

# An Employer Guide to Traineeships

**A new training pathway**

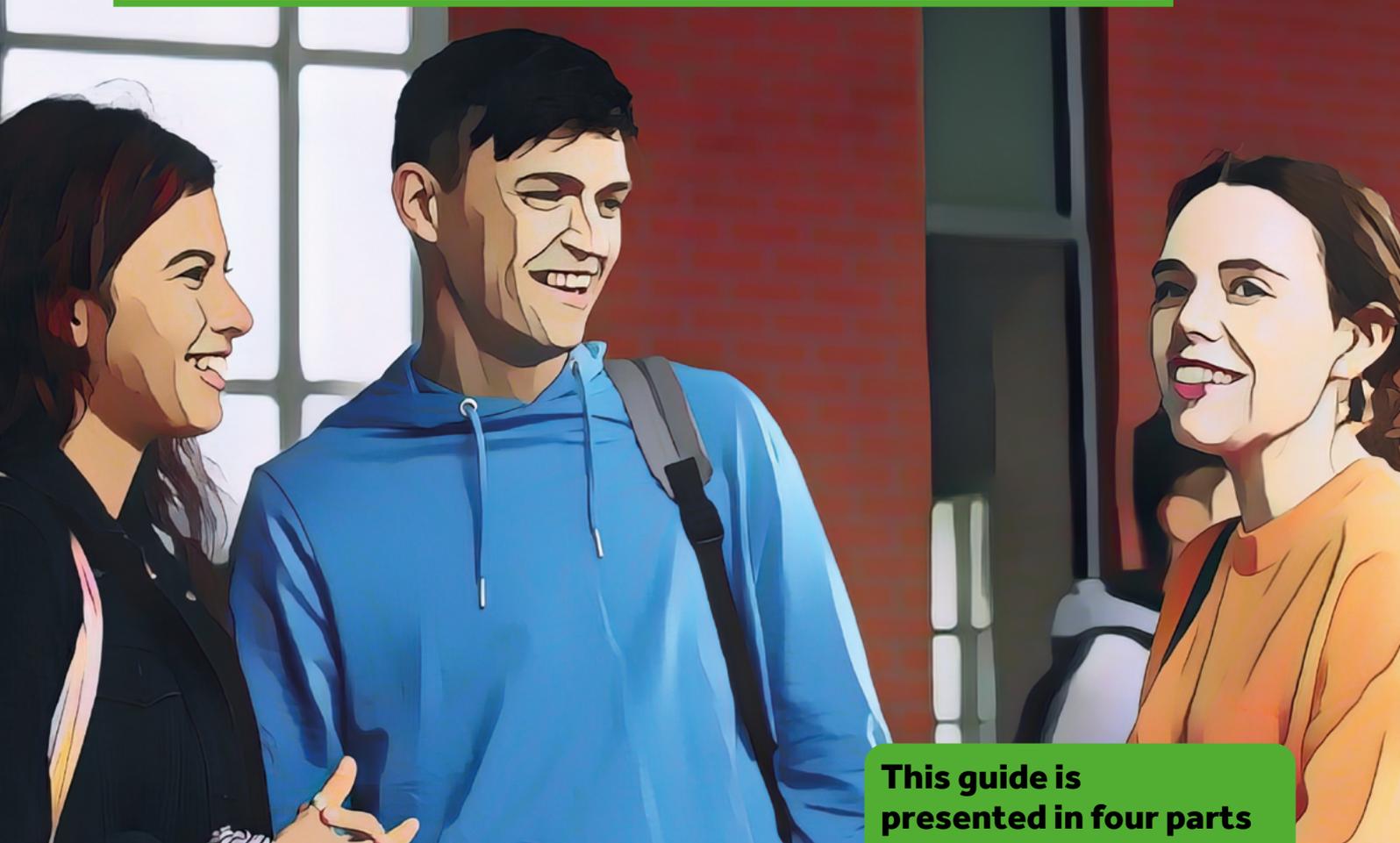


## Traineeships

Skills. Confidence. Employability.



# Introduction to Traineeships in Northern Ireland



**This guide is presented in four parts**

- 1 The Northern Ireland Traineeships
- 2 Range of Traineeships Available
- 3 Alignment to Apprenticeships
- 4 Frequently Asked Questions

## Introduction

**To ensure that employers can avail of the current and future skills required of their employees, a new Northern Ireland Vocational Education and Training (VET) Programme will be introduced in Further Education Colleges.**

The Traineeship programme will provide a high-quality vocational education and training programme, including structured work-based learning, to people who are not yet in employment or not yet working in their chosen occupational area.

