



**EMPLOYER FACTSHEET**  
**GROW YOUR OWN TALENT**

# TRAINEESHIPS

through Harrow College  
& Uxbridge College

Traineeship is a government programme for young people who want to work, but need extra help before they can gain an apprenticeship or a job. It consists of work placements and work skills training, combined with study in English and math. Employers can offer a work experience placement to a trainee. They will work with a training provider to design the programme.

## Key Information

### How the traineeship programme works

The training provider will assess the needs of the trainee. Trainees may need pre-employment training before starting their work experience placement. Employers will then work with the training provider to plan and agree:

- the length of the work experience placement
- the days the trainee works
- how the programme will be delivered

Traineeships are flexible. Employers can change the programme as they go to make sure they and the trainee get the most out of it or other benefits.

### After the traineeship

Employers should:

- offer the trainee an interview at the end of the programme if a job or an apprenticeship is available in their business
- provide an exit interview with meaningful written feedback if no job or apprenticeship is available.

### Employer responsibilities

Employers must provide:

- a safe, meaningful and high-quality work experience placement
- a minimum of 70 hours of work experience placement over the duration of the traineeship (if the trainee claims benefits, the placement cannot last longer than 240 hours). They can last from 6 weeks up to 1 year, but most last less than 6 months
- support trainees with expenses such as transport and meals.
- constructive feedback and advice to the trainee
- an interview for an apprenticeship or job in their organisation 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.

### Benefits to employers

Offering a work experience placement gives employers the chance to:

- get to know and work with a young person to see if they're right for an apprenticeship or job in their business
- design a programme that suits the needs of the trainee and their business
- develop current employees' experience in training and mentoring
- recruit new talent for their business
- claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed.

Employers who make new work placement opportunities available may be eligible for an incentive payment of £1,000 per learner. They can claim this incentive for up to 10 learners per region. Employers can decide how to use the money.

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