




APPRENTICES

# TRAINEESHIPS STUDENT ACTIVITY PACK



Apprenticeships



# Introduction

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Traineeships are a fantastic option for young people aged 16-24 (or 25 with an Education Health and Care Plan). This booklet is designed to help you to explore and consider Traineeships as one of your options for your next step when you leave school or college, or if you are seeking employment.

## Using this workbook

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Work your way through the different sections to explore:

- What traineeships are
- The range of different traineeships available
- How a traineeship might support you to move into employment, an apprenticeship or further training



The workbook contains **12 tasks** and is designed to last approximately **4 hours**, although you may find that some parts take slightly longer or slightly less time to complete.



To make the most of this workbook, **complete all activities** and participate in the **discussions** with your parents / carers, friends and tutor as instructed at various points.



This workbook has been designed to be very **flexible** so that you can work through it **on your own** at **a time that suits you** and **as part of a group or class**.



Please note, some of the activities will require **access to the internet**.



It's important to keep an open mind about the options that are available to you when you leave full-time education.

Traineeships are just one of the many pathways that you can choose from to help you to gain skills and experience that will support you as you progress through your career in the future.

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# What is a traineeship?



A traineeship is a skills development programme that includes a work placement. It is funded by the government and is free of charge to participate in.



A traineeship can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months.



They aim to help 16 to 24-year olds to increase confidence and self-esteem around employment and to provide a greater understanding of what employers are looking for. They will also help improve English, Maths or Digital skills qualifications, where required. This will all help you to secure a job in the future.



Traineeships are also available for 25-year olds with an Education, Health and Care (EHC) plan. All trainees must be eligible to work in England.



The purpose of a traineeship is to give you the opportunity to improve your skills and increase your chances of getting paid work.

There are 3 main elements to a traineeship:

- 1 Work experience placement
- 2 Work preparation training
- 3 English, Maths and digital training support (if you need it)

## 3 main elements of a traineeship

**WORK  
EXPERIENCE**



**TRAINING**



**ENGLISH,  
MATHS &  
DIGITAL**



# Who are traineeships for?

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If you are a young person who is...

- not currently in full-time employment
- has little work experience
- are aged 16 to 24 (or 25 with a EHC plan)
- you're qualified up to Level 3 or below (Level 3 is equivalent to A Levels)
- and could be 'work ready' within 6 months ...

...then a **traineeship** could be for you!

## Frequently Asked Questions

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### DON'T I HAVE TO STAY IN SCHOOL UNTIL I AM 18?

You have to stay in education or training until your 18th birthday, however, this doesn't mean you have to stay in school.

You have a choice about how you continue to participate in education or training and this includes full-time education at school or college, doing an apprenticeship or traineeship, or finding a job or volunteering whilst studying part-time.

### WHEN CAN I START A TRAINEESHIP?

Traineeships can start at any time throughout the year, not just in September like school or college.

You can therefore start applying whenever works best for you as long as you are 16 or over.

### I HAVE A PART TIME JOB - CAN I STILL DO A TRAINEESHIP?

**Yes absolutely!**

You will need to speak to your training provider about the details, but the good news is that you are permitted to work for up to 16 hours per week and still undertake a traineeship programme at the same time.

### WHAT MAKES A TRAINEESHIP DIFFERENT TO AN APPRENTICESHIP? WHICH SHOULD I DO?

The main difference is that a traineeship isn't a job and you don't get paid, but traineeships are seen as a stepping-stone to an apprenticeship.

It is a brilliant way to gain skills and experience in a real work placement and will hopefully lead you onto a paid apprenticeship where you could also gain a qualification.

# How do traineeships work?

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## STEP 1

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You will need to select a training provider (see the next page).  
This could be a local college, or an independent training provider.

## STEP 2

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You will start on your traineeship programme.  
Your training provider will work with you to understand the type of work experience placement that might be most suitable and enjoyable for you.  
Your training provider will help to design your traineeship programme and will help you to plan how long it will last for, and what your programme will include.

## STEP 3

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You could also start working towards qualifications that will support you to move on into further training or employment. This will include learning the skills required in the workplace and support in writing your CV.

