



Pearson

Support for **Traineeship Programmes**

Simple, accessible, manageable

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Who are Traineeships for?

Traineeships are designed for 16 to 24-year-olds, and up to age 25 for those with an education, health and care (EHC) plan, who want to progress to an apprenticeship, paid employment or further study. They can also form part of the Study Programme provision for 16 to 19-year-olds, leading onto further study or an apprenticeship after completion.

The core group of learners are those:

- who are unemployed and have little work experience, but who are focused on work or the prospect of it
- who are 16-24-years old, or 25 for those with an education, health and care (EHC) plan
- whom providers and employers believe have a reasonable chance of being ready for employment or an apprenticeship within 6 months of engaging in a Traineeship.

What are Traineeships?

Traineeships are now available to learners who already hold a Level 3 qualification. Previously, only those qualified to Level 2 were eligible for the programme.

The core content of a Traineeship should consist of three elements:

- **Work preparation training:** This must address the employability needs of the learner and could include writing CVs, preparing for interviews, searching for jobs and developing interpersonal and communication skills.
- **Work placement:** The number of hours for the work placement is now reduced. Traineeships must have a work placement offer lasting for a minimum period of 70 hours. *(Previously the work placement minimum requirement was 100 hours.)*
- **English, maths, ESOL or digital skills as necessary:** There is now a requirement for digital skills to be assessed and provided as part of a traineeship in line with an individual learner's needs. (This may have happened within traineeships in the past without being specified in this guidance.)

A flexible element can also be added to help the learner move into work or remove a barrier to them entering work. A new requirement has been introduced which requires any vocational learning within the flexible element to be linked to occupational standards to support progression into apprenticeships. How this is done is flexible and it does not remove the 20% off the job training requirement if a trainee moves into an apprenticeship.

How long are Traineeships?

Traineeships can last from 6 weeks up to 1 year (although most will last for less than 6 months).

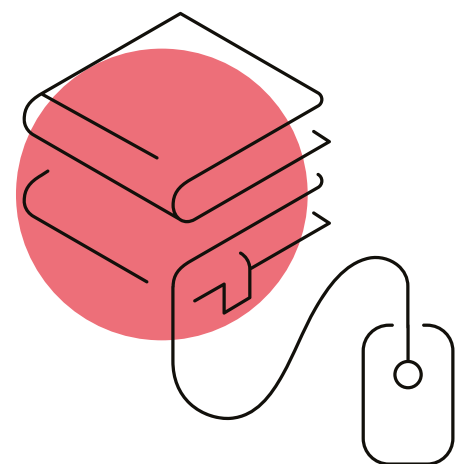
Previously, traineeships could last a maximum of six months. This change was implemented from 23 March 2020 due to the impact of Coronavirus (COVID-19) and is still applicable.

Essential Digital Skills requirement

The ESFA also require Traineeship providers to support the development of any digital skills that are part of an occupational standard published by The Institute for Apprenticeships & Technical Education being linked to in the vocational learning element.

You must support trainees aged 19+ to improve digital skills where they are assessed as below level 1 through the Digital Entitlement.

The Digital Skills Entitlement means individuals aged 19 or older and assessed at below level 1, can be fully funded to take **Essential Digital Skills qualification (EDSQ)** up to and including level 1.



Pearson Support for Traineeship Programmes

Pearson support offers you:


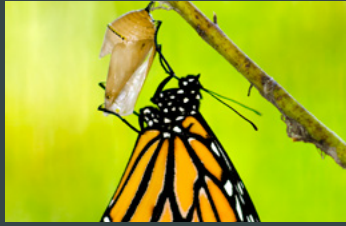

- Opportunity to create bespoke learning by selecting from a wide range of sectors
- Resources to help support your teaching and delivery
- Qualifications or units of learning that provide progression into employment, apprenticeships or further study

For more info on Traineeships:
[Click here](#)



Non-sector-related qualifications

You can design your Traineeship programme from the varying qualification size options available and choose from a range of core skill related units. This gives you the flexibility to tailor a programme to meet the needs of your learners.

Entry Level 3

Qualification Name	<u>WorkSkills</u>	<u>Personal Growth and Wellbeing</u>	<u>Introductory in Vocational Studies</u>
			
Subject Areas of interest	<ul style="list-style-type: none"> • Exploring work related skills and behaviours • Taking part in an interview • Staying safe in the workplace • Know how Literacy skills are used in the workplace • Know how numeracy skills are used in the workplace 	<ul style="list-style-type: none"> • Understanding Physical, Emotional and Sexual Health • Becoming more environmentally aware • Planning your progression 	<ul style="list-style-type: none"> • Communication, writing, speaking and listening to others • Working with others, respecting other team members and their contributions. • Problem solving, identifying issues and making decisions to find solutions.

