Government's skills agenda. This has been further endorsed with the publication of the allocations for the funding year 2015-16 in which the SFA states that:

"The Skills Funding letter sets out the value of skills funding for the 2015 to 2016 financial year which has reduced by 11% compared to the figure published last year. Within this reduced funding envelope we will increase investment in apprenticeships and protect funding for traineeships."

The Skills Funding Agency defines the issue and policy intent behind Traineeships as follows:

The issue

- Some young people who are motivated and focused on employment, including Apprenticeships, are unable to successfully find work.
- Employers consistently report that young people applying for vacancies often lack work related skills and attitudes which they need to secure and sustain employment.
- Young people 'move in and out of education and short-term employment... churning between the two in an attempt to find either a course which offers a real chance for progress, or a permanent job, and finding neither' (Review of Vocational Education – The Wolf Report 2011).

The Policy Intent

- This is the gap that BIS and the SFA want to fill through the development of traineeships – a progression route.
- The programme will provide a structured opportunity for young people who are motivated by work to develop the skills and experience they need to be attractive to employers.
- This will help them to move into sustainable Apprenticeships or other jobs, reinvigorate the workforce, reduce the proportion of young people who are NEET and reduce youth unemployment.

The provider perspective

Providers of traineeships had indicated there are a range of issues affecting the take up, from the restriction on the amount of training a young person can undertake whilst still claiming JSA, to a lack of referrals from the local Job Centre Plus, to general opposition to Traineeships from provider staff or potential trainees.

Changes have been made in response: over the last year, the Department for Work and Pensions (DWP) has removed the 16-hour training limit for Jobseeker's Allowance (JSA) claimants and made the work experience rules more flexible. This is to increase the flexibility for colleges, training organisations and businesses to tailor traineeships for benefit claimants.

To further increase access to the programme DWP has now set regulations that came into effect on 27 March 2015. These changes will enable all young people to benefit from full-time participation whilst keeping their entitlement to benefits, including those described as Qualifying Young People (predominantly 16- to 18-year-olds). Details can be found in Traineeships: Supporting young people to develop the skills for apprenticeships and sustainable employment. (BIS, March 2015).

The latest Statistical First Release (SFR), published in March 2015 portrays a more positive view than last year:

The final figures for 2013-14 show that there were 10,400 Traineeship starts in that year (7,000 under 19); whilst provisional figures for the first two quarters of 14-15 show 9,200 starts of which 6,200 were under 19 and 3,000 19-24.

This compares with last year's SFR which showed that a total of 3,300 learners started a Traineeship in the six months following its launch in August 2013.

This low take-up was in contrast to unemployment statistics showing that 912,000 young people aged 16 to 24 were unemployed between November 2013 and January 2014 – down 29,000 on the previous quarter. This was a step in the right direction but still left less than 0.5% of unemployed 16 to 24 year olds taking advantage of Traineeships.

Some providers cited a lack of confidence around understanding funding for Traineeships and an uncertainty over how to create a coherent traineeship programme as a barrier to delivery. This paper provides guidance and exemplars designed to help providers design traineeships and demonstrates how they can be tailored to meet the individual needs of each learner.



Developing a coherent traineeship programme

Providers never know who will walk through the door. A delivery model is needed that can be flexible enough to meet the needs of different groups of learners but also manageable and cost effective.

A traineeship should be a flexible, personalised programme, up to six months in length, built around 3 core elements:

- Work placement
- Work preparation
- English and Maths (where a trainee has not yet achieved at Level 2).

Gateway Qualifications has developed a range of units and qualifications which can underpin each of these core elements of a traineeship. A mix and match approach using units and qualifications ensures that a course can be tailored to the learner or group of learners.

Work Placement

The work placement can be supported through Gateway Qualifications units which focus on preparing for and learning from a work placement. Learning in a real work environment also gives learners the opportunity to develop a range of employability skills and to gather evidence that will enable them to achieve a number of units or build to a full qualification. Providers might choose to use units from these qualifications rather than offering the full qualification to ensure the programme is personalised to the learner.

The Gateway Qualifications offer to underpin the work placement element of a traineeship are listed in Appendix 1.

Work Preparation

Work preparation can include a wide range of different types of learning, according to the needs of the individual trainee. It could include understanding of a vocational sector, generic employability skills, specific job search, application and interview skills as well as personal, learning and thinking skills. Gateway Qualifications units and qualifications are available in all of these areas.

The Gateway Qualifications offer to underpin the work preparation element of a traineeship is listed in Appendix 2.