Through the new Traineeship Programme, employers can access a pipeline of talent and learners, and participants can receive the opportunity to develop cutting edge skills and knowledge, enhancing their employability and future career path.

This Guide provides information for employers on the Traineeship programme. It provides information on how employers can access Traineeships; information on the range of Traineeship opportunities; and alignment of the new Traineeship system with the ApprenticeshipsNI 2021 scheme.

# An Introduction to Traineeships



The new Traineeship will be delivered by the six regional Colleges of Further Education with support for work based learning being provided by local employers.

The Traineeship programme will allow individuals to achieve a full Level 2 qualification, and will comprise the following key elements:

**A MAIN KNOWLEDGE BASED QUALIFICATION IN THE CHOSEN OCCUPATIONAL AREA**

 **VOCATIONAL SKILLS DEVELOPMENT**

**TRANSVERSAL AND DIGITAL SKILLS** 

 **WORK PLACEMENT**

**LEAD TO A TRAINEESHIP CERTIFICATE PLUS QUALIFICATIONS**  
UP TO 5 GCSE EQUIVALENT INCLUDING ENGLISH AND MATHEMATICS GRADES A\*-C 

 **ADDITIONAL QUALIFICATIONS DEEMED NECESSARY FOR WORK WITHIN A SECTOR E.G. HEALTH AND SAFETY, CSR, MANUAL HANDLING**

A key aspect of the Traineeship programme will be on **skills attainment** (including **professional** and **technical, digital** and **transversal** skills) where delivery and assessment will take place in an integrated way. The programme will also focus on harnessing the use of **blended learning (utilising technology enhanced learning)** to enhance the learning experience and enable learners to gather evidence using the very latest technology. This will also be one of the significant strategies in **developing digital skills**.

**Project Based Learning** will be a key element in the learning and assessment strategy through which

trainees will work within teams to undertake complex and challenging industry related projects.

**Work Based Learning** in conjunction with local employers is also a critical element of the learning and assessment. Placement in a suitable work environment makes the learning 'real' and supports the development of work ready skills.

All Traineeships will assess learners' skills, using a combination of continuous assessment and a **synoptic skills end test**.

# Range of Traineeships available

From September 2023 Traineeships will be available in the following occupational areas:

- Brickwork
- Carpentry and Joinery
- Electrical Installation (Electrician's mate)
- Engineering
- Land Based Engineering
- Motor Vehicle (Light)
- Motor Vehicle (Heavy)
- Vehicle Body Repair
- Vehicle Paint Refinishing
- Hairdressing
- Horticulture
- Childcare and Early Years
- Health and Social Care
- ICT
- Travel and Tourism
- Agriculture
- Plastering and Dry Wall Lining
- Plumbing (Plumber's mate)
- Retail
- Floor and Wall Tiling
- Painting and Decorating
- Butchery
- Auto Electrics
- Professional Chef
- Hospitality and Tourism Team Member
- Animal Care
- Vehicle fitting

## Traineeship Diploma

On successful completion of a Traineeship, participants will receive a full Traineeship Diploma plus qualifications up to five GCSE equivalent at grades A\*-C (including English and mathematics qualifications at level 2).

## Duration

The Traineeship programme will take one or two years to complete on a full time basis.

## Entry Requirements

Applicants will be required to hold a minimum of a Level 1 qualification defined as 4 GCSEs at grades D-G including English and mathematics grades D-F or equivalent. However, there will be a number of occupational areas where this minimum requirement will be enhanced.

