



Traineeships with IPS





Taking on a Trainee is a significant investment for your company. You can trial someone for your business to make sure they meet your needs. This guide will explain what you can expect from providing a work placement for a traineeship and what to do next if you would like to offer work placements.

WHAT IS A TRAINEESHIP?

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 12 months, with most lasting less than 6 months.

Traineeships help 16 to 24 year olds- or 25 year olds with an education, health and care (EHC) plan- get ready for an Apprenticeship or job if they don't have the appropriate skills or experience. The process can be changed and adapted during the Traineeship so that you and the young person both get the best out of the programme.

Traineeships give you as the employer the opportunity to shape a talented, potential employee while providing young people substantial and meaningful workplace experience. Create a highly skilled workforce to help grow your business

TRAINEESHIP BENEFITS

You can get ahead of the competition by bringing enthusiastic young people into your business before they get on the career ladder. Working with traineeship learners could also benefit your employees, giving them experience in training and mentoring. Traineeships allow you to increase productivity and help your business develop a loyal, talented workforce, shape the skills and experience of young people and generate good PR for your business by contributing to tackling youth unemployment.

TRAINEESHIP RECRUITMENT

The IPS Traineeship Engagement Officer and Business Development Team will work with you to identify the most suitable candidates for your traineeship placement and work with you throughout the programme to ensure success for both you the employer and the learner. Once a suitable candidate has been selected they will be sign up for the course.

INCENTIVE

A new payment of £1,000 is being provided by the Government as an incentive for every individual Trainee. (Up to a maximum of 10 per Business.)

YOUR RESPONSIBILITIES

When offering a traineeship work placement, you need to provide:

- safe, meaningful and high-quality work experience
- a minimum of 70 hours of work experience a maximum of 240 hours for benefit claimants- over the duration of the traineeship, this will be agreed before sign up
- constructive feedback and advice to the traineeship learner
- an interview for an Apprenticeship or job in

your business at the end of the traineeship if one is available

- an exit interview at the end of the traineeship with meaningful written feedback if no job is available

IPS Commitment:

IPS will advertise its Traineeship opportunities on the GOV.UK service 'Find a Traineeship' in line with the Traineeship funding rules. We will also promote this across our social media platforms.

Training costs will be met by the Government so the traineeship is free to your business, but you may support traineeship learners with expenses such as transport and meals.

IPS H&S checks will take place to ensure a safe placement for the traineeship learners.

THE TRAINEESHIP PROGRAMME

The traineeship programme is delivered on a 12 week rotation, with the mandatory elements of:

- Work placement;
- Work preparation training – achieving an Award in Occupational Studies; and

Dependent on individual learner need, the programme includes:

- Functional Skills Maths and English
- Essential Digital Skills
- A vocational element to prepare the learner for progression to an Apprenticeship or employment and appropriate to the placement they are in.

IPS TRAINEESHIP MODEL

RECRUITMENT

Applications will be picked up by our Business Development team and candidates will be screened with short telephone interviews to give a better indication of eligibility for a Traineeship programme. Successful candidates' details will be passed onto the Traineeship co-ordinator to arrange sign up at this stage.

SIGN UP AND INDUCTION

Successful candidates will be contacted by the Traineeship Co-ordinator to arrange attendance to IPS for sign up. This is where the usual sign up process will take place, checking eligibility for the programme, providing information, advice and guidance and complete English and Mathematics initial assessments. The Traineeship Co-ordinator will go through how the programme will work, ground rules to be aware of and expectations of the learner and IPS.



EMPLOYER PLACEMENT

IPS Commitment:

We will be available for any help, support and guidance throughout the Traineeship programme for both you as the Employer and the Traineeship learner themselves.

Once a candidate has been accepted as eligible for the Traineeship programme, a work placement will be sourced and agreed prior to the start of delivery.

PROGRAMME TIMETABLE

Once a cohort start date and a work placement are confirmed, a timetable will be created by IPS. This must be completed within 12 months of the start date and be a minimum of 6 weeks. The work placement will not start until the 4th

IPS Commitment:

IPS have 6 months after the last date of training to secure a positive outcome for a Traineeship learner.

week, so we can help get the traineeship learner prepped for workplace and increase confidence. This will take place with 'employability' sessions at our Training Centre, which will deliver skills to assist learners in securing long term employment. The entire job application process will be covered, including finding vacancies, using job search engines, CV and Cover Letter writing and the interview process. Further areas that can be delivered are team building, confidence and self-management. This time period will also include Functional Skills exams in Mathematics and English if needed. Once complete the Trainee will go on work placement and will need to keep a work placement log and timesheet to keep track of hours completed, making sure they complete a minimum of 70 hours. This gives the traineeship learner the time to develop new skills and behaviours and to ensure they become work-ready, having the confidence to take the first step in their career to secure an Apprenticeship opportunity or employment.

TRAINEESHIP COMPLETION

Employers are not required to provide a job at the end of the traineeship. However, once the traineeship learner has completed their work placement at your workplace, they must be offered an interview for a vacant Apprenticeship position or be provided an exit interview with feedback to help them for future employment opportunities.

SUPPORT AND GUIDANCE

IPS will always be available for advice and guidance to support you with any Traineeship enquiries and setting up a work placement. The IPS Traineeship Co-ordinator is available by telephone or email, contact details at the back of this booklet.

For more assistance, you can contact the National Apprenticeship Service (NAS) on: nationalhelpdesk@findapprenticeship.service.gov.uk or 0800 015 0600.



IPS Key Contacts

The key contact for Traineeships will be our Traineeship Coordinator but if you need any other department for advice, support and guidance please see the following contacts:

Traineeship Coordinator - 07485332516
Meryl Marshall merylmarshall@ips-international.com

If you are wishing to start the employment process please contact our Business Development Team:

For Business Development
Sharon Sewell sharonsewell@ips-international.com
Sam Townsend samtownsend@ips-international.com

If you have any questions about content or delivery for Apprenticeships, please speak to the relevant Head of Department:

Health and Social Care:
Mary Holmes maryholmes@ips-international.com

Business Skills, Motor Vehicle or Construction:
Kier Price kierprice@ips-international.com

Engineering:
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