Providers might choose to use units from these qualifications rather than offering the full qualification. For the qualifications in the vocational **Skills for** suite, providers might find it useful to explore the relevant Certificate (rather than Award), where you will find a wider range of units on offer.

English and Maths

English and Maths for most trainees will be accredited through Functional Skills qualifications. Gateway Qualifications has available a full suite of online on-demand Functional Skills qualifications.

However, Functional Skills may be a large hurdle for learners to overcome so we have also developed a suite of 'bite-sized' English and Maths qualifications which allow learners to focus on key areas of need and to build confidence at a pace appropriate for them. The Gateway Qualifications Level 1 Certificate in Employability Skills also offers a number of units focused specifically on the use of English, Maths and ICT in the workplace.

The Gateway Qualifications offer to underpin the English and Maths element of a traineeship is listed in Appendix 3.

Sample traineeship packages from Gateway Qualifications

The sample packages below represent just two ways in which Gateway Qualifications units and qualifications can be combined to underpin a traineeship programme. The range and flexibility of our qualifications means that providers will be able to adapt one of these examples or build their own packages to suit the varying needs of their learner groups.

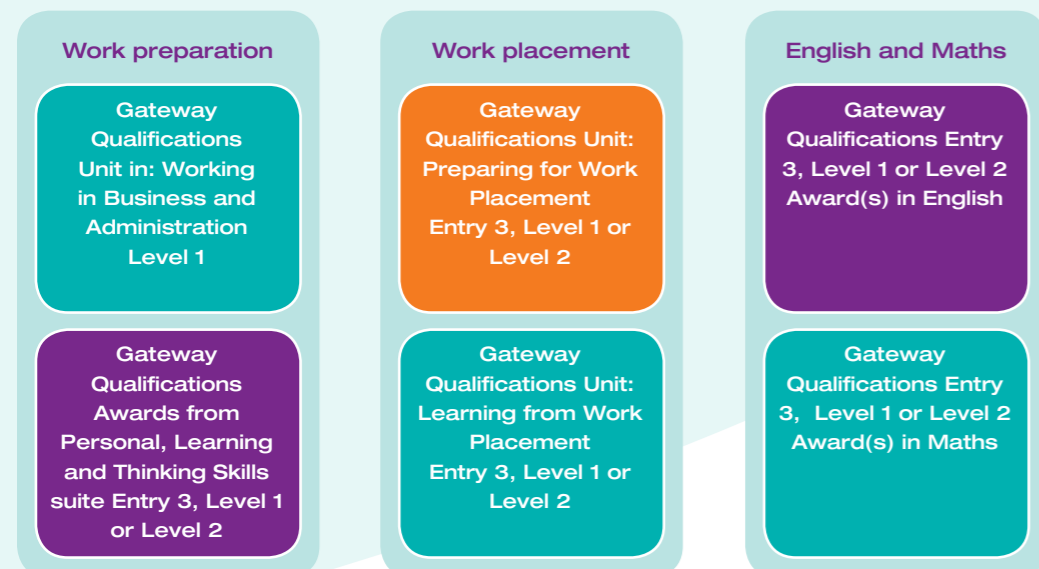
The first example can easily be adapted for any sector by replacing the Gateway Qualifications Award in Skills for Health and Social Care with the relevant Award in another sector, for example **Skills for Business and Administration**. It can also be adapted to suit those who are less confident in English and/or Maths by replacing the relevant Functional Skills qualifications with the bite-sized English and/or Maths qualifications.

The second example illustrates the way in which you can develop a more personalised traineeship, selecting an appropriate amount of accreditation for the learners involved, from the wide range of Gateway Qualifications units and/or Awards on offer. This example may be better suited to 19+ learners.

1. Gateway Qualifications Traineeship in Health and Social Care



2. Gateway Qualifications Traineeship in Business and Administration



Traineeships – the facts

If you are unclear on the detail of a traineeship, how they are funded or who can deliver them, the following paragraphs outline the requirements of a traineeship.

What exactly is a traineeship?

A traineeship is a programme of learning designed to support young people to develop the skills they need to secure and succeed in employment, including apprenticeships. For 16-18 year olds, traineeships are a type of study programme. Traineeships are flexible, personalised programmes, up to six months in length, built around 3 core elements:

- Work placement
- Work preparation
- English and Maths (where a trainee has not yet achieved at Level 2).

Who are traineeships for?

Traineeships are available for young people aged 16 to 24 (and for young people with a Learning Difficulty Assessment or Education (LDA), or Education, Health and Care (EHC) Plan up to the age of 25) who:

- are not currently in a job and have little work experience, but who are focused on work or the prospect of it
- are qualified below Level 3 (for 16-18 year olds) or have not yet achieved a full level 2 or above (19-24 year olds)
- providers and employers believe have a reasonable chance of being ready for employment or an apprenticeship within six months of engaging in a traineeship.