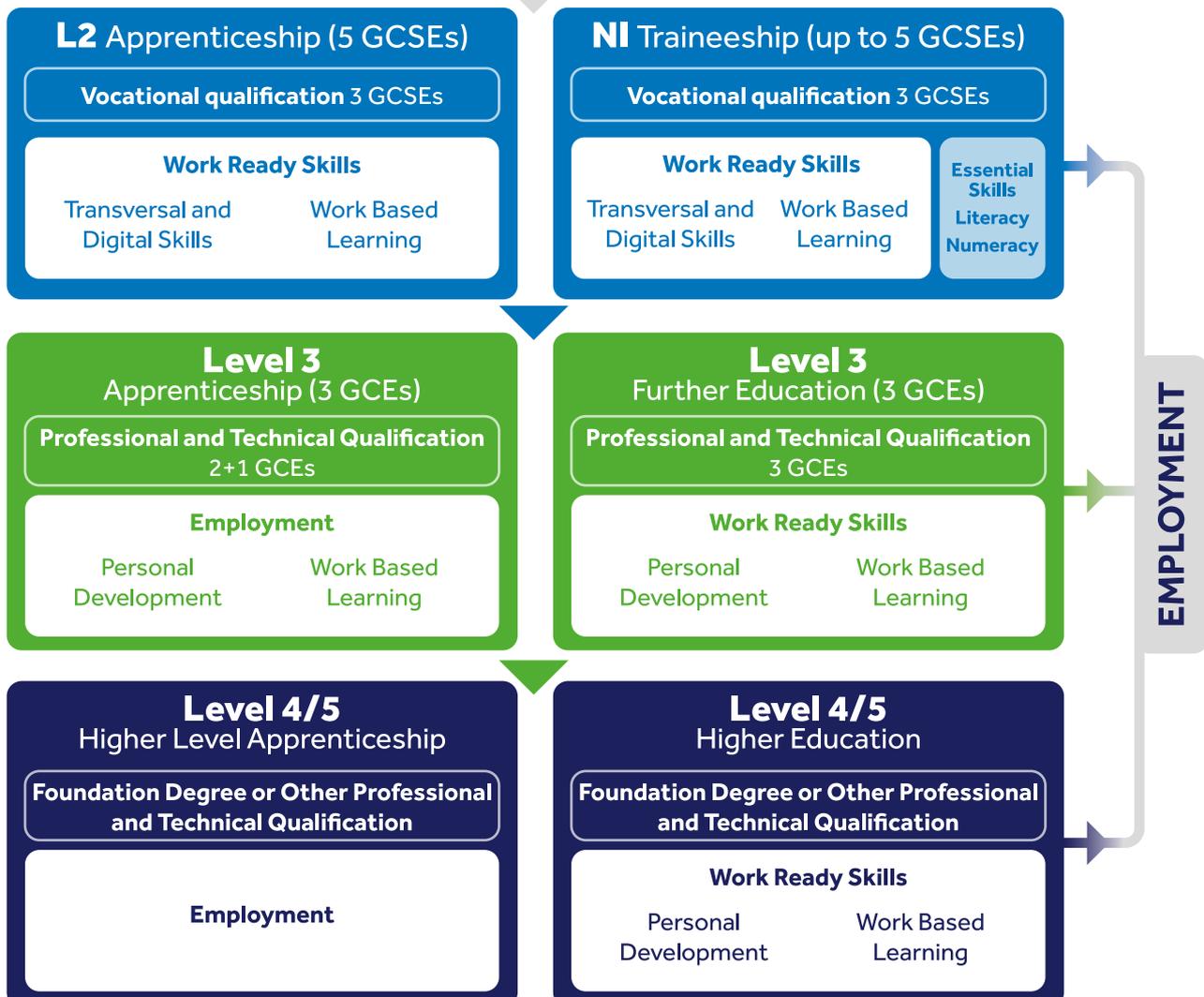
# Range of Traineeships available

The qualifications that underpin the Traineeship are aligned to the ApprenticeshipsNI 2021 Frameworks at Level 2 and therefore allow seamless transition to an employed apprenticeship route. If a Trainee secures employment in their chosen field before completion of their programme, they will be able to migrate between a Level 2 non-employed Traineeship and a Level 2 Apprenticeship. Similarly, on completion of a Traineeship participants can progress to an Apprenticeship or further education at Level 3.

The alignment and progression routes between the NI Traineeship and ApprenticeshipsNI 2021 are shown in Figure 1.

## NI TRAINEESHIP AND APPRENTICESHIPSNI 2021 FRAMEWORK

Entry onto the Traineeship Programme may be enhanced depending on the vocational area but as a minimum will require at least 4 GCSEs above grade G or equivalent level 1 qualification(s). This must include grade F in GCSE English and mathematics.



# Frequently Asked Questions



## How Do Employers Access Traineeships?

Employers interested in supporting a trainee through the work-based learning element of the Traineeship are invited to contact their local Further Education College's training unit.

Participating employers agree to provide a minimum of 20% (one day per week) of the programme as work-based learning. The College will work with employers to place trainees and to monitor and track progress on all aspects of work based learning.