## STEP 4

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Depending on what has been agreed with your training provider, you may begin your learning with the training provider or your work experience placement with an employer, or start them both at the same time. This will be agreed based on your individual needs.  
The learning with the training provider could be a mixture of in the classroom and possibly some online studies. They will also help you to work towards achieving your English, maths and digital qualifications (if you need them).  
Your work experience placement will be completed with an employer.  
This will be at least **70 hours of meaningful work at a placement**, providing insight, experience and sector-focused skills of the workplace.

## STEP 5

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At the end of the traineeship, if a role with the employer becomes available, you will be able to interview for the position.  
If there is not a role available, you will participate in an exit interview and receive feedback to help you to prepare for future interviews.

# How do I find a traineeship?

There are different ways to find a traineeship.

- By asking your local college or training provider if they have opportunities
- By speaking to your school/college careers advisers or the [National Careers Service](#)
- By speaking to your Jobcentre Plus adviser if you're in receipt of benefits
- Through the government website called '[Find a traineeship](#)'

## Find a traineeship website

Using the Find a traineeship website is completely free of charge.

You can find it online here: <https://www.gov.uk/find-traineeship>

The 'Find a traineeship' website looks like the image below:

The screenshot shows the GOV.UK website interface. At the top is the GOV.UK logo and a search bar. Below this is a navigation bar with links to 'Coronavirus (COVID-19)' and 'The UK and EU transition'. The main content area is titled 'Find a traineeship' and includes a breadcrumb trail: 'Home > Education and learning > Apprenticeships, 14 to 19 education and training for work'. The page describes a traineeship as a course with work experience lasting up to 6 months. It lists eligibility criteria: being eligible to work in England, unemployed with little or no work experience, and aged 16 to 24 and qualified below Level 3. A callout box states that users may be ready for an apprenticeship if they already have some work experience. The page also lists benefits: a work experience placement and help with English and maths. A 'Start now' button is at the bottom.

**GOV.UK** Search on GOV.UK

→ [Coronavirus \(COVID-19\)](#) | National restrictions in England from 5 November

→ [The UK and EU transition](#) | Take action now for new rules in 2021

[Home](#) > [Education and learning](#) > [Apprenticeships, 14 to 19 education and training for work](#)

## Find a traineeship

A traineeship is a course with work experience that gets you ready for work or an apprenticeship. It can last up to 6 months.

You can apply if you're:

- eligible to work in England
- unemployed and have little or no work experience
- aged 16 to 24 and qualified below Level 3

You may be ready for an [apprenticeship](#) if you already have some work experience.

**Related content**

- [Find an apprenticeship](#)
- [Careers helpline for teenagers](#)

You'll get:

- a work experience placement
- help with English and maths (if you need it)

You won't be paid, but you may be given expenses for things like travel and meals.

**Start now >**

# Key questions on traineeships

## WILL I GET PAID?

No, work experience placements are unpaid. A traineeship is a training programme, not a job and so employers are not required to pay you.

However, employers are encouraged to support expenses such as transport and meals.

If you receive benefits, these should continue whilst you are completing your traineeship. It is advised that you speak to your work coach so that you can check your personal circumstances.

## HOW CAN THE TRAINING PROVIDER HELP ME WITH MY ENGLISH, MATHS AND DIGITAL SKILLS?

If you don't have maths, English or ICT 9-4 (A\* - C) at GCSE, your training provider can help you to work towards qualifications called Functional Skills.

The level that you study at will depend on your current ability and what you have already achieved.

Functional Skills will help you if you progress onto an apprenticeship, as they help you to complete an apprenticeship qualification.

## DO I GET A JOB AT THE END?

That's the plan - although it is not guaranteed.

At the end of your work experience placement, if a role in the company that you are undertaking your work placement with becomes available, you will be able to apply and interview for the position.

However, it is worth remembering that not all employers will have vacancies available. If a vacancy isn't available at the time that you complete your placement, then you will participate in an exit interview with the employer.

This is to help you develop your interview skills and to practice for any future interviews you may have.

The employer will provide written feedback on how the interview went, so you know what went well and what you could work on for the next one.

Going through the process of an interview is still really valuable. It will help your interview skills and build your confidence.

The training provider can also offer guidance on how to search for apprenticeships.



# Task 1:

## Who will support me?

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- Now that you have read the first few pages of this booklet, you should have a better understanding about traineeships.
- Read the statements below about the support a trainee receives when doing a traineeship.
- Try to put the correct letter in each of the boxes for whether you think the employer offers that support or the training provider.
- We've got you started with the first one.

