

# **Provision: Developing employability skills and work experience**

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## **Introduction**

Claimants may have the basic essential skills that are necessary to take up work but lack the employability skills needed to compete in the labour market.

There are several support and provision opportunities available to help claimants develop skills that employers look for and gain experience in a work environment.

Some of the opportunities will provide more general employability skills training, whereas others may give the claimant sector specific training and experience.

The type of support suitable to the claimant will depend on their own individual skills gaps and the type of support they need to give them the best opportunity of moving into work.

## **Pre-employment training**

Skills training and pre-employment training is any training intended to help claimants to progress in the Labour Market. It can be full-time or part-time depending on the claimant's needs and could include:

- literacy and numeracy skills training
- ESOL
- ICT
- general or specific vocational skills for a sector or job
- employability skills

These are examples and not a full list.

Pre-employment training is also one of the parts of a Sector-based Work Academy programme or Traineeship .

### **Skills Bootcamps (England only)**

Skills Bootcamps are non-contracted provision programmes available across England. The aim of this provision is to support participants in developing a range of skills that are sought after by employers.

Claimants receive flexible courses of up to 16 weeks with the opportunity to build up sector-specific skills and fast-track to an interview with a local employer.

The actions that claimants will be expected to take part in are unique to each Skills Bootcamp programme.

For more information, see: [Spotlight on: Skills Bootcamps](#).

### **Traineeships (England only)**

A Traineeship is an education and training programme that lasts between 6 weeks and 12 months. It gives 16- to 24-year-olds the skills and experience needed to progress to an apprenticeship or other job.

It is targeted at those qualified up to and including [level 3\(link is external\)](#) who have minimal experience in work but are focused on the prospect of getting a job and are likely to be ready for employment within 6 months with appropriate training. See Traineeships.

### **Sector-based Work Academy programme (SWAP)**

The Sector-based Work Academy programme helps people who are ready to start a job and need support to learn the skills and behaviours that employers in particular industries are looking for.

The programme runs in England and Scotland and individual placements last for up to 6 weeks.

It offers training, work experience and a guaranteed job interview in a particular industry or area of work. Each programme is directly linked to a specific job vacancy or apprenticeship. See: Sector-based Work Academy programme.

### **Work Experience**

Work Experience placements cover a range of sectors including retail, construction, administration, hospitality industry and IT.

It provides claimants who have little or no work-related skills with the opportunity to gain valuable experience within a work place. It fosters the work habit in unemployed people, particularly young people, whilst boosting their confidence and creating opportunities for them to get on the job ladder. It also provides them with a potential route onto a traineeship or apprenticeship.

Work Experience gives claimants the opportunity to show they have both job role specific skills and core employability skills such as:

- time management
- organisational skills
- communication skills
- team working skills

Organisations such as the Prince's Trust, Barclays also offer employment support programmes that incorporate work experience. Opportunities available locally are to be found on the District Provision Tool.

A number of organisations and websites also advertise internships and work experience opportunities, for example:

- job courses at [Success at School\(link is external\)](#)
- opportunities at [Go Think Big\(link is external\)](#)
- work experience at [Student Ladder\(link is external\)](#)
- work experience at [Indeed\(link is external\)](#)
- work experience and internships at [Target Jobs\(link is external\)](#)
- opportunities with external employers at [Movement to Work\(link is external\)](#) (see the separate entry below)

These are examples and not a full list.

Work Experience lasts for 2 to 8 weeks and claimants are expected to do 25 to 30 hours a week unless there are agreed limitations on their availability.

Claimants are subject to all existing requirements for their Labour Market regime while on Work Experience and must be actively looking for work and be available for work.

Acceptance on a Work Experience opportunity may involve an application and interview process.

Participation on Work Experience is voluntary. Therefore, a sanction cannot be applied if the claimant fails to attend or participate or if they are asked to leave because of misconduct.

## **Work Trials**

Work Trials differ from Work Experience or other work-based training

Work Trials can be offered to a claimant in a disadvantaged group who has applied for a vacancy with an employer and has attended a formal interview for the role.

Work Trials are offered on a non-competitive basis. This means that the claimant is the only person being considered for the vacancy and the job will be theirs if the claimant and employer are both satisfied following the trial.

The purpose of the Work Trial is to overcome any remaining doubts that an employer or claimant might have about their suitability for the role.

For information on eligibility and promoting Work Trials for claimants, see the Work Trials instructions.

## **Movement to Work**

Movement to Work (MtW) is a partnership between the Civil Service and other large employers across the country to bring unemployed young people into work. It is an employer-led approach helping young people aged 18 to 30 who are not in education, employment or training.

A MtW programme aims to move claimants closer to the world of work, into a job or to be a stepping-stone to a traineeship or apprenticeship. DWP is one of the employers that hosts placement on the provision.

Each MtW programme is different because participating employers design the content that is relevant to their business or sector.

Participation in MtW is voluntary and placements are between a minimum of 25 hours and a maximum of 30 hours a week.

The content of the MtW is flexible and the programme is generally 2 to 6 weeks long, but can be extended to 8 weeks in certain circumstances. It consists of vocational training and/or work experience.

What the claimant wants to achieve must be discussed, as well as:

- their work aspirations
- their current skills
- any skills gap

This information is used to match claimants to suitable placements.

The activities the claimant undertakes are aimed at helping them develop the skills and experience needed to find permanent employment. For some, the experience of a working environment and the opportunity to build their confidence is as important as the activities they undertake.

The activities will vary depending where the placement takes place but could include:

- project work including research
- CV writing and interview preparation
- learning about marketing materials and visual displays
- developing and delivering presentations
- answering internal calls and taking messages
- shadowing other team members
- organising, attending or taking notes at meetings

This is not an exhaustive list of activities and each MtW experience is tailored to the needs of the individual through discussion with them.

On successful completion of the MtW programme, the employer will issue a certificate of achievement. Some MtW programmes may result in participants gaining formal qualifications.

MtW opportunities are found on the District Provision Tool.

### **No One Left Behind (Scotland only)**

No One Left Behind is the approach to changing employment support in Scotland, delivered in partnership with Local Government and other partners.

Through No One Left Behind, people can gain skills, confidence and access support to help achieve their employment goals. This support may include help to prepare for employment, training, education, and volunteering and to support career progression. This is also known as Local Employability Partnerships (LEPs) provision in Scotland.

Support is flexible, tailored and person-centred; and also connected with other key services including health, justice, housing provision and advice services ensuring people can get the right support at the right time.

People who choose to participate will:

- receive support from an Employability Key Worker, and
- work with the Key Worker on an individual plan to help them reach their goals

More information about the support available can be found by visiting the claimant's Local Authority's website.

### **Local Employability Services**

Information on local provision can also be found on your local District Provision Tool.

### **Jobs Growth Wales Plus (Wales only)**

This is a voluntary programme aimed at supporting 16 to 18 year old claimants in Wales to find sustainable employment and opportunities for further progression.

Types of support may include:

- the opportunity to take part in work trials and work experience placements
- one-to-one support and guidance from advisers
- the opportunity to obtain recognised qualifications
- help with applying for and starting work with local employers

For more information, see: Jobs Growth Wales Plus.

**ReAct Plus (Wales only)**

This is a grant funded and flexible programme designed to support unemployed adults aged 18 and over to obtain sustainable employment.

It provides individualised support to persons trying to enter the Labour Market by removing barriers and providing support such as:

- grant funded vocational training
- childcare and care costs
- travel costs
- wage subsidies

For more information, see: [ReAct Plus](#).