



Professional Training
Solutions



A Learners Guide to **Traineeships**

66% of trainees get a job, take up an apprenticeship or go on to further study within six months of completing their traineeship programme.



What is a traineeship?



A traineeship is a skills development programme that includes a work placement. This government funded programme aims to provide young people aged 19-24 with a variety of experiences, knowledge, practical skills and recognised sector qualifications, along with a crucial work placement.

Traineeships help you get ready for an apprenticeship, Kickstart placement or full-time work if you don't have the appropriate skills or experience.

Undergoing a traineeship provides you with a gateway into the world of work, whether that be through an apprenticeship or full-time employment. We understand the challenges young people now face; traineeships provide you with the next step up you need to launch your dream career.

By enrolling onto a traineeship, you will be given the necessary support to get into the world of work. Traineeships allow employers to nurture their trainees to find the right candidate for their job role and ensure you fit with the culture of their organisation. By becoming a trainee, you are helping to tackle youth unemployment rates, whilst gaining valuable on the job training to help kickstart your career – it's a win-win!

Who can apply?

You can become a trainee if you are:



**Eligible to work
in the UK.**



**Aged between
19-24.**



**Are qualified
below Level 4.**



**Have little/no experience but
have a willingness to learn.**

Programme Overview:

- A traineeship will put you in a better position to compete for an apprenticeship or secure a full-time job.
- Our traineeship programme provides you with employability training, ensuring you have to opportunity to build on your CV and receive valuable on the job training.
- Throughout the traineeship, you will improve on your English, maths and essential digital skills, making you more employable.
- Once your traineeship has come to an end, you'll be guaranteed a job interview or exit interview, helping to you prepare for future job processes.



Programme Content:

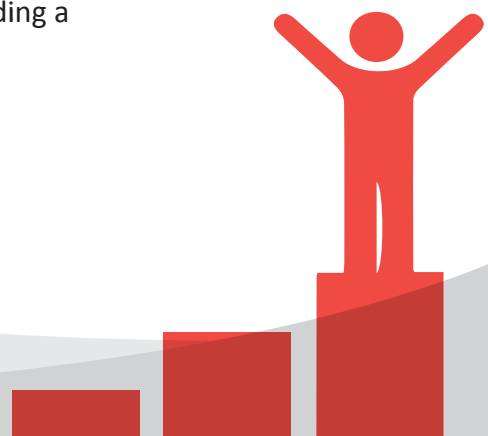
Learners will receive Employability, Maths, English and Essential Digital skills during the first 3 weeks of the traineeships. Then they will have work experience along with weekly coaching calls and complete the Employability workbook.

The topics covered for Level 1 and Level 2 awards are:

- Understanding Customer Awareness
- Understand Mind Set
- Understanding Motivation
- CV Writing

Our Expectations:

You will need to commit to the duration of the programme including a high-quality work experience placement of at least 70 hours.



What are the benefits?



High quality work placement:

Traineeships provide high quality work placement, allowing you to broaden your CV when applying for future positions. Undergoing a traineeship will help you understand what is expected from you in the workplace, whilst building relationships with employers.

Tailored to meet your needs:

Traineeships are unique as they can be tailored to meet your needs. You have the opportunity to develop relevant skills to help you become more employable in your preferred career.

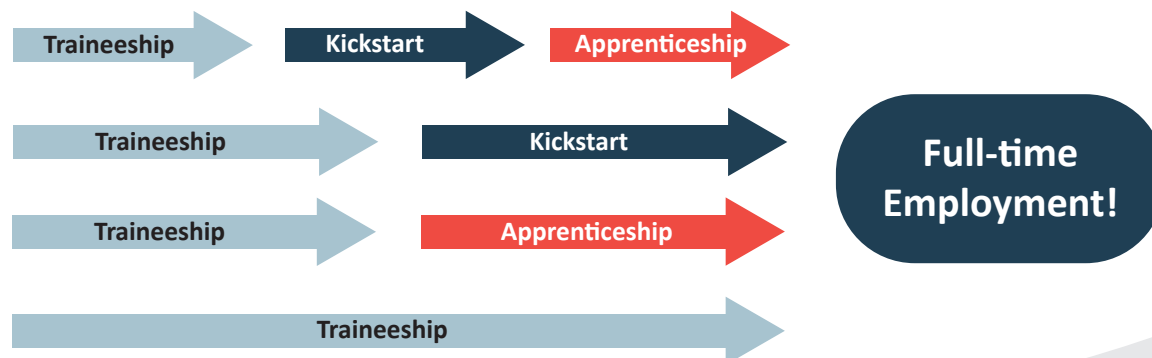
Provide you with essential skills:

Employers value English, math, essential digital skills. Traineeships provide you with the opportunity to up-skill yourself, by including these elements in the core of its training.

Moving forward:

We aim to see all our trainees strive towards full-time employment, whether that be through an apprenticeship or kickstart placement. Traineeships allow you to gain the necessary skills to move into the workplace.

Possible progression routes:



Frequently Asked Questions

Is a traineeship right for me?

Traineeships will help you to become more motivated and driven to get a job! They provide you the opportunity to gain the skills and experience employers are looking for. They act as a stepping-stone to progress into employment, whether that be an apprenticeship, a Kickstart placement or full-time work.

Do I get paid for traineeship?

Traineeships are an unpaid work placement, however; employers are encouraged to support expenses such as lunch and transport.

How long does a traineeship last?

Traineeships can last from 6 weeks up to 1 year, although most traineeships last for less than 6 months.

Why choose PTS?

Here at PTS, we understand the importance of progression. We offer a variety of training programmes, from apprenticeships to distance learning courses, to help kickstart your career. Completing a traineeship will help you gain valuable skills, knowledge and experience employers look for in a successful candidate!

To find out more, get in contact today!



01252 712945



enquiries@protrain-solutions.co.uk



www.protrain-solutions.co.uk



@protrainuk

Stoke Hills, Farnham, GU9 7TD