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# Frequently Asked Questions



## How do potential Trainees access a Traineeship?

Traineeships are open to participants of all ages and backgrounds, and are free of charge. Trainees may include school leavers (statutory school leaving age of 16 years) or older learners. Traineeships are open to unemployed only.

Anyone interested in undertaking a Traineeship can make a direct enquiry or application to their local Further Education College.



## How long will a placement last?

The model of placement will depend on which programme your Trainee is on but as a general rule Trainees will have one day placement per week. In some cases, this may be a more intensive block placement with the Trainee in the workplace more days per week but over a shorter duration.



## Can a trainee work extra days?

If you would like your Trainee to spend more time in the workplace you have the option to employ them for any additional days including the summer months. You may wish to consider offering your Trainee an Apprenticeship, in which case, he or she will normally be in the workplace for 4 days per week.



## What if I decide that I would like my trainee to become an apprentice?

There is easy transferability between Traineeship and Apprenticeship Level 2. The qualifications on both programmes are aligned, so your Trainee can transfer to the ApprenticeshipsNI 2021 scheme at any stage during their Traineeship.



## What are the rules on Health and Safety relating to placements?

You should follow the same Health & Safety rules that your company has in place for all employees. This will include, providing them with appropriate Personal Protective Equipment (PPE).



## Do I have to pay a trainee for time spent in placement?

No, as a placement provider, you are not expected to pay anything to the Trainee. (Should you agree to employ a Trainee under the ApprenticeshipsNI 2021 scheme then as an apprentice they must be paid by the employer.)



# Frequently Asked Questions

## How Do Employers Develop a New Traineeship?

There are five main steps involved in developing a new Traineeship. Based on the experience of development over the past 2 years, it is estimated that development of a Traineeship will in general take between 6–8 months.

### Step 1 LIAISON WITH INDUSTRY PARTNERS TO IDENTIFY SKILLS NEED

The first step in creation of a Traineeship is to identify a skills need in a particular industry sector. This skills need is identified in a range of ways. Sectoral Partnerships representing particular industry sectors and employers are to the fore. National and regional data and research on current and future skills shortages also contribute. The Further Education Colleges play an essential role in engaging with industry to advise on what skills development opportunities are already available and on how an innovative Traineeship in a new area could be designed and delivered. Colleges and DfE will support and help coordinate Traineeship development, providing information on skills needs that have been identified regionally, and helping to avoid any unnecessary duplication of programme development.

### Step 2 COLLABORATIVE PROGRAMME DEVELOPMENT

During the programme development stage the design and content of the programme are developed by Colleges in consultation with industry partners. The development timeline is agreed. The design of the programme includes innovative approaches to integrate learning in the workplace as well as off-the-job, including use of technology for learning and assessment.

### Step 3 PROGRAMME PROMOTION AND RECRUITMENT

A range of mechanisms are available to employers and Colleges to promote Traineeship opportunities and enrolments. Access and eligibility information is clearly set out within this guide and via DfE, College websites and other key stakeholders will promote Traineeship opportunities regionally. Promotion will include specific information for particular groups including school leavers and parents. There is ongoing liaison with the Department for the Communities to support access to Traineeships for unemployed people. Industry groups and employers will be encouraged to support existing and prospective employees enrolling on Traineeship programmes.

### Step 4 PROGRAMME DELIVERY

Following enrolment, trainees will, in general, complete the majority of their programme with their local College. The timing and duration of work based learning in conjunction with employers will vary depending on the Traineeship area. Employers and Colleges will work together to ensure that participants successfully complete the work-based element of the programme. Colleges will support employers and trainees during their on-the-job learning via scheduled visits and practical support on work-based assessment. Employers may wish to avail of training for workplace coaches and mentors.

### Step 5 OUTCOME: EMPLOYMENT AND PROGRESSION

Following completion of their Traineeship, it is intended that the majority of trainees will transition to employment. Some may also wish to continue immediately with their learning and development by progressing to an Apprenticeship at Level 3 or alternatively to further education. Outcomes which include completion and progression to employment or further study will be monitored by DfE. This data will be supplemented by surveys and other feedback from employers and trainees.

#### Are there any insurance requirements for me to be able to take a trainee on placement?

In order to take a trainee on placement you must hold current Employer and Public Liability Insurance **and** provide the College with details and copies of relevant Insurance certificates, schedules or letters of confirmation from your insurers.







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