

THE

EMPLOYER'S

GUIDE

TO

TRAINEESHIPS



Hull Business Training Centre
Improving Futures

2 Charlotte Street Mews
Hull, HU1 3BP
01482 211714
www.hullbusiness.co.uk

WHAT WE DO



We work with employers throughout Hull, the East Riding, North and North East Lincolnshire, helping them recruit fantastic 16+ year old Trainee's and Apprentice's into a variety of job roles, including; Office Administrators, Customer Service Assistants, Marketing Officers, Social Media Specialists, IT Support Assistants, Receptionists, Teaching Assistants and many more.

THE AIM



To ensure that we find you a choice of trainees who match your requirements perfectly and that your chosen Trainee will progress onto an Apprenticeship with yourselves and become a key member of staff in the future.

HOW IT WORKS



We will discuss your requirements and advertise your position on the [government website](#), as well as through a number of other outlets. After interviewing potential candidates ourselves we'll send you a choice of CV's for those candidates who we feel meet your requirements. We will then organise interviews and let the candidates know the outcomes. Once you have selected a Trainee, they will be signed up to the Traineeship programme (see page 4).

THE COST



There is absolutely no cost to an employer who takes on a Trainee. We don't charge any recruitment fees and your Trainee's training is fully funded by the Skills Funding Agency. Your Trainee will receive a weekly bursary from us along with getting their travel costs reimbursed.

PAPERWORK



Prior to your Apprentice commencing employment with yourselves, we will need to carry out a Health and Safety site visit. This visit can take up to an hour and is a requirement of the Skills Funding Agency (SfA) who fund Traineeships. On the first day of the work experience placement, you will be sent a Workplace Induction Checklist, Confidential Health Form and a Learning Agreement. Again, it is an SfA requirement that you complete, sign and return this paperwork to us at your earliest convenience.

TRAINEESHIP



A Traineeship is a training programme that incorporates work experience to prepare young people for their future careers. Designed to help young people ages 16 to 18, Traineeships help young people to gain skills and experience whilst providing them with work preparation and enhancing English and Maths skills. Traineeships offer employers the flexibility and opportunity to grow their business and enhance their workforce.

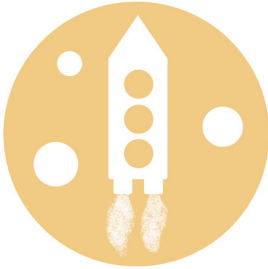
The Traineeship is a 9 week long programme. For the first two weeks the Trainee will attend our Training Centre for 3½ days per week. During weeks 3-8 the Trainee will attend the Training Centre on a Monday and the work experience placement for a total of 28 hours during Tuesday to Friday. In week 9, the final week, the Trainee will return to our Training Centre where they will complete preparation for moving on after their Traineeship, ideally into an Apprenticeship position.

INTERMEDIATE APPRENTICESHIP



Once your Trainee has achieved their Traineeship, they will hopefully have been offered the opportunity to progress onto an Intermediate Apprenticeship, either by yourselves or another employer. This is a Level 2 (GCSE equivalent) framework of nationally recognised qualifications. It will take the Apprentice approximately 12 months to achieve this Apprenticeship framework and their Assessor will keep you updated with progress.

IN THE FUTURE



Once your Trainee has achieved both their Traineeship and Intermediate Apprenticeship, it is hoped that they'll have done so well that you'll want to progress them onto an Advanced Apprenticeship (A-Level equivalent) or take them on permanently. You can, of course, offer them a permanent contract of employment at any point from your Apprentice's first day of learning onwards, however, most employers prefer to offer fixed term contracts for the duration of each Apprenticeship framework initially.

SUCCESS



We want to work with you for years ahead and the success of your Apprentice is of paramount importance to us. We will do everything we can to support you at all times and our dedicated, professional, experienced and enthusiastic team are available at all times should you need us.

CONTACTS



HULL BUSINESS TRAINING CENTRE

HULL

2 Charlotte Street Mews
Hull
HU1 3BP
T: 01482 211714

GRIMSBY

1st Floor
5 Town Hall Street
Grimsby
DN31 1HN
T: 0800 9155381

SCUNTHORPE

The Bellwood Suite
Unit 3, Park Square
Scunthorpe
DN15 6JH
T: 0800 9155381

Chris Dolman - Strategic Development Manager
chrisdolman@hullbusiness.co.uk


USEFUL LINKS



[NATIONAL APPRENTICESHIP SERVICE](#)

The National Apprenticeship Service, part of the Skills Funding Agency, is the government agency that coordinates apprenticeships in England, enabling young people to enter employment.

EQUALITY AND DIVERSITY

In addition to ensuring our learners are entering a safe environment, we also want them to enter a fair environment – is Equality & Diversity something that your organisation has considered before? Whether your business is well versed in E&D considerations, or it is something entirely new to your organisation, we believe this [ACAS booklet](#)  will be of use to you. If you would like any further information, advice or guidance on E&D, please do not hesitate to contact us at the training centre.

TWITTER



www.twitter.com/hullbusiness

FACEBOOK



www.facebook.com/hullbusinessstrainingcentre

HBTC



www.hullbusiness.co.uk