### Statements

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**A.** 70 hours work experience

**B.** Help to find a job or apprenticeship

**C.** A practice exit interview

**D.** Digital skills

**E.** CV writing

**F.** Support with lunch costs

**G.** Support with travel costs

**H.** Interview for a real job or apprenticeship

#### EMPLOYER

**A.** 70 hours work experience

#### TRAINING PROVIDER

### CHECK YOUR ANSWERS

Now check your answers at the back of the workbook. How did you do?

Total:  / 8

# Task 2:

## What traineeships can I do?

- There are traineeships available in just about every sector, including the ones listed below.
- Match the sectors included in the table to the pictures below
- We've got you started with the first one

### Traineeship sectors

 Sport	 Media
 Banking	 Finance
 Automotive	 Construction
 Engineering	 Retail
 Health & Social Care	 Business Administration

				
Automotive				
				

### CHECK YOUR ANSWERS

Now check your answers at the back of the workbook. How did you do?

Total:  / 10

# Task 3:

## Find a traineeship

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- Learning how to use Find a traineeship will be really valuable to help you to look for opportunities in the future.
  - Follow the instructions below to get a start at using the system and see what traineeships come up.
- 

1. Go to <https://www.gov.uk/find-traineeship>
2. Scroll down to click the **'start now'** button.
3. Enter your **postcode**.  
If you are unsure of your postcode visit:  
<https://www.royalmail.com/find-a-postcode>

### How many traineeships do you find?

This is displayed at the top of the page. Remember to click on 'next page' to see more.

### What do you notice if you changed the distance?

### Find one vacancy that you like the look of and complete the following:

(Don't worry if it is not your dream traineeship, this is just to help you find your way around the website)

#### What is the traineeship title?

#### When is the closing date?

#### What is the duration of the traineeship?

#### Who is the training provider?

#### What is the possible start date?

#### Where is it based?






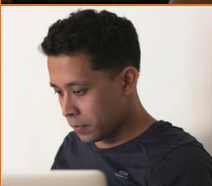
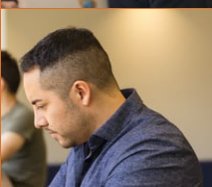
#### What training will be provided?