Level 1			
Qualification Name	<u>WorkSkills</u>	<u>Personal Growth and Wellbeing</u>	<u>Introductory in Vocational Studies</u>
			
Subject Areas of interest	<ul style="list-style-type: none"> ● Exploring the use of internet and digital products and services In the workplace ● Participating in a work experience placement ● Selecting and applying for a job Considering your own work related skills and behaviours 	<ul style="list-style-type: none"> ● Improving physical, emotional and wellbeing ● Finding ways to be resilient ● Financial commitments 	<ul style="list-style-type: none"> ● Being organised ● Developing your progression plan ● Working with others ● Researching a topic

Level 2		
Qualification Name	<u>WorkSkills</u>	<u>Personal Growth and Wellbeing</u>
		
Subject Areas of interest	<ul style="list-style-type: none"> ● Participating in a work experience placement Planning for career entry ● Contributing to team working in the workplace ● Knowing workplace rights and responsibilities ● Understanding equality and diversity in the workplace 	<ul style="list-style-type: none"> ● Maintaining physical, emotional and sexual health and wellbeing ● Investigating Personal Identity ● Being Financially Aware ● Producing a Long-term Personal Progression Plan

Sector-related qualifications | Level 1

With a diverse range of sectors to choose from when creating your sector specific Traineeship programme, you can select the units most relevant and appropriate for your learners within each sector.

Level 1	
Sector	Qualification Name
Business	<ul style="list-style-type: none"> ● <u>Introductory in Business</u> ● <u>Award in Principles of Business Administration</u>
Caring for Children	<ul style="list-style-type: none"> ● <u>Introductory in Caring for Children</u> ● <u>Award in Caring for Children</u>
Construction	<ul style="list-style-type: none"> ● <u>Introductory in Construction</u>
Customer Service	<ul style="list-style-type: none"> ● <u>Principles of Customer Service</u>
Digital	<ul style="list-style-type: none"> ● <u>Introductory in Digital Media</u>
Engineering	<ul style="list-style-type: none"> ● <u>Introductory in Engineering</u>
Health and Social Care	<ul style="list-style-type: none"> ● <u>Introductory in Health and Social Care</u> ● <u>Award in Preparing to Work in Adult Social Care</u>
Information Technology	<ul style="list-style-type: none"> ● <u>Essential Digital Skills Qualifications (EDSQ)</u>
Land-based	<ul style="list-style-type: none"> ● <u>Introductory in Land-based Studies</u>
Sport	<ul style="list-style-type: none"> ● <u>Introductory in Sport</u>
Transport and Logistics	<ul style="list-style-type: none"> ● <u>Introductory in Transport and Vehicle</u> ● <u>Principles for carrying and delivering goods by road</u>
Warehouse and Storage	<ul style="list-style-type: none"> ● <u>Award in Warehouse and Storage</u>

BTEC Pathways | Level 2

Making adult learning accessible and relevant

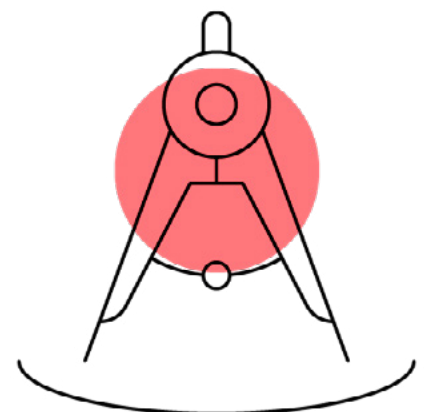
Pearson BTEC Pathways are carefully selected bite-sized training programmes consisting of units from BTEC regulated qualifications and the Workplace Skills and Behaviours modules from Pearson Learning Hub. They allow you to deliver shorter flexible training to support the reskilling and upskilling of adults to enable them to progress quickly to the next steps in their careers.

There are currently 11 BTEC Pathway programmes at Level 2.

Each Pathway programme consists of two workplace behaviours modules (**Adaptability and Personal Resilience**, and **Professionalism and Work Ethics**) as well as three (or four where applicable) units from the chosen sector.

- **Animal Care**
- **Bench Joinery**
- **Business Admin**
- **Engineering**
- **Customer Service**
- **Horticulture**
- **Hospitality**
- **Painting and Decorating**
- **Retail**
- **Site Carpentry**
- **Trowel Operations**

For more info on BTEC Pathways: [Click here](#)



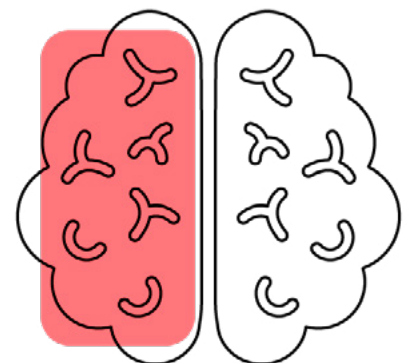


Learning Hub | Workplace behaviours

Help your learners to develop core soft skills and competencies with our behaviour bundles.