Traineeships are not intended for:

- the most disengaged young people, who require very intensive support;
- those who already have the qualifications, skills and experience needed to start an apprenticeship or find work; or
- those already in employment.

How are traineeships funded?

Funding for learners aged 16 to 18 (or 16 to 25 for learners with an LDA or EHC Plan) is from the Education Funding Agency (EFA) and is in line with the standard 'per-programme' approach to funding for all 16 to 19 study programmes. Details can be found in a guidance document entitled: **Delivering traineeships through EFA funding**

Learners aged 19 to 24 are funded by the Skills Funding Agency (SFA) through existing adult skills budget arrangements, where individual qualifications have been assigned funding rates according to the simplified funding matrix and rates for work placement have been derived through hours spent on placement.

Who can offer traineeships?

Providers in receipt of 16-19 study programmes funding from the EFA or adult skills budget funding from the SFA who have been awarded a Grade 1 or Grade 2 by Ofsted are eligible to offer traineeships.

Additionally in the **Funding rules for 2015/16**, published by the Education Funding Agency (EFA), eligibility criteria for new subcontract arrangements was relaxed allowing new agreements between providers and subcontractors without a prior relationship and lifting the requirement for subcontractors to have been on the SFA register before June 2013.

The EFA Funding Rules 2015/16 state: *"If you want to enter into a new sub-contracting arrangement with a new sub-contractor for traineeships then as of April 1, 2015, the original requirement that traineeship sub-contractors have to be graded Ofsted one or two has been removed on the basis that the lead provider has to be (and remain) at these grades. The sub-contractor can be Ofsted three or no grade."*

Further information and support

Gateway Qualifications staff can help you to build the right traineeship package(s) for your learners. Existing centres seeking support should contact their Development Officer or Manager.

New centres should contact the Development Team on **01206 911 211** or enquiries@gatewayqualifications.org.uk

For more information on traineeships, visit <http://www.education.gov.uk/childrenandyoungpeople/youngpeople/qandlearning/traineeships>

The Gateway Qualifications offer to underpin the work placement element of a traineeship.

Qual No	Qualification Title	Qual Size	Level	Credits
600/8363/3	Employability Skills	Award	Entry 3	6
600/8362/1	Employability Skills	Award	Level 1	6
600/8361/X	Employability Skills	Award	Level 2	6
600/8416/9	Employability Skills	Certificate	Entry 3	13
600/8417/0	Employability Skills	Certificate	Level 1	13
600/8415/7	Employability Skills	Certificate	Level 2	13

The Gateway Qualifications offer to underpin the work preparation element of a traineeship.

Qual No	Qualification Title	Qual Size	Level	Credits
600/9206/3	Skills for Art & Design	Award	Entry 3	6
600/9208/7	Skills for Business and Administration	Award	Entry 3	6
600/9172/1	Skills for Childcare	Award	Entry 3	6
600/9929/X	Skills for Construction	Award	Entry 3	6
600/9211/7	Skills for Health & Social Care (Adults & Children)	Award	Entry 3	6
600/9213/0	Skills for Hospitality & Catering	Award	Entry 3	6
600/9217/8	Skills for Performing Arts	Award	Entry 3	6
600/9219/1	Skills for Retail	Award	Entry 3	6
600/9221/X	Skills for Sports & Active Leisure	Award	Entry 3	6
600/9210/5	Skills for the Hair & Beauty Sector	Award	Entry 3	6
600/9215/4	Skills for the Motor Vehicle Sector	Award	Entry 3	6
600/9207/5	Skills for Art & Design	Award	Level 1	6
600/9209/9	Skills for Business and Administration	Award	Level 1	6
600/9173/3	Skills for Childcare	Award	Level 1	6
600/9620/2	Skills for Construction	Award	Level 1	6
600/9212/9	Skills for Health & Social Care (Adults & Children)	Award	Level 1	6
600/9214/2	Skills for Hospitality & Catering	Award	Level 1	6
600/9218/X	Skills for Performing Arts	Award	Level 1	6
600/9220/8	Skills for Retail	Award	Level 1	6
600/9222/1	Skills for Sports & Active Leisure	Award	Level 1	6
600/9264/6	Skills for the Hair & Beauty Sector	Award	Level 1	6
600/9216/6	Skills for the Motor Vehicle Sector	Award	Level 1	6
600/9223/3	Skills for the Travel & Tourism Sector	Award	Level 1	6
600/9933/1	Skills for Business & Administration	Award	Level 2	6
600/9940/9	Skills for Childcare	Award	Level 2	6
600/9937/9	Skills for Health & Social Care (Adults & Children)	Award	Level 2	6
601/0819/8	Skills for Hospitality & Catering	Award	Level 2	6
601/0440/5	Skills for Music & Music Technology	Award	Level 2	6
601/0437/5	Skills for Performing Arts	Award	Level 2	6
600/9943/4	Skills for Retail	Award	Level 2	6
601/0447/8	Skills for Sports & Active Leisure	Award	Level 2	6
600/9947/1	Skills for the Travel & Tourism Sector	Award	Level 2	6
600/8363/3	Employability Skills	Award	Entry 3	6
600/8362/1	Employability Skills	Award	Level 1	6
600/8361/X	Employability Skills	Award	Level 2	6

