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# Maximising progressions from traineeship programmes

Webinar

Tuesday 13<sup>th</sup> March 2018

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# Objectives

- To understand the key factors to maximise progression into apprenticeships and employment
- To share key findings from Learning & Work research into Traineeships – Top Tips for progression and NEETs
- To develop a clear understanding of the requirements of traineeships
- To share effective practice

# Government priorities

## Growth

- Supporting more young people across the country to benefit from a traineeship

## Marketing

- Raising awareness of brand via low/no cost channels as well as paid-for activity

## Funding

- Ensure the funding model continues to support growth and that traineeships funding is readily available. 19-24 budget not being devolved along with AEB

## Quality

- Developing measures that align with FE and apps and test traineeship quality based on successful progressions

## Tech ed reforms

- Ensuring the programme is clearly-positioned within wider reforms in the Technical Education landscape

# Programme

## Mandatory:

- English & Maths
- Employability Skills
- Work placement

## Optional:

- Subject specific units
- Additional qualifications
- Placement Project

# Funding

**16-18s funded by Learner (planned hours in the academic year, study programme methodology)**

- Funding based on band for planned hours
- No achievement payment, but will contribute to retention factor for future contracts

# Funding - 16-18

Study programme activity for traineeships or internships	Hours
Work experience	240
Work preparation	40
English	42
Maths	42
Total	364
Band 360-449 hrs	£2700

# Funding

## 19-24s funded by aim (matrix funded methodology)

- Work placement and Work Preparation one combined rate
- 80% paid for on programme, double payment in month one, 20% on achievement
- Job outcome to be recorded for a job or progression to an Apprenticeship (10% paid where progress without achievement) – this will be used to measure the success of the programme



# Funding 19+

	rate
Work Placement	£970
Work Preparation	
Functional Skills English at Entry 2	£724
Functional Skills Mathematics at Level 1	£724
Level 1 Award In Introduction to the Hospitality Industry (QCF)	£585
	£3003

# Delivery model and Funding

## EXAMPLE 1 – WITH ADDITIONAL QUALIFICATION – 12 WEEKS

Traineeships	Week 1-4 Per week (4 weeks)	Week 5-12 Per week (8 weeks)	Total Hours (12 weeks)	Funding 16-19	Funding 19+
Work preparation	8		32		£970
Work experience (up to 240 hrs)	0	20	160		
English	3	3	36		£724
Maths	3	3	36		£724
Level 1 Award Introduction to the Hospitality Industry	10	10	112		£585
<b>Total Hours 16-19 yrs Band 360-499 hrs</b>	<i>24 hrs p week</i>	<i>36 hrs p week</i>	376	£2,700	
<b>19+ yrs</b>					£3,003

# Delivery model and Funding

## EXAMPLE 2 – WITHOUT ADDITIONAL QUALIFICATION – 8 WEEKS

Traineeships	DAY 1 (non funded)	Week 1-8 Per week (8 weeks)	Total Hours (8 weeks)	Funding 16-19	Funding 19+
Initial Assessment/ Placement matching	0				
Work preparation	0	4	32		£970
Work experience (min)	0	12.5	100		
English	0	5.5	45		£724
Maths	0	5.5	45		£724
Total Hours 16-19 yrs Band 2 – 280-359 hrs		<i>28 hrs p week</i>	322	£2,133	
19+ yrs					£2,418

# English and maths

1. Establish current levels
2. Identify and prioritise needs
3. Gather and develop appropriate resources
4. Monitor progress and identify further needs

# Q&A

- Some questions so far .....

