

TRAINEESHIPS

A GUIDE FOR YOUNG PEOPLE



TRAINEESHIPS

WHAT ARE THEY?

What is a traineeship?

Traineeships are development programmes for young people which combine work experience and learning.

They can last anywhere between six weeks to one year.

They are designed to give you the experience and knowledge you need to get started in your chosen job area.



TRAINEESHIPS

WHAT ARE THEY?

Traineeships are made up of three main elements:

1

LEARNING

You will complete a short course relating to your chosen area of work. You may work towards a qualification.

2

WORK EXPERIENCE

You will be provided with a high-quality work experience placement lasting for at least 70 hours.

3

OPPORTUNITY OR FEEDBACK

Where possible, you will be given the opportunity to interview for an apprenticeship or job. If no roles are available, you will be offered an exit interview with written feedback.

TRAINEESHIPS

WHAT ARE THEY?

BENEFITS...

- **Free training**
- **Learn about a particular job/industry**
- **Gain skills and/or a qualification**
- **Gain work experience**
- **Make contacts in your chosen industry**
- **Build your confidence**
- **Build up your CV**
- **An alternative to college**
- **Supportive learning environments**



TRAINEESHIPS

WHO CAN APPLY?

You must meet certain criteria to be able to apply for a traineeship.

You need to be:

Eligible to work in England

Have little or no work experience

**Aged 16 to 24 - or 25 with an EHC plan -
and qualified up to level 3**



TRAINEESHIPS

WHO DOES WHAT?

TRAINING PROVIDER

Trainees complete a short course with a training provider. They will provide:

- training to prepare you for work, including CV writing and what to expect in the workplace
- support to improve your English, maths and digital skills if you need it
- sector focused vocational learning to help prepare you for your apprenticeship or job and recognition of your learning

EMPLOYER

You will complete your work experience with an employer. They will provide:

- a high-quality work placement of at least 70 hours
- an interview for an apprenticeship or job if available, or an exit interview with written feedback

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MATHS AND ENGLISH

If you have not already passed your Maths and English at school, you will need to study these as part of your your apprenticeship.

You need to gain (or work towards) a grade 4 or above in GCSE Maths and English, or pass your Functional Skills at Level 2 or above.



These skills and qualifications are very valuable for your future. Not only do they look good on a CV when you apply for jobs, they will also help you in your personal and professional life.

TRAINEESHIPS

DIGITAL SKILLS

Traineeships include learning digital skills, which are very attractive to employers. Here are some examples of digital skills:



EMAILING

Learning to communicate professionally by email is a really important skill in the workplace.

SOCIAL MEDIA

Creative use of social media can help a business engage with their customers. Employers will look out for candidates who have this skill!



SOFTWARE SKILLS

Organisations often ask their staff to use specific programmes like Microsoft Word or PowerPoint. Confidence to use these programmes is very useful.

TRAINEESHIPS

EMPLOYABILITY SKILLS

Finally, traineeships include employability skills. These can help you get your dream job!



CV WRITING

Get support to write a stand-out CV that lists your skills and experience. A great CV can make all the difference!

INTERVIEW SKILLS

Learn how to talk confidently about yourself, linking your skills and knowledge to the job you are applying for.



PROFESSIONAL SKILLS

Build skills to help you in the workplace. This might include how you present yourself, using professional language and being on time.

TRAINEESHIPS FINANCE SUPPORT

Traineeships are free training programmes, **they are NOT paid work.**

You do not get paid a wage like you would if you were employed in a job. This is because you are new to the workplace and still building up your skills and experience.

However, you can often get financial support to help with travel costs and food.

[Find out more here.](#)



TRAINEESHIPS

HOW DO I APPLY?

A great place to start is the government's [traineeship search site](#).

There are also various training providers that offer both in-person and online traineeships. You can chat with your YES adviser, or contact them directly for more information.



TRAINING PROVIDERS

Heathercroft (Eastbourne)

Runway Training (virtual)

Ixion (virtual)

Skills Training UK (Brighton)

TRAINEESHIPS IF IN DOUBT, ASK!

Your YES adviser can support you to explore and apply for traineeship opportunities. Chat to them directly, or find out more below:

Follow us on social media:

facebook.com/YESEastSussex
instagram.com/YESEastSussex

Call us:

Eastbourne: 01323 368390
Hastings: 01424 311890

Or check out our website and resource page:

www.cxk.org/services/youth-employability-service-yes
www.cxk.org/resources/resources-for-young-people-in-east-sussex

Not sure if you have a YES Adviser?

If you are aged between 16-18 and live in East Sussex, we can most likely help. Get in touch via one of the methods above for more information.