cont.

Qual No	Qualification Title	Qual Size	Level	Credits
600/9131/9	Preparation for Employment	Award	Entry 3	6
600/8337/2	Skills for Creative Thinkers	Award	Entry 3	2
600/8346/3	Skills for Creative Thinkers	Award	Level 1	2
600/8350/5	Skills for Creative Thinkers	Award	Level 2	2
600/8338/4	Skills for Effective Participants	Award	Entry 3	2
600/8348/7	Skills for Effective Participants	Award	Level 1	2
600/8349/9	Skills for Effective Participants	Award	Level 2	2
600/8339/6	Skills for Independent Enquirers	Award	Entry 3	2
600/8351/7	Skills for Independent Enquirers	Award	Level 1	2
600/8347/5	Skills for Independent Enquirers	Award	Level 2	2
600/8342/6	Skills for Reflective Learners	Award	Entry 3	2
600/8331/1	Skills for Reflective Learners	Award	Level 1	2
600/8344/X	Skills for Reflective Learners	Award	Level 2	2
600/8343/8	Skills for Self Managers	Award	Entry 3	2
600/8353/0	Skills for Self Managers	Award	Level 1	2
600/8341/4	Skills for Self Managers	Award	Level 2	2
600/8345/1	Skills for Team Workers	Award	Entry 3	2
600/8352/9	Skills for Team Workers	Award	Level 1	2
600/8340/2	Skills for Team Workers	Award	Level 2	2
600/8334/7	Personal Learning & Thinking Skills	Certificate	Entry 3	13
600/8335/9	Personal Learning & Thinking Skills	Certificate	Level 1	13
600/8336/0	Personal Learning & Thinking Skills	Certificate	Level 2	13

Bite-sized English Qualifications.

Qual No	Qualification Title	Qual Size	Level	Credits
601/1364/9	Read for Purpose and Meaning (QCF)	Award	Entry 3	3
601/1471/X	Read for Purpose and Meaning (QCF)	Award	Level 1	3
601/1484/8	Read for Purpose and Meaning (QCF)	Award	Level 2	3
601/1368/6	Read for Information (QCF)	Award	Entry 3	3
601/1470/8	Read for Information (QCF)	Award	Level 1	3
601/1485/X	Read for Information (QCF)	Award	Level 2	3
601/1384/4	Listen and Respond (QCF)	Award	Entry 3	2
601/1469/1	Listen and Respond (QCF)	Award	Level 1	2
601/1480/0	Listen and Respond (QCF)	Award	Level 2	2
601/1365/0	Speak to Communicate (QCF)	Award	Entry 3	2
601/1472/1	Speak to Communicate (QCF)	Award	Level 1	2
601/1483/6	Speak to Communicate (QCF)	Award	Level 2	2
601/1363/7	Engage in Discussion (QCF)	Award	Entry 3	2
601/1468/X	Engage in Discussion (QCF)	Award	Level 1	2
601/1479/4	Engage in Discussion (QCF)	Award	Level 2	2
601/1369/8	Write to Communicate (QCF)	Award	Entry 3	3
601/1473/3	Write to Communicate (QCF)	Award	Level 1	3
601/1481/2	Write to Communicate (QCF)	Award	Level 2	3
601/1366/2	Write Accurately (QCF)	Award	Entry 3	3
601/1474/5	Write with Accuracy (QCF)	Award	Level 1	3
601/1482/4	Write Fluently and Accurately (QCF)	Award	Level 2	3
601/1361/3	Reading (QCF)	Award	Entry 3	6
601/1467/8	Reading (QCF)	Award	Level 1	6
601/1476/9	Reading (QCF)	Award	Level 2	6
601/1422/8	Writing (QCF)	Award	Entry 3	6
601/1465/4	Writing (QCF)	Award	Level 1	6
601/1478/2	Writing (QCF)	Award	Level 2	6
601/1362/5	Speaking and Listening (QCF)	Award	Entry 3	6
601/1466/6	Speaking and Listening (QCF)	Award	Level 1	6
601/1477/0	Speaking and Listening (QCF)	Award	Level 2	6
601/1494/0	Certificate in English (QCF)	Certificate	Entry 3	18
601/1499/X	Certificate in English (QCF)	Certificate	Level 1	18
601/1498/8	Certificate in English (QCF)	Certificate	Level 2	18

Bite-sized Maths Qualifications.

