

Traineeships- England Only

Overview

1. Traineeships is a non mandatory BIS and DfE led initiative, which focuses on young people aged 16-23 years old; living in England and who are interested in work, but need extra help to get and sustain an Apprenticeship or other job.
2. Traineeships are study based programmes combined with work placements, which give young people the opportunity to develop workplace skills and experience; putting them in a better position to compete for future vacancies/opportunities.
3. Traineeship opportunities can last from 6 weeks and up to 6 months, are flexible in nature and designed to:
 - Improve job prospects
 - Improve literacy and numeracy, where appropriate
 - Provide the opportunity to observe the workplace skills and behaviours employers want/expect
 - Show how existing skills can be adapted to the workplace
 - Offer real life work experience
 - Build confidence and overcome problems which can interfere with successful learning
 - Strengthen the CV, to include a work related reference/referee; and
 - Give employers the opportunity to observe trainees at work.
4. Traineeships contain 3 core elements:
 - Employability training
 - English & Maths (up to GCSE or equivalent Level 2, where the claimant does not already hold a A*-C level GCSE or equivalent); and
 - Work Experience Placement up to an 8 consecutive weeks maximum. (This can be extended to 12 weeks if an Apprenticeship opportunity becomes available).
 - Where the claimant has the required level of English & Maths qualifications, this element of training is not required.
5. From the first Work Focused Interview, Traineeships should be considered as a non mandatory referral option for claimants who are eligible and interested.

Eligibility

6. Benefit claimants should be in receipt of Jobseeker's Allowance (JSA) or Universal Credit (UC) only.
7. Claimants on Income Support (IS) or Employment Support Allowance (ESA) are not eligible for Traineeships.
8. Non benefit recipients who meet the other eligibility criteria can participate in Traineeships. These customers should be signposted to the National Careers Service.
9. Eligible Traineeship participants must:
 - Be aged 16-23 years old on the first day of the course (This includes claimants up to 23 years and 364 days old) or claimants aged between 16 and 24 years with a learning difficulty assessment **and**

- Be living in England from August 2013 **and**
- Have qualifications below Level 2 (up to GCSE level A-C) or below a full level 3 (A Level) qualification for 16-18 year olds **and**
- Have little or no work history; **and**
- Be close to the labour market

JSA claimants

10. JSA eligible claimants include:

- Those in Joint Claims
- Customer and Partner claims where the claimant has a skills need; and
- Credits only claims.

Universal Credit Claimants

11. Universal Credit eligible claimants include:

- Working- could do more; or
- Not working.

Claimants with Disabilities

12. Claimants aged between 16 and 24 and subject to a learning difficulty assessment are eligible to participate in Traineeships.

13. This is in line with existing educational opportunities.

14. The DWP Access to Work scheme was extended on 1 September 2013 to cover days that a supported intern or Trainee is at an “employer’s” premises.

15. Access to Work may be able to provide support for claimants with disabilities for the Work Experience Placement element of the Traineeship only.

16. An Access to Work grant may help pay for travel (where a claimant is unable to use public transport) and workplace support workers, including job coaches.

17. Young people will not have to pay any money back and it does not affect their benefits.

18. For more information, please visit the Access to Work homepage or <https://www.gov.uk/access-to-work/overview>

Part Time Workers

19. The Traineeship Delivery Framework states that Traineeship participants should not be working. A claimant may still be eligible for Traineeships if they are undertaking work a few hours a week and claiming an appropriate benefit; where they meet the eligibility requirements eg. That they have little or no work history/experience.

20. The Skills Funding Agency classification of “not working” covers those who are working less than 16 hours per week.

Young People and approved Training

21. Existing benefit rules apply in respect of Young People on non advanced education and approved training.

22. Traineeships are legally classed as non advanced education.

23. For further information on types of courses which are classed as approved training, please visit <http://www.hmrc.gov.uk/childbenefit/keep-up-to-date/when-child-aged-16/further-education.htm>

24. Claimants who are moved onto IS under severe hardship rules are still eligible to claim Traineeships, as they will have been in receipt of JSA at the point of referral.

Traineeships and other provision

Work Programme

25. Traineeship referrals should only be made where it's likely that the Traineeship will be completed prior to entry to the Work Programme.

26. Existing Work Programme deferral criteria applies.

Work Programme Participants

27. As claimants participating in the Work Programme are deemed to be further away from the labour market than those suitable for Traineeships, Work Programme participants are not eligible for Traineeships.

28. It is the responsibility of Work Programme providers and Traineeship providers to discuss eligibility for Work Programme participants. Jobcentre advisers will not be involved in the process.

Work Programme Returnees

29. Traineeships are not appropriate for claimants who complete the Work Programme and who are assigned to the Jobcentre Plus Offer regime. They are deemed to have recent work experience and should have no significant challenges in securing employment.

30. Traineeships may be appropriate for those assigned to the Mandatory Intervention Regime.

Sbwa and Work Trials

31. Traineeships are unsuitable for claimants who would benefit from a sbwa or a Work Trial. Claimants suitable for these opportunities do not require the level of support offered by Traineeships.

