

# Traineeships

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## Introduction

A Traineeship is a work-based training initiative, led jointly by the Department for Business Innovation and Skills and the Department for Education. Traineeships support young people aged 16 – 24 living in England who need extra help to get and sustain an apprenticeship or other job.

## Eligibility

Any Universal Credit claimant is eligible for a traineeship, except for those who are in work above their Conditionality Earnings Threshold (in the Working Enough regime).

Claimants in the Light Touch regime are not excluded from traineeships but they would need to meet the eligibility criteria below. If a 16-19 year olds on traineeships is not paid they can be considered a qualifying young person for child calculation purposes.

When considering referral to a traineeship, the suitability of the claimant for the programme must be considered. It is targeted at those who:

- are aged 16 – 18 and qualified below Level 3, or 19 -24 and have not yet achieved a full Level 2 educational qualification
- have little or no work experience
- are motivated to work
- can be ready for employment or an apprenticeship within 6 months of engaging in a traineeship
- have been unsuccessful in applying for apprenticeship vacancies because of a lack of skills or experience

Traineeships are not suitable for claimants who:

- would benefit from a Sector Based Work Academy, work trial, mandatory work activity or an apprenticeship
- have complex needs, for example because:
  - English isn't the claimant's first language
  - they do not have basic English and maths skills
  - they lack other basic skills which place them further away from the Labour Market
  - they are homeless

Claimants have access to traineeships at any time.

### **Duration and content**

Traineeship opportunities can last from 6 weeks to up to 6 months and are flexible in nature. There are 3 core elements:

- employability training
- English and maths (level 2 education level) if needed
- work experience placement

Claimants under the age of 20 are able to participate in a traineeship and remain on Universal Credit. They are not limited to participating for less than 12 hours on a traineeship to remain entitled (as would be the case for other training opportunities).

### **Skills and experience gained**

Traineeships are work-based programmes combining English and maths with work placements, giving young people the opportunity to develop the workplace skills and experience that employers require. This puts them in a better position to compete for future vacancies / opportunities.

## **Conditionality**

Universal Credit claimants under the age of 21, and without parental support, will be placed in the No Work Related Requirements Regime while they are undertaking a Traineeship.

For Universal Credit claimants aged 18 – 24 and in the Intensive Work Search regime (within the All Work Requirements regime), their hours of participation in a Traineeship count towards work preparation activity.

They will remain in the Intensive Work Search regime. Discretion is available to tailor work search / availability requirements. If it is considered that the training will help claimants move into work more quickly claimants should generally continue to attend regular Work Search Review meetings. There may need to be flexibility over the timing of these, depending on the participation requirements for the Traineeship.

Universal Credit claimants in other labour market regimes remain in their current regime during participation.

Under 19 year olds who are part of their parents' claim (as a qualifying young person) should be signposted to information on Traineeships on the Apprenticeships website or the National Careers Service.

Eighteen year olds can claim Universal Credit in their own right and participate in a traineeship.

## **Traineeship job offer**

If a claimant is offered a job following any interview as part of a Traineeship, they can be required to accept it (if they are in the Intensive Work Search regime). If the claimant is required to accept the job and they do not a sanction may be appropriate. See Sanctions.

## **The claimant's commitments**

The claimant's commitments must be tailored and be up to date with referral to any provision including traineeships. It must explain the requirements of the claimant once they are participating in a Traineeship.

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