

Increasing progression from Traineeships to Apprenticeships

“The Traineeship Staff Support Programme has been commissioned
and funded by The Education and Training Foundation”

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This workshop

- Overview of KEITS TSSP 1 Resources
- 4 x case studies
- Challenges
- Success factors
- Your experience

TSSP 1 Partners



The toolkits



Employer Engagement

▼ Toolkit 1 of 3

For use by training provider staff who are delivering, or planning to deliver Traineeships

July 2014

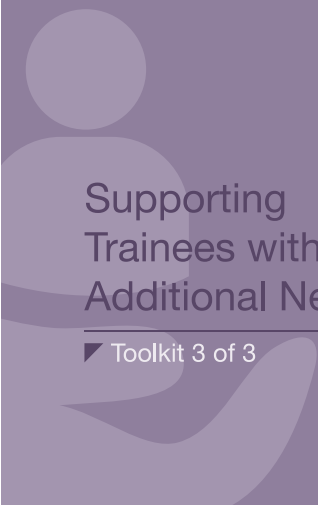


Initial Assessment Tools for Traineeships

▼ Toolkit 2 of 3

For use by training provider staff who are delivering, or planning to deliver Traineeships

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Supporting Trainees with Additional Needs

▼ Toolkit 3 of 3

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Case study # 1 – A real job vacancy

- Employer placements are selected where there is a real apprenticeship vacancy
- Employer is involved in the first 4 weeks through visits, talks and tours of workplace
- Employer interviews trainees
- Trainee also selects which employer and applies
- Regular reviews of expected progression

Case study # 2 – Apprenticeship Pack

- All trainees complete the Apprenticeship pack within first 2 weeks (20 hours)
- Encouraged detailed research into apprenticeships
- Also covers wider employment
- Download for free

<https://www.gov.uk/government/publications/apprenticeships-teachers-handbook-and-study-material>



35 interactive tasks and activities

Section A

Session 4: Activity Sheet

Activity Sheet

Task 10 – How do you find an apprenticeship?

Name: _____

Log into your 'Find an apprenticeship' account and select three of the case studies below to carry out a search. For each of the three case studies that you select, base the search on 10 miles and write down how many suitable vacancies you have been able to find in the grey box.

Name	Caleb	Alex	Kate
Sector category	Arts, Media & Publishing	Business, Administration & Law	Agriculture, Horticulture and Animal Care
Job role	Advertising & Marketing Communications	Business and Administration	Equine
Location	London	Blackpool	Plymouth
No. of suitable vacancies			
Name	Barney	Sam	Siobhan
Sector category	Construction, Planning & the Built Environment	Health, Public Services and Care	Leisure, Travel & Tourism
Job role	Construction technician	Health & Social Care	Cabin crew
Location	Manchester	Cambridge	Canterbury
No. of suitable vacancies			
Name	John	Charlie	Helen
Sector category	Engineering & Manufacturing Technologies	Education & Training	Business, Administration & Law
Job role	Engineering Manufacturer	Supporting Teaching and Learning in schools	Accounting
Location	Coventry	Bristol	Liverpool
No. of suitable vacancies			

Self Assessment Questionnaire A

Section A

Self Assessment Questionnaire A

		Agree	Disagree
1	I know what an apprenticeship is		
2	I know about the range of different job roles		
3	I know about the different employers that offer apprenticeships		
4	I know how to access the apprenticeship website		
5	I understand how apprenticeships compare to going to University		
6	I know when I can start an apprenticeship		
7	I know where to find apprenticeship vacancies		
8	I know how to sign-in to my 'Find an apprenticeship' account		
9	I know how to conduct searches for different vacancies		
10	I know how to find vacancies in my geographical location		

If you have ticked disagree for any of these statements please speak to your tutor for extra help.

Your signature: _____

Your tutor's signature: _____

Your parent/carer's signature: _____

Congratulations, you have now completed section A of this workbook.

Case study # 3 – Utilising apprentices

- Placements where an apprentice is already employed
- Apprentice is used to plan the placement, design tasks and mentor trainee (agreed with employer)
- Apprentices trained as Apprenticeship Ambassador
- Possible coaching and mentoring units

Case study # 4 – Partnership approach

- Provider does not deliver apprenticeships
- Apprenticeship providers are part of the programme
 - Recruitment of trainees onto traineeship
 - Part of weekly reviews – attendance, behaviour
 - Input into programme – employer expectations, new vacancies, registering on FAA, completing application forms, preparing for interview
 - Can support with identifying suitable traineeship placements

The challenges

- Employer wants to employ the trainee before they have completed
- Employer will not give you evidence of employment
- Learner reveals that they do not want to progress
- Learner does not progress immediately – tracking & monitoring requirements

The success factors

- Clear line of sight to an apprenticeship
- Creative use of apprentices to support trainees
- Getting employers involved as a solution to their recruitment needs – harder to find good staff
- Partnership working with other providers
- Early registration on FAA and regular searching and applications
- Job outcome is an expectation (peer support) as standard... e.g. 'When you move onto an apprenticeship...'

What experiences have you had?

Contact us



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