



# A Learners Guide to: **Traineeships**





## Traineeships

### What is a traineeship?

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year. Our traineeship will last between 8 to 12 weeks dependent on individual need.

Traineeships help you get ready for an apprenticeship or job if you don't have the appropriate skills or experience.

A traineeship is an excellent way to prepare you for an apprenticeship or for entry into employment. At a time when young people face even more challenge and competition in the labour market from older and more experienced workers, a traineeship can be the step up that you need to launch your career and enter the labour market.

Enrolling on a traineeship is an opportunity to support you into work and help tackle youth unemployment. Traineeships allow employers to nurture young people to find the right candidate for their job roles and ensure you fit with the culture of their organisation.

### What will you receive?

- Help with getting work, such as writing a CV and finding a job
- A minimum of 70 hours work placement
- Help with the skills needed for an apprenticeship or job in the area you want to work in
- A job interview or detailed feedback from the placement employer
- Help with English, maths and digital skills (if you need it)

### Our Traineeship offer

- Aimed at 19-24 year olds only
- 8 to 12 weeks in duration
- Average work experience placement of between 80-100 hrs
- 70 hours intense work preparation, understanding the work placement
- Then straight into the work placement



## Programme Overview

### Theme 1: Business Fundamentals

#### Topics:

- Introduction to your Traineeship
- British Values
- Health and Safety in the Workplace
- Sector Specific Skills
- Your Rights and Responsibilities
- Skills and Qualities for Employment
- Personal Growth and Development

### Theme 2: Employability Skills

#### Topics:

- Self-Assessment and Awareness
- Building Teamworking
- Communication
- Interview Skills
- CV Writing
- Exit Interview and Feedback

Work Placement

Without Maths, English and/or Digital Skills 8 Weeks

With Maths, English and/or Digital Skills 12 Weeks



### Who can apply?

A traineeship is for you if you are:

- Eligible to work in the UK
- Have little or no work experience but are motivated to work
- Aged 19+
- Are qualified below level 4

### Programme content

- Work preparation delivered by Hawk Training
- Work experience placement of a minimum of 70hrs
- Math, English and Digital Skills progression (if required)



## What are the benefits of a Traineeship?

1. A Traineeship will put you in a better position to compete for an Apprenticeship or secure a job
2. Traineeships give you the opportunity to build your CV and get vital experience with local and national employers
3. Improving your English, maths and digital skills will boost your chances of getting a job, as well as improving long term prospects and earning potential over your lifetime
4. Employers are at the centre of Traineeships to ensure they give you the skills needed
5. At the end of the work experience placement you'll get a guaranteed job interview or exit interview

## Is a Traineeship right for me?

Traineeships are an ideal opportunity for you if you are motivated to get a job but may lack the skills and experience that employers are looking for. If you have been unsuccessfully applying for Apprenticeships or jobs, then a Traineeship might be for you as a stepping-stone to progress to full time employment or an apprenticeship.

## Will I be paid?

Although work placements are unpaid, employers are encouraged to support expenses such as lunch and transport.

Placements are aimed at being between 10 to 16 hours per week.

## The Employer and 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. This work placement will include:

- A mentor assigned to you
- Getting a wide experience of the working environment, getting involved in work and understand why
- Although optional, we would expect your lunch and travel (as applicable) to be paid for by the employer
- Detailed, structured feedback to you ongoing and at end of placement from the employer
- You committing to a minimum of 10 hrs work placement per week

**Interested? Have questions? Call us!**

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## Why choose us?

Based in London and specialising in work-based training and vocational qualifications,

Hawk has a proven track record of

successfully delivering innovative training and development to thousands of organisations and individuals for 30 years.

We are, above all, dedicated to supporting our learners and employers in the achievement of their individual training needs and helping to improve their career and organisational development opportunities.

We offer a comprehensive range of short courses, Traineeships and Apprenticeship programmes for employed people across a range of occupational sectors.



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