#### What will it lead to?

#### How do you apply?

# Task 4: Who are traineeships suitable for?

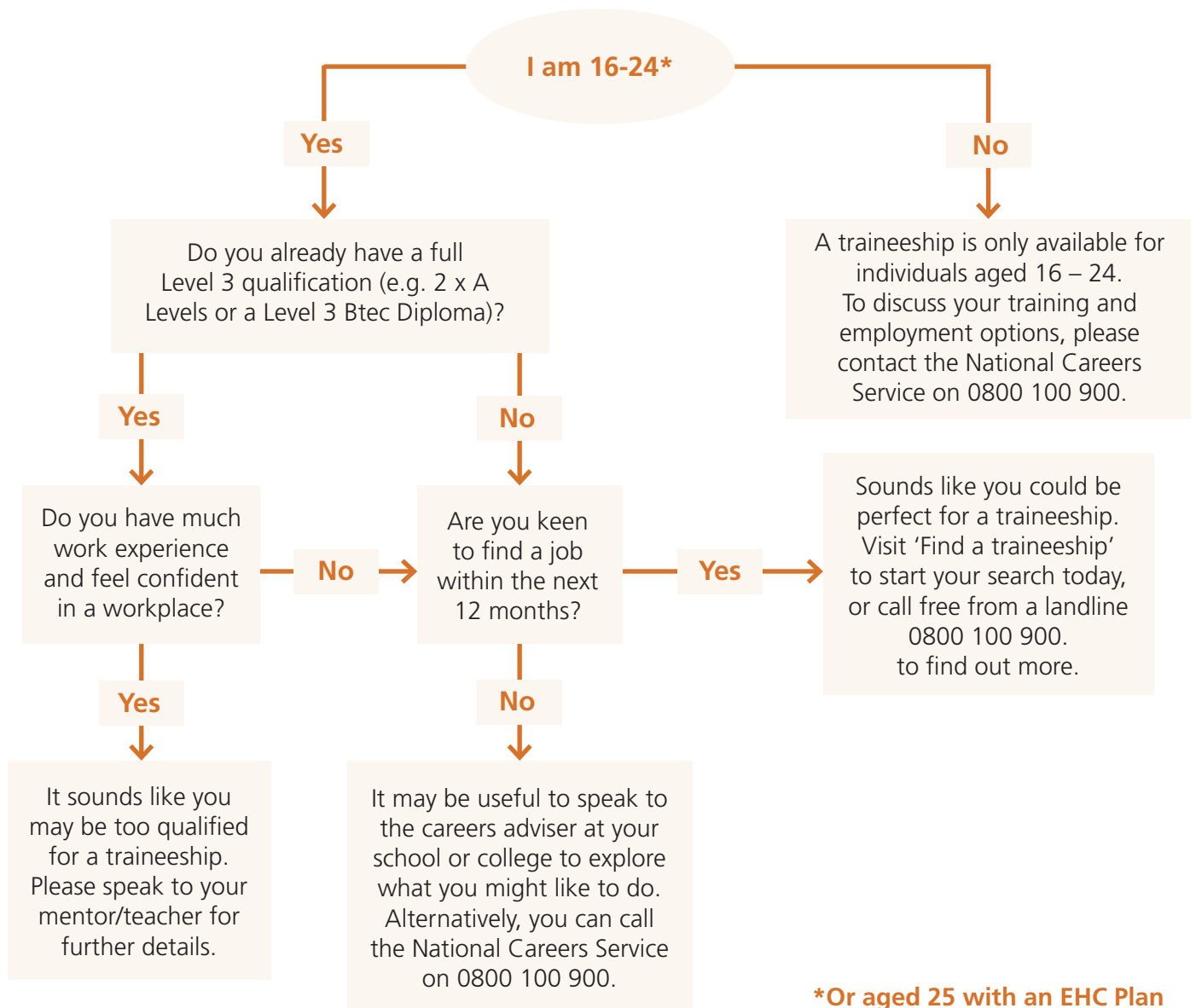
- Traineeships are not for everyone. You must be a certain age and need a certain level of training and work experience, as well as be motivated.
- Read the scenarios below. Would a traineeship be suitable for these individuals?

Is a traineeship right for this person?		Yes	No
	John is 19. He left school after his GCSEs and worked for his dad's construction company. He has enjoyed working, but now he wants to find a different career. He thinks he might want to go into office-based work but has never worked in that kind of role before.		
	Annie completed 3 A levels and achieved B, C, C, in English, Music and Geography. She's not sure if she wants to go to university full time. She wants to run her own restaurant one day.		
	Amina completed her GCSEs and went on to study A Levels. She has now decided that she wants to leave 6th form to find a job.		
	Darryl left school at the age of 16 after completing his GCSEs. He started at college in September but decided it wasn't for him. He is currently unemployed and looking for a job.		
	Jessie is currently studying towards her GCSEs but doesn't know what she wants to do afterwards. She quite likes the idea of finding a job, but isn't very confident in meeting new people.		
	Tom is currently studying his GCSE and he probably won't get the grades for 6th form. He has been applying for apprenticeships but hasn't got an interview yet. He has been told that he needs more work experience to improve his CV.		
	Kyronne is 26 years old and likes the sound of training for a new career. He started his A Levels, but left school before he finished them.		

# Task 5:

## Is a traineeship right for me?

- Work through the decision tree below to help you to decide whether a traineeship could be right for you.
- When answering the questions, imagine that you are at the point of starting the process e.g. you have completed Year 11 and received your exam results, or you are seeking employment.



**\*Or aged 25 with an EHC Plan**

## WHAT WAS THE OUTCOME?

What was the outcome of your decision tree? What do you need to do next?

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# Task 6: What are the benefits of doing a traineeship?

- Traineeships provide many benefits for both the trainee and for the employer.
- Based on what you've learnt so far, try to list as many as you can think of in the table below.
- You can work on your own or in a group for this task.

## BENEFITS OF TRAINEESHIPS

# Task 8:

## Traineeship wordsearch

- Complete the wordsearch by finding all of the words in the table below.
- Can you find them all?