- **Accountability**
- **Adaptability and Personal Resilience**
- **Commercial Awareness**
- **Decision-making**
- **Managing Own Personal Performance**
- **Managing Personal and Professional Development in the Workplace**
- **Negotiation and Influencing**
- **Problem Solving and Critical Thinking**
- **Professionalism and Work Ethics**
- **Self-Management**
- **Teamwork**

For more info on workplace behaviours: [Click here](#)



Sector-related qualifications | Level 2

Level 2	
Sector	Qualification Name
Business	• Principles of Business Administration
Customer Service	• Principles of Customer Service
Health and Social Care	• Preparing to Work in Adult Social Care
Warehouse and Storage	• Warehousing and Storage Principles

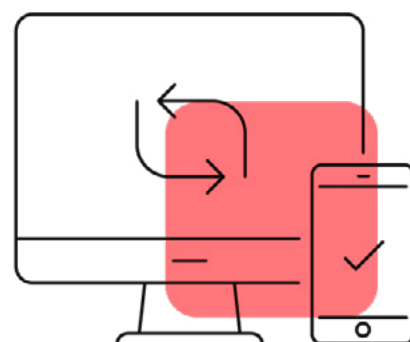
Resources to support delivery

myBTEC | free assessment workflow tool

This workflow tool has been designed to help you carry out your BTEC assessment process right from the very start of each course. It has been built to work alongside your current ePortfolio or MIS systems.



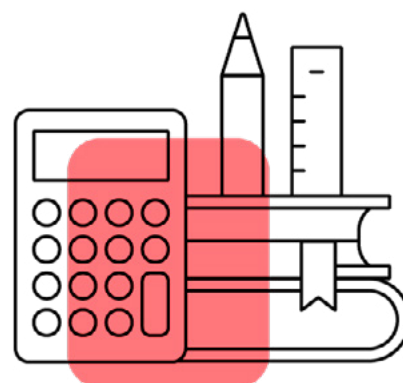
For more info on myBTEC: [Click here](#)



Qualifications | Support materials

Our qualification suites provide thorough and informative resource materials to support your teaching and delivery of the qualifications and units within them.

Suite	WorkSkills	Personal Growth and Wellbeing	Introductory Qualifications
Entry Level	<ul style="list-style-type: none"> • Overview Guide 	<ul style="list-style-type: none"> • Overview Guide • Content Mapping • Unit Summary 	<ul style="list-style-type: none"> • Delivery Guide
Level 1		<ul style="list-style-type: none"> • Overview Guide • Content Mapping • Unit Summary 	<ul style="list-style-type: none"> • Delivery Guide
Level 2		<ul style="list-style-type: none"> • Overview Guide • Content Mapping • Unit Summary 	



Progression

Pearson BTEC qualifications range from Entry Level through to Level 7. With our Traineeships, we provide opportunities to help support and develop your learner's progression journey to the next level, as they move forward from their Traineeship completion into work or further study.

Next Step | Apprenticeships

Once a learner has completed a Traineeship they could progress on to an apprenticeship. These programmes combine on- and off-the-job training, with on-going learning and development.

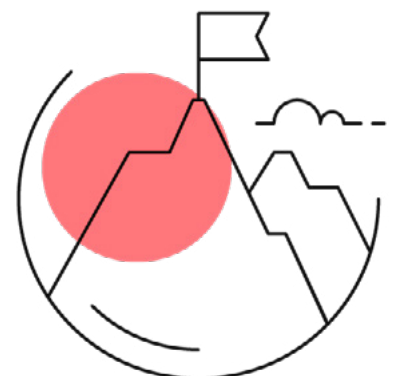
Our apprenticeships solution will allow you to support your learners in three key areas: on-programme, end-point assessment and training support. For more information see our range of apprenticeship standards.

For more info on Apprenticeship Standards: [Click here](#)

Next Step | Other programmes of study

BTECs are vocational qualifications that provide specialist, work-related learning in a range of sectors. They equip students with the knowledge, practical skills and understanding they need to progress along their chosen learning and career paths. Guidance and support is available to help you build your provision from Entry Level through to Level 7, within a study programme, apprenticeship or stand-alone qualification.

For more info on Qualification suites: [Click here](#)



Funding

Funding for 16 to 18 traineeships (and 19- to 24-year-olds, and up to age 25, with an education health and care plan), is calculated through the young people's funding methodology. The funding formula measures the volume of delivery through student numbers and the size of their programme.

Funding for 19 to 24 Traineeships uses the adult funding model. This is made up of three elements.

- The single work-placement and work-preparation
 - for traineeships starting on or before 31 August 2020, this is funded at £970
 - for traineeships starting on or after 1 September 2020, this is funded at £1,500

If work preparation training leads to a qualification, you must offer the qualification from an Ofqual-regulated awarding organisation. Non-regulated learning must be a learning aim categorised as 'Work Preparation SFA traineeships' on Find a learning aim. These aims will not attract additional funding as they are included in the single traineeship rate for work placement and work preparation training.

- GCSE English and maths or other qualifications to support progress towards GCSE, ESOL, and Essential Digital Skills Qualifications (if required) – these are funded through the matrix using the same method as ESFA funded AEB provision.
- A flexible element designed to help the learner move into work or remove a barrier to them entering work – again this is funded through the matrix using the same method as ESFA funded AEB provision.

19 to 24 Traineeship funding may also include job outcome payments in some cases. This means that 50% of the achievement payment is paid if the learner starts a job before achieving the learning aim. If the learner then achieves the learning aim, the remaining achievement payment is also paid.