# Traineeships - maximising progressions into apprenticeships and employment

## Full report - July 2017



Interviewed 25 providers  
Case studies – 10

# Traineeships - Progressions to apprenticeships and employment

## Top Ten Tips

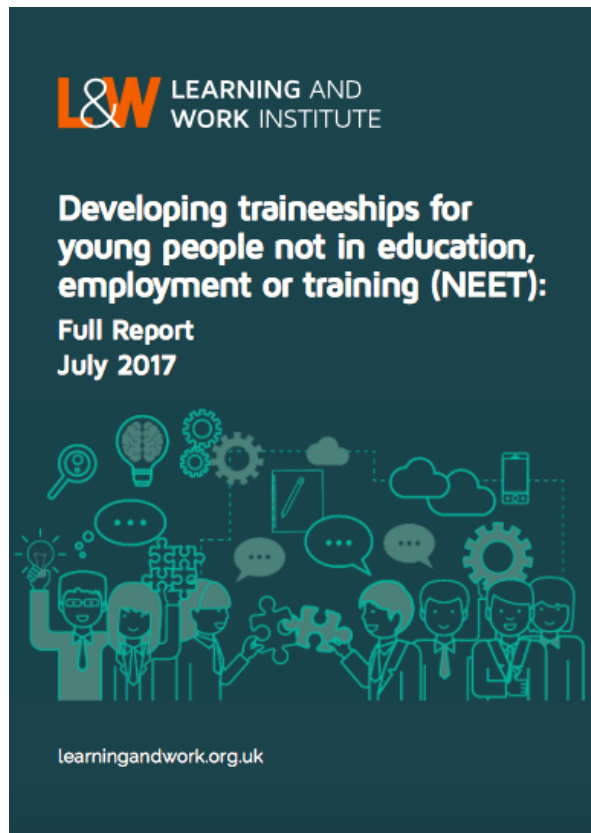
1. Where possible, delivery of traineeship programmes should be undertaken by the same team who deliver apprenticeships
2. Ensure you have a clear communication strategy in place
3. Take a holistic approach to initial assessment
4. Identify a single point of contact for learners
5. Ensure programmes are flexible and supportive

## Top Ten Tips (contd)

6. Set clear expectations about progression outcomes from the beginning
7. Set clear goals and monitor progress towards these goals on a regular basis
8. Recruit employers who can commit to offering an apprenticeship or job, or are willing to create such opportunities
9. Ensure a good match between trainees and employers
10. Review your traineeship programme after each cohort has finished to identify what worked well and what needs to be improved



# Developing traineeships for young people not in education, employment or training (NEET) Full report - July 2017



# Developing traineeships for young people who are NEET

## Top Tips

- **Development**

- Personalised support
- Clear progression pathway

- **Recruitment**

- Targeted marketing
- Incentive payments
- Local partners and specialist referral organisations
- Tailored messaging and communication
- Improve trainee understanding of wider support available
- Identifying work placements early
- Unsuccessful apprenticeship applicants recruited to traineeship

# Top Tips (contd)

- **Delivery**

- Holistic initial assessment involving external services
- Tailored personalised programmes
- Provide continuity of support
- Mentor support on a one to one basis
- Contextualised functional skills activities
- Supported work experience placement

- **Progression**

- Sector specific qualifications to support progression
- Post traineeship offer

# Marketing and Communications

- **Audience**
  - Learner, employer, parent/guardian
  - Language
- **Website**
  - Navigation/signposting
  - FAQs
  - Mystery shopper!
- **Materials**
  - Leaflets
  - Newsletters

# Questions & Answers

# Resources and useful links

**Learning and Work Traineeships website:** <http://www.learningandwork.org.uk/our-work/work-and-careers/traineeships/>

## **Learning and Work Publications:**

**Traineeships- maximising progressions into apprenticeships and employment**

<http://www.learningandwork.org.uk/wp-content/uploads/2017/02/Traineeships-Full-Report-4-V6-26.6.17.pdf>

**Developing traineeships for young people not in education, employment or training**

[http://www.learningandwork.org.uk/wp-content/uploads/2017/02/NEET\\_Full-Report-Final-Version.pdf](http://www.learningandwork.org.uk/wp-content/uploads/2017/02/NEET_Full-Report-Final-Version.pdf)

**Growing Traineeship Programmes**

<http://www.learningandwork.org.uk/wp-content/uploads/2017/12/Growing-Traineeship-Programme.pdf>

**Traineeships: Year Two Process Evaluation – Research Report July 2017**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/626792/Traineeships\\_Year\\_Two\\_Process\\_Evaluation.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/626792/Traineeships_Year_Two_Process_Evaluation.pdf)

# Resources and useful links cont.

## **Traineeships: Framework for Delivery**

[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/410737/Framework\\_for\\_delivery\\_2015-2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410737/Framework_for_delivery_2015-2016.pdf)

## **Cache Traineeships Funding Guide**

<https://www.cache.org.uk/media/2481/cache-traineeships-funding-guide-apr-17-01082017.pdf>

## **Delivering traineeships EFA funding – Updated February 2018**

<https://www.gov.uk/guidance/delivering-traineeships-through-efa-funding>

## **Funding rates and formula 2017-2018**

<https://www.gov.uk/government/publications/adult-education-budget-funding-rates-and-formula-2017-to-2018>

## **Funding and Performance Management rules 2017-2018**

<https://www.gov.uk/government/publications/adult-education-budget-funding-and-performance-management-rules-2017-to-2018>

## **Earnings Adjustment Statement**

<https://www.gov.uk/government/publications/earnings-adjustment-statement-eas-2016-to-2017>

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# THANK YOU



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