W	O	E	X	P	E	R	I	E	N	C	E	S
P	T	R	A	I	N	E	E	S	H	I	P	D
L	R	S	C	E	P	A	S	T	M	I	F	I
A	U	E	T	M	U	L	I	J	H	M	D	G
C	N	E	M	P	L	O	Y	E	R	A	U	I
E	S	V	X	I	W	T	M	A	E	T	Y	T
M	P	T	K	K	R	I	V	N	P	H	N	A
E	O	S	I	R	E	N	G	L	I	S	H	L
N	E	K	N	O	T	G	L	W	O	C	I	A
T	R	C	V	W	R	I	T	I	N	G	P	M

**Traineeship**

**Skills**

**Maths**

**English**

**CV writing**

**Placement**

**Employer**

**Experience**

**Work**

**Digital**

# Task 9: How do I find the right traineeship?

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- It is really important that you think about a traineeship programme that is going to be right for you.
- In the box below, we have listed some of the questions that you could consider asking yourself.
- Use the box underneath to write the 5 things that are most important to you.

## Questions to ask yourself

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- What would you like to be doing?
- When would the traineeship start?
- How far will I need to travel each day?
- Are any travel costs reimbursed?
- Which employer(s) could I link to?
- How much support will I get?
- What will I be doing?
- Is it a small or large company?
- How many hours is it per week?
- How likely am I to move into a job after completing a traineeship?
- Who is the training provider and where are they based?

**LIST UP TO 5 THINGS THAT ARE IMPORTANT TO YOU WHEN CONSIDERING A TRAINEESHIP** (THEY COULD BE DIFFERENT FROM THE LIST ABOVE):



# Task 10: How can you be most successful as a trainee?

- Being a trainee means that you will be undertaking a work experience placement with an employer in a real business.
- When you are selecting your work placement as part of your traineeship, it is important to think about your strengths and personal areas for development.
- You will be most happy and successful in a workplace that is matched to your skills and needs, but also somewhere that will help you to develop those you may need extra support with.
- Use the table below to identify your strengths and areas for development.
- Next to the statement, write an S or D to indicate whether you feel it is a strength or an area for development:

**S - I feel this is a strength**

**D - I feel this is an area I need to develop**

	Self confidence		Learn new process and skills
	Written communication skills		Being pro-active
	Being able to work by myself		Taking on responsibility
	Using a computer		Organisational skills
	Experience in meeting new people		Working part of a team
	The structure and routine of being somewhere every day		Personal presentation skill (how I look)
	Friendly		Make useful business contacts
	Take on new challenges		To develop my English, maths and digital skills
	Meeting deadlines		Working with out supervision or support
	Leadership skills		Perseverance
	Confidentiality		Verbal communication skills
	Good time management skills		Commitment

# Task 11: A traineeship could lead to an apprenticeship

- The idea of a traineeship is that it will support you in progressing into a job or an apprenticeship.
- Many employers offer apprenticeships at different levels and in different sectors.
- Use the Find an apprenticeship website below to start exploring apprenticeships

- Visit <https://www.apprenticeships.gov.uk/apprentices/browse-apprenticeships>
- Select an area of interest from the drop-down box (this does not have to be the area you definitely want to work in, but just something that interests you).
- Enter your postcode.
- Browse through the apprenticeships that appear.
- Click one that interests you to see more information about the chosen apprenticeship.
- Now complete the table below with what you have found:

<b>Apprenticeship title</b>	
<b>Organisation</b>	
<b>Desired skills</b>	
<b>Personal qualities</b>	
<b>Desired qualifications</b>	

- Looking back to Task 10, can you recognise any of your strengths and areas of development that link to the desired skills and personal qualities that you have discovered during this task?
- Write them down in the table below. These can be used to help you discover areas that you can develop during your traineeship.

## WHICH SKILLS DO YOU NEED TO DEVELOP?

Which desired skills from the roles that interested you do you need to develop?

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

# Task 12: Test your traineeship knowledge

- Now that you've learnt more about traineeships, have a go at the quiz below and see if you can get all of the answers correct.
- Try not to look back at the previous pages for clues!

