



Traineeships For Candidates

WHAT IS A TRAINEESHIP?

Not sure of your next steps after school? Or are you unsure of what career path you want to take?

A Traineeship could be the answer for you, a skills development programme that includes a work placement. It can last from 6 weeks up to 12 months, with most lasting less than 6 months.

Traineeships help 16 to 24 year olds - or 25 year olds with an education, health and care (EHC) plan - get ready for an Apprenticeship or job if you don't have the appropriate skills or experience. The programme can be changed and adapted during the Traineeship so that you get the best out of the programme.

Traineeships give you as the learner the opportunity to gain work experience, functional skills and the option to try a specific sector and see if that is the career path for you.

TRAINEESHIP ELIGIBILITY

The 19 – 24 traineeship funding is targeted at those who are:

- Not in employment, education or training and have very little work experience
- Qualified up to and including a full Level 3 qualification
- Would be work ready within 6 months of completing the Traineeship

TRAINEESHIP OPPORTUNITIES

- Gaining a work placement which gives valuable work experience
- Work ready skill training to support job opportunities
- Support with functional skills
- Developing skills which can lead onto a career pathway
- Interview opportunity, being first on hand for any apprenticeship vacancy opportunities
- Completion of a Traineeship helps trainees to decide which career sector they would like to follow - a "Try before you buy"
- IPS will support you from the initial selection process through to completion and beyond the Traineeship, working with partners to ensure support is available to strengthen employment opportunities
- IPS will also support you by matching you with the most appropriate employer for work experience, based on your skills, interests and aspirations

TRAINEESHIP DELIVERY

In the programme, you will cover a wide range of key employability skills to secure long term employment. These include writing a comprehensive CV and cover letter, learning how to complete job applications and interview techniques. Furthermore, you will be able to undertake vocational skills in a sector area of your choice to give you a head start in that area.

Delivery of the Traineeship will take place in a blended approach with a combination of face to face delivery and remote training sessions using online platforms.

We have a duty to reduce workplace risk to the lowest reasonably practicable level by taking preventative measures to make sure everyone's health and safety is protected. Please be assured we are COVID SECURE and you can visit our website to see all our guidelines in place.

The Traineeship Programme

The Traineeship programme is delivered on a 12 week rotation, with the mandatory elements of:

- Work placement;
- Work preparation training – achieving an Award in Occupational Studies; and

Dependent on your needs, the programme includes:

- Functional Skills Maths and English
- Essential Digital Skills
- A vocational element to prepare you for progression to an Apprenticeship or employment and appropriate to your placement

Progression

On completion; you may gain employment, an Apprenticeship or further education.

Support and Guidance

IPS will always be available for advice and guidance to support you with any Traineeship enquiries. The IPS Traineeship Officer is available by telephone or email in working hours, 08:30am to 5pm Mon - Fri.

Contact Details:

Traineeship Engagement Officer:
Meryl Marshall - 07485332516
merylmarshall@ips-international.com

Traineeship Tutor:
Jim Fitch
JimFitch@ips-international.com

For further information

T: 01634 298800

E: theoffice@ips-international.com

Head Office:

Northbank House
Thomas Longley Road
Medway City Estate
Rochester, Kent ME2 4DU

Dover office:

11a Lorne Road
Dover, Kent
CT16 2AA

Tel. 01634 298800

Email: theoffice@ips-international.com

Website: www.ips-apprenticeships.co.uk

