

# Employer Fact Sheet

## Should we employ a Trainee?

For the first time  
ever the government  
will pay Employers

**£1000**  
to take on new  
Trainees.\*

\*Up to a maximum of 90  
Trainees per Employer.

**A Traineeship is a government-funded education and training programme with work experience that is focused on giving young people the skills and experience that Employers are looking for.**

### What do Traineeships include?

At its core are work preparation training, English and maths for those who need it, and a high-quality work experience placement.

Traineeships last 8 weeks and include:

- ★ Work preparation training
- ★ English and maths support (if required)
- ★ A 8 week work experience placement with an employer

In addition to these core elements, we can work with you to add additional content to meet the needs of your business

### What are the benefits of a Traineeship?

Traineeships have been developed in response to research showing that young people frequently lack the knowledge and experience employers expect in the workplace. Traineeships will help to tackle this problem while benefiting businesses in the following ways:

- ★ You as an employer can support the development of a high-quality Traineeship programme for your company in partnership with us - ensuring it suits both the needs of your business and the needs of the Trainee

You can get ahead of the competition by bringing enthusiastic young people with their fresh ideas into your business before they get onto the job ladder

- ★ Traineeships will allow you to shape the skills and experience of young people from your local community, helping your business to develop a loyal and talented workforce, generating good PR for your business

- ★ Working with Trainees will give established members of staff the chance to develop their skills in mentoring and coaching young people.

- ★ Receive a £1000 incentive payment per Trainee you enrol on programme between 01.09.20 - 31.07.22. The incentive payments is be available to all Employers providing Traineeship work placements, both for the first time and to those delivering or expanding an existing offer to make new opportunities available. There is no limit to the number of Traineeship work placements that you can offer but the incentive payment will be £1,000 per trainee, up to a maximum of ten incentive payments within each of the below nine regions

- East Midlands
- East of England
- London
- North East
- North West
- South East
- South West
- West Midlands
- Yorkshire & Humber

### Your involvement as an employer

You will need to commit to providing a high quality work placement that includes:

Pre-agreed content and objectives between your company, us and the Trainee

A structured opportunity for the young person that is matched to their areas of interest and aspiration, where they engage in purposeful work and learning activities

Coaching and training from an identified mentor in the business, who is capable of providing regular constructive feedback

### How much does it cost?

The scheme is fully funded by the Government and is exempt from the minimum wage rule, meaning you will not be required to pay the Trainee whilst they are enrolled on the programme. However, providing support for expenses such as transport and meals is encouraged.

## How are Trainees selected?

The Qube Traineeship Team (QTT) have many years experience matching employers and people. Our dedicated department provides a free recruitment and matching service that involves a thorough screening process to ensure the best fit between you and your Trainee. This includes:

- ★ Filtering applications
- ★ Short-listing and providing feedback to you
- ★ Carrying out telephone and face to face interviews
- ★ Free marketing for your business

## How do Traineeships differ from Apprenticeships?

An Apprenticeship is paid and involves a contract of employment. Whereas a Traineeship can be viewed as a pre Apprenticeship placement that is unpaid and requires no contract of employment.



## Steps to success...

This chart shows the potential progression of a Traineeship.