## 1. What is a Traineeship?

- A. A skills development programme to help young people to become work ready
- B. A training programme for adults to get back into work
- C. A programme at the end of an apprenticeship to top up your skills

## 2. Who are traineeships for?

- A. 16 – 18-year olds
- B. Over 25's
- C. 16 - 24-year olds (25 with an EHC Plan)

## 3. A traineeship has how many core elements to it?

- A. 1
- B. 3
- C. 5

## 4. Where can I do a traineeship?

- A. At school
- B. At a Jobcentre
- C. With a training provider or college

## 5. How long could a traineeship programme last?

- A. 2 weeks – 8 weeks
- B. 6 weeks – 12 months
- C. More than 12 months

## 6. True or false? You get paid for completing a traineeship:

- A. True
- B. False

## 7. When do traineeships start?

- A. Throughout the year
- B. January
- C. September

## 8. Why is completing a traineeship a good idea?

- A. Something to do to keep you busy
- B. You can gain work experience and transferable skills in a supportive environment
- C. It will guarantee you a full-time job afterwards

## 9. What subjects can you do in a Traineeship?

- A. The same as GCSE options
- B. A variety of subjects
- C. Traineeships are not based on subjects, but are designed to help you to develop your skills and support you to prepare for work

## CHECK YOUR ANSWERS

Now check your answers at the back of the workbook. How did you do?

Total:  / 8

# Task 13:

## Next steps

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- Now that you have worked through the booklet and have been able to use the different tools available to learn more about traineeships, it's important for you to think about what your next steps might be.
  - This could include doing further online research on traineeships, talking to your teacher, looking at the local training providers and at the opportunities that they have.
  - Please write down below some ideas on what you will do next to continue your learning about traineeships and how you are going to achieve this.
- 

**What I am going to do next:**

**How I will do this:**

**What I might need help with:**



**ANSWERS**

# Task 1: Who will support me?

## EMPLOYER

- A. 70 hours work experience
- C. A practise exit interview
- F. Support with lunch costs
- H. Interview for a real job/apprenticeship

## TRAINING PROVIDER

- B. Help to find a job or apprenticeship
- D. Digital skills
- E. CV writing
- G. Support with travel costs

# Task 2: What traineeships can I do?

				
Automotive	Engineering	Health & Social Care	Retail	Banking
				
Media	Sport	Business Administration	Construction	Finance

# Task 4: Who are traineeships suitable for?

Is a traineeship right for this person?	Yes / No
 <p>John is 19. He left school after his GCSEs and worked for his dad's construction company. He has enjoyed working, but now he wants to find a different career. He thinks he might want to go into office-based work but has never worked in that kind of role before.</p>	<p>Yes. John could look for an office-based traineeship to build his skills in this environment.</p>
 <p>Annie completed 3 A levels and achieved B, C, C, in English, Music and Geography. She's not sure if she wants to go to university full time. She wants to run her own restaurant one day.</p>	<p>Yes. Annie may be more suited to an apprenticeship as she has already achieved her A Levels, but if she doesn't feel that she has the skills and experience in the hospitality sector to apply successfully, then a traineeship could be a good option for her.</p>
 <p>Amina completed her GCSEs and went on to study AS Levels. She has now decided that she wants to leave 6th form to find a job.</p>	<p>Yes, Amina has good qualifications and could look for an apprenticeship, unless she needs the job readiness skills that a short traineeship could provide.</p>
 <p>Darryl left school at the age of 16 after completing his GCSEs. He started at college in September but decided it wasn't for him. He is currently unemployed and looking for a job.</p>	<p>Yes, Darryl could do a traineeship to help him gain the skills and experience.</p>
 <p>Jessie is currently studying towards her GCSEs but doesn't know what she wants to do afterwards. She quite likes the idea of finding a job, but isn't very confident in meeting new people.</p>	<p>Yes, building her confidence in meeting new people is one of the things Jessie could develop in a traineeship.</p>
 <p>Tom is currently studying his GCSE and he probably won't get the grades for 6th form. He has been applying for apprenticeships but hasn't got an interview yet. He has been told that he needs more work experience to improve his CV.</p>	<p>Yes. Tom could gain the work experience to help him find an apprenticeship.</p>
 <p>Kyronne is 26 years old and likes the sound of training for a new career. He started his A Levels, but left school before he finished them.</p>	<p>No, unfortunately Kyronne is over the age to complete a traineeship so could look at other training opportunities, such as apprenticeships.</p>