Mandatory Work Activity

32. Traineeships are unsuitable for claimants for whom **Mandatory Work Activity** is deemed appropriate. Traineeships are for people motivated by the prospect of work.

Youth Contract

33. Traineeships is a DfE/BIS funded programme whereas DWP work experience programme is funded by the Youth Contract. Therefore the work experience placement of a Traineeship cannot be classed as work experience under GBW/Youth Contract measures.

Apprenticeships

34. Claimants who are suitable for Apprenticeships are not suitable for Traineeships. Traineeships are designed to give extra support to young people who are not at the level required to participate in an Apprenticeship.

More complex support required

35. Traineeships are unsuitable for claimants with complex needs eg ESOL or Basic Skills or who are further away from the labour market. This is because work experience placements may start from the first week of the Traineeship.

Benefit considerations whilst on traineeships

36. Existing benefit rules apply.

37. A Traineeship is likely to total approximately 30 hours a week comprising:

- Employability training and English and maths where appropriate (likely to be 16 hours or less per week); and
- Work experience placement for up to 30 hours per week for a maximum of 8 consecutive weeks

Training Allowance

38. In most cases, Traineeships will have been designed so that the training element remains under 16 hours per week. Training Allowance will not be required.

39. Where the training element exceeds 16 hours per week for more than 2 weeks, existing Training Allowance arrangements apply.

40. Training Allowances should be paid out of existing Flexible Support Fund budgets at District Manager discretion.

41. If an opportunity does attract a Training allowance, this will be noted on the LMS opportunity.

Referral to Traineeships

42. Where a claimant is identified as eligible for a Traineeship:

- Arrange an appointment with the Traineeship provider
- Record the referral on the LMS Traineeship opportunity
- Issue (non mandatory) system generated LMS letter to claimant
- Send referral details to the provider using locally agreed process
- Consider alternative signing arrangements or advanced signing if the hours of the Traineeship will make it difficult for the claimant to attend
- Record Traineeship participation details on the JSAg for JSA claimants, and the Claimant Commitment for Universal Credit claimants
- Issue the updated JSAg or Claimant Commitment
- Explain that where appropriate, travel, childcare and reasonable adjustment costs will be met by the provider
- Explain that benefit will not be affected whilst participating subject to the claimant undertaking all activities as agreed with adviser;
- Explain that during the placement Actively seeking, attendance at the Jobcentre etc. are still required **or**
- Set up the Training Allowance where the Training element exceeds 16 hours per week (and this has been agreed by District)
- Describe general attendance, time keeping, behaviour, appearance, hygiene and adherence to health and safety requirements; and
- Explain that claimants may be expected to attend an interview with the employer and/or provide a CV, depending upon the employer's selection criteria.

Follow Up/Updating LMS opportunity

43. Providers have been advised that they must inform Jobcentres of attendance outcomes. Upon receipt of provider attendance notification:

- Update the LMS opportunity
- For JSA claimants, update the JSAG to show the claimant is taking part in Traineeship Activity
- For Universal Credit claimants, the Claimant Commitment should be noted that the claimant is participating in traineeship activity; and
- If the claimant FTA their appointment, no DMA action is required.

Travel, Childcare and Replacement Care costs

Training element

44. Costs should be funded by Traineeship providers via the Bursary Fund for 16-19 year olds and the Discretionary Learner Support arrangements for 19-23 year olds.

45. DWP should only consider funding support Travel, Childcare and Replacement Care costs out of existing Flexible Support Fund (FSF) budgets where the training provider will not pay the costs.

46. As all FSF expenditure is at District discretion, all requests for funding must be approved prior to payment as per existing arrangements.

47. Existing process applies for the payment of costs.

48. There is no indication that providers will not pay to cover expenses. Mechanisms and funding are available which allow them to do this.

Work Experience placement element

49. Employers are not required to pay young people for the work experience placement of a Traineeship as they are exempt from the National Minimum Wage.

50. Employers are encouraged to support with costs, for example reimbursing travel fares.

51. Existing benefit rules apply in respect of income should a provider provide the claimant with financial help.

52. Where employers do not provide help with costs, providers should cover any expenditure via the Bursary Fund for 16-19 year olds and the Discretionary Learner Support arrangements for 19-23 year olds.

53. DWP should only consider funding support Travel, Childcare and Replacement Care costs out of existing Flexible Support Fund (FSF) budgets where the training provider will not pay the costs.

54. As all FSF expenditure is at District discretion, all requests for funding must be approved prior to payment as per existing arrangements.

55. Existing process applies for the payment of costs.

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57. Disabled claimants may be able to receive support via the Access to Work scheme.

Data Sharing/Informed Consent

58. Providers are responsible for obtaining participant's informed consent to share data with Employers for the duration of the Traineeship.

59. DWP are not required to gather informed consent as existing data sharing arrangements apply with providers.

Process Flow Chart

See the Traineeships Process Flowchart for a quick overview of the process/to use as a desk aide.

Further information

60. More information about Traineeships can be found in the Traineeships section of the partnership manager's guidance within the Skills Guide.

Feedback

61. If you spot an error in the guidance or can suggest any further improvements, please contact the page owner by clicking the link at the bottom of this screen.