Qual No	Qualification Title	Qual Size	Level	Credits
601/0702/9	Making Calculations (QCF)	Award	Entry 3	3
601/0828/9	Making Calculations (QCF)	Award	Level 1	3
601/0834/4	Making Calculations (QCF)	Award	Level 2	3
601/0703/0	Money, Time and Temperature (QCF)	Award	Entry 3	3
601/0829/0	Money, Time and Temperature (QCF)	Award	Level 1	3
601/0835/6	Money, Time and Temperature (QCF)	Award	Level 2	3
601/0705/4	Numbers, Decimals, Fractions and Percentages (QCF)	Award	Entry 3	2
601/0830/7	Numbers, Decimals, Fractions and Percentages (QCF)	Award	Level 1	3
601/0836/8	Numbers, Decimals, Fractions and Percentages (QCF)	Award	Level 2	3
601/0704/2	Using and Communicating Data (QCF)	Award	Entry 3	3
601/0832/0	Using and Communicating Data (QCF)	Award	Level 1	3
601/0838/1	Using and Communicating Data (QCF)	Award	Level 2	3
601/0831/9	Numerical Relationships, Algebra and Ratio (QCF)	Award	Level 1	2
601/0837/X	Numerical Relationships, Algebra and Ratio (QCF)	Award	Level 2	2
601/0706/6	Using Size, Shape and Space (QCF)	Award	Entry 3	3
601/0841/1	Using Size, Shape and Space (QCF)	Award	Level 1	3
601/0840/X	Using Size, Shape and Space (QCF)	Award	Level 2	3
601/0833/2	Using Probability (QCF)	Award	Level 1	2
601/0839/3	Using Probability (QCF)	Award	Level 2	2
601/0709/1	Mathematics (QCF)	Certificate	Entry 3	14
601/1062/4	Mathematics (QCF)	Certificate	Level 1	19
601/1063/6	Mathematics (QCF)	Certificate	Level 2	19

Functional Skills.

Qual No	Qualification Title	Qual Size	Level	Credits
601/0242/1	IQ Functional Skills Qualification in English	n/a	Entry 3	5
601/0243/3	IQ Functional Skills Qualification in English	n/a	Level 1	5
601/0530/6	IQ Functional Skills Qualification in English	n/a	Level 2	5
601/0041/2	IQ Functional Skills Qualification in Mathematics	n/a	Entry 3	5
601/0244/5	IQ Functional Skills Qualification in Mathematics	n/a	Level 1	5
601/0173/8	IQ Functional Skills Qualification in Mathematics	n/a	Level 2	5
601/1400/9	IQ Functional Skills Qualification in ICT	n/a	Entry 3	5
601/1418/6	IQ Functional Skills Qualification in ICT	n/a	Level 1	5
601/1761/8	IQ Functional Skills Qualification in ICT	n/a	Level 2	5

SFR March 2015:

This showed 4,800 completions and 4,400 progressions in 2013/14 based on those who finished their traineeship during 2013/14.

3. Based on provisional administrative data, there were 3,400 completions and 2,500 progressions in Quarter 1 and Quarter 2 2014/15 (August 2014 to January 2015). As traineeships can last up to 6 months, these figures include some traineeships which started in 2013/14 and continued into 2014/15:

- Of the 3,400 completions in Quarter 1 and Quarter 2 2014/15, 1,700 were from traineeships which started in 2013/14, and 1,800 were from traineeships which started in 2014/15.
- Of the 2,500 progressions in Quarter 1 and Quarter 2 2014/15, 1,200 were from traineeships which started in 2013/14, and 1,300 were from traineeships which started in 2014/15.

4. Completions in 2014/15 counts all instances where: the learner moves into employment, an apprenticeship or further learning; all elements of the learner's agreed traineeship are complete; or the learner reaches 6 months on the programme.

5. Progressions counts all those who had started the work

SFA letter:

To: Colleges, training organisations and employers providing apprenticeships and adult skills training.

At the same time, the funding available through 24+ advanced learning loans increases by 25%.



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