# Task 6: What are the benefits of doing a traineeship?

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## BENEFITS OF TRAINEESHIPS

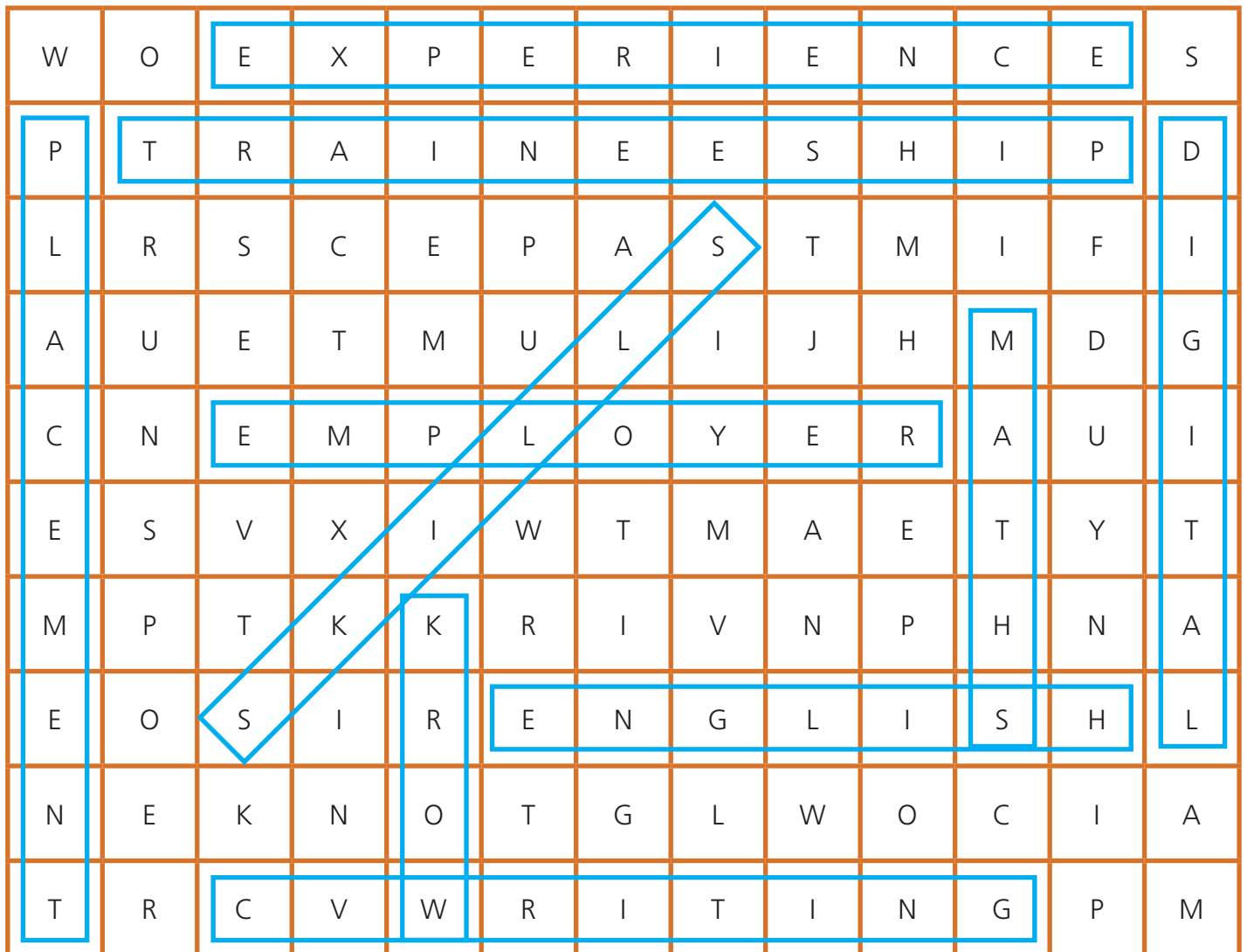
- Have a training programme suitable for your development
- Gain work experience in a supportive environment
- Learn skills needed in the workplace
- Learn about the business and the industry which is valuable to show a future employer
- Improve your English, maths and digital skills where required
- Build your confidence and self-esteem around employment
- Learn what employers are looking for
- Receive help to build your CV
- Practice interview skills
- Hopefully get the skills and experience to get a job
- Receive high quality work experience of 70+ hours with an employer.
- At the end of the Traineeship you should be in a better position to compete for an apprenticeship or other job.



# Task 8:

## Traineeship wordsearch

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# Task 12: Test your traineeship knowledge

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For more information visit:  
[www.apprenticeships.gov.uk](http://www.apprenticeships.gov.uk)

