



# **Employer Traineeship Guide**

# ► Welcome to South Devon College's Employer Traineeship Guide

A skilled workforce is one of the most valuable assets a company can have, which is why we can support you by providing professional and award-winning training.

We serve businesses and sole traders throughout the South West and beyond. Our qualified tutors deliver high quality training across a variety of areas.

We pride ourselves in offering bespoke solutions that suit your needs and make a real and lasting difference to your organisation, regardless of the size of your business. Whether you need a short half-day course or a substantial programme of training, we have the courses to help you develop your company. From functional skills, employability skills and wellbeing workshops to higher level qualifications and apprenticeships. You will be allocated to a member of our dedicated team to ensure you stay informed about funding options and to help you to identify training needs for your business.

Our dedicated Employer Engagement team are available to provide free business and training needs analysis to ensure your business is operating effectively.

Please don't hesitate to get in touch if what you are looking for is not included in the guide. We can deliver bespoke packages to meet your needs.

I hope to welcome you soon.



**Emily Tucker**

Head of Apprenticeships and Employer Engagement

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Whilst every effort has been made to ensure the information and course listings in this guide are accurate, occasionally circumstances change beyond our control and there may be amendments.

For the latest course dates and times please visit our website or contact the team directly.

## ▶ What are Traineeships?

A traineeship is a course that includes a work placement. It can last anywhere between six weeks up to six months. Trainees may complete up to 240 hours of work experience over the six months.

Traineeships help 16 to 24 year olds and 25 year olds with an education or health and care (EHC) plan get ready for an apprenticeship or job if they don't have the appropriate skills or experience.

At the end of a traineeship, employers can offer an interview for an apprenticeship or job.



## ▶ What can employing a trainee do for my business?

Traineeships are an excellent way of re-invigorating your workforce and improving your bottom line. They can provide you with enthusiastic employees with the skills to have a lasting and positive impact on your business and, unlike apprenticeships, employers are not required to pay trainees.

### Other benefits:

- ▶ Traineeships are government funded short courses
- ▶ Businesses will receive £1,000 for each new trainee they hire
- ▶ Gives your current employees experience in training and mentoring
- ▶ You have the ability to design a programme that suits both the needs of your business and the needs of the trainee
- ▶ Can help you increase capacity and productivity within the workplace
- ▶ You can begin or continue to develop a loyal and talented workforce
- ▶ Allows you to help tackle youth unemployment
- ▶ Is a route into an apprenticeship or employment

So, to find out more, call **08000 380 123** and choose Option 3 to speak to our Employer Engagement Team. Alternatively, you can email [employers@southdevon.ac.uk](mailto:employers@southdevon.ac.uk).

## ► Your Responsibilities

When offering a traineeship work placement, you need to be aware of your responsibilities toward your trainee. This includes providing:

- ▶ Meaningful, high-quality work experience
- ▶ A minimum of 100 hours of work experience, but no more than 240 hours for benefit claimants, over a maximum of six months
- ▶ Constructive feedback and advice to the trainee
- ▶ 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

The traineeship is free for your business and the government is giving £1,000 for each new traineeship offered, but you may need to support trainees with expenses such as transport and meals.



## ► Designing the Programme

South Devon College, as the training provider, will assess the needs of the trainee. They may need pre-employment training before starting work experience with their employer.

We will then work with you to plan and agree:

- ▶ The days the trainee works
- ▶ How the programme will be delivered

Traineeships are flexible. You can adjust the programme as you go to make sure you and the trainee get the most out of it.

## After the programme

As the employer, you should:

- ▶ Offer the trainee an interview at the end of the programme if a job or an apprenticeship is available in your business
- ▶ Provide an exit interview with meaningful written feedback if no job or apprenticeship is available



## ▶ Getting Started

Our dedicated Employer Engagement Team can help you find the best fit for your business.

For advice and support on traineeships, contact our team on **employers@southdevon.ac.uk** or call us on **08000 380 123** and choose Option 3.

The College can help you design, set up and publicise your traineeships on 'Find a traineeship' and internally.

