

TRAINEESHIP INFORMATION FOR EMPLOYERS



A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year
(although most will last for less than 6 months)

Traineeships help businesses identify and work with new potential employees/apprentices without the need to commit to or pay them for the duration of their traineeship. This provides the perfect platform for the business to identify potential talent to recruit for, grow and develop their workforce with professional support from SSG.

A TRAINEESHIP: Benefits to employers

- Can help you increase capacity and productivity
 - Is flexible, can be sector skill focused and is funded by the government
 - Allows you to design a programme that suits both the needs of your business and the needs of the trainee
 - Cost effective way to grow your workforce and therefore grow your business
 - Reduce recruitment costs as done through this scheme
 - Ideal as part of your COVID 19 recovery strategy for your business
 - Can help you develop a loyal and talented workforce
 - Allows you to get to know and work with young people prior to recruiting apprentices
 - Is a great route into an apprenticeship
 - Allows you to help tackle youth unemployment
 - Gives your current employees experience in training and mentoring
- Employers who make new work placement opportunities available may also receive an incentive payment of £1000 per learner, for up to 10 learners. More guidance will follow on this new incentive.**

YOUR RESPONSIBILITIES:

When offering a traineeship work placement you need to provide:

- Safe, meaningful and high-quality work experience
- A minimum of 70 hours of work experience - but no more than 240 hours for benefit claimants - over the duration of the traineeship (maximum of one year) and as agreed with the traineeship provider – SSG is using a model of 8-16 weeks with the employer, with a split of 3 days per week in the business and 2 days per week with SSG
- Constructive feedback and advice to the trainee
- An interview for an apprenticeship or job in your business at the end of the traineeship if one is available
- An exit interview at the end of the traineeship with meaningful written feedback if no job is available



The traineeship is free to your business, but you may support trainees with expenses such as transport and meals.



For more information email us at : info@ssgservices.co.uk or call us on : **01234 340782**

www.ssgservices.co.uk
f | SSGtraining @ | SSG_training | training_ssg

TRAINEESHIP INFORMATION FOR EMPLOYERS



A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year

(Although most will last for less than 6 months)

Traineeships help 16 to 24 year olds - or 25 year olds with an education, health care (EHCP) - get ready for an apprenticeship or job if they don't have the appropriate skills or experience

DESIGNING THE PROGRAMME

SSG will lead on/support new recruitment through promotion and short listing in partnership with the business. The business has final decision on any trainee selected.

The training provider will assess the needs of the trainee. Trainees may need pre-employment training before starting work experience.

You and SSG will then plan and agree:

- the days the trainee works
- how the programme will be delivered

Traineeships are flexible. You can adjust the programme as you go to make sure you and the trainee get the most out of it.

AFTER THE PROGRAMME YOU SHOULD:



- Offer the trainee an interview at the end of the programme if a job or an apprenticeship is available in your business
- Provide an exit interview with meaningful written feedback if no job or apprenticeship is available

BUSINESS INCENTIVE – A business can receive £1000 per trainee taken on and who complete the whole programme

This incentive is capped at a maximum of 10 trainees per business



For more information email us at : info@ssgservices.co.uk or call us on : **01234 340782**

www.ssgservices.co.uk
f | SSGtraining @ | SSG_training | training_ssg