## Additional Support

For further guidance on traineeships and work experience, you can access the following:

- ▶ Work experience placements that work guide from CIPD
- ▶ Employer guides to work experience from UKCES
- ▶ Employer case studies from Skills Training UK
- ▶ Why they work videos from the Learning and Work Institute
- ▶ Work experience quality standard accreditation from Fair Train

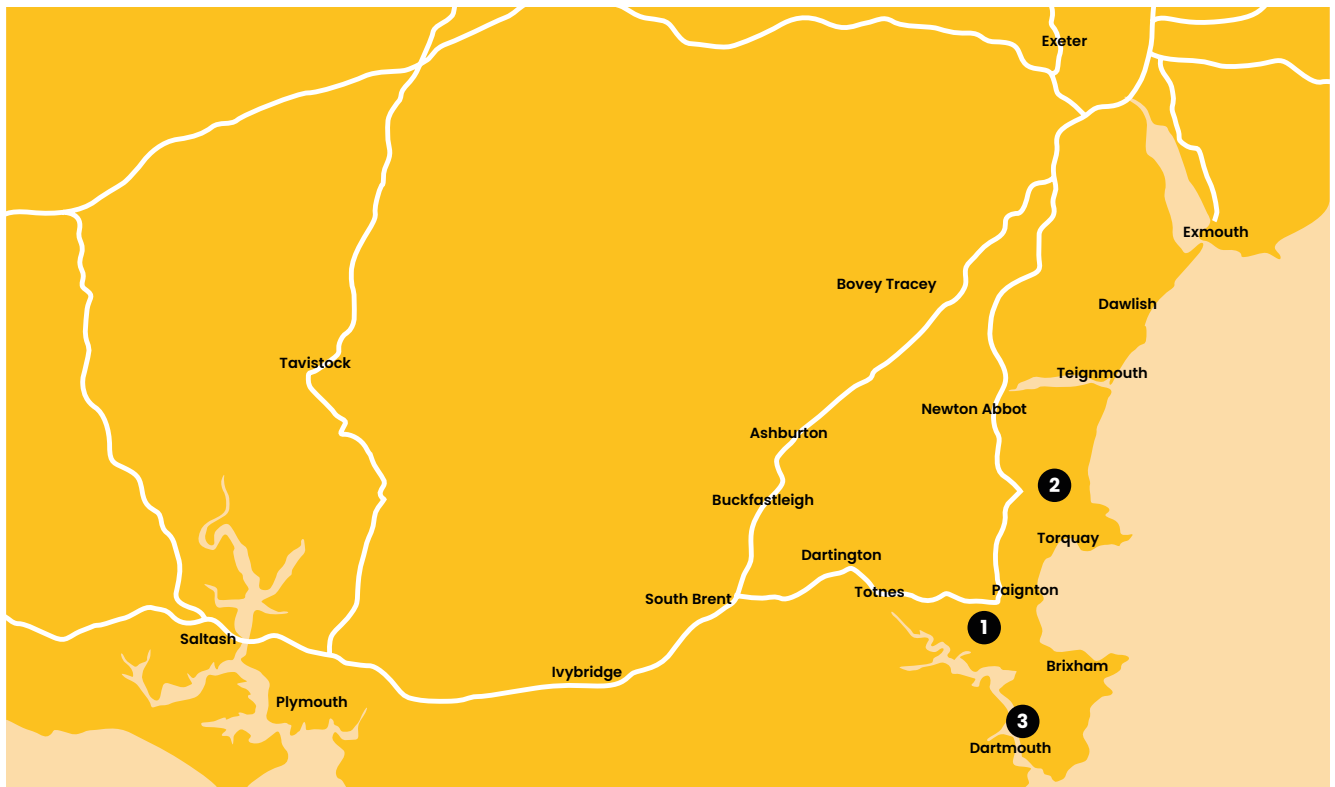
Get support to deliver work experience for people with learning difficulties or disabilities from:

- ▶ The Shaw Trust
- ▶ Access to Work



## ► Locations

Find us and drop in to any of our centres to find out more about our courses and qualifications.



### ① Paignton Campus

#### Main Building

Long Road  
Paignton  
TQ4 7EJ

**08000 380 123**

#### University Centre

##### South Devon

Long Road  
Paignton  
TQ4 7EJ

**08000 21 31 81**

### ② Torquay Campus

#### Centre for Health and Care Professions

187 Newton Road  
Torquay  
TQ2 7FT

**01803 540865**

### ③ South Devon Marine Academy

Premier Marinas  
Noss-on-Dart  
Bridge Road  
Kingswear  
TQ6 0EA

**01803 839242**

South Devon College  
Long Road  
Paignton  
TQ4 7EJ

☎ 08000 380 123

✉ [employers@southdevon.ac.uk](mailto:employers@southdevon.ac.uk)

🌐 [www.southdevon.ac.uk](http://www.southdevon.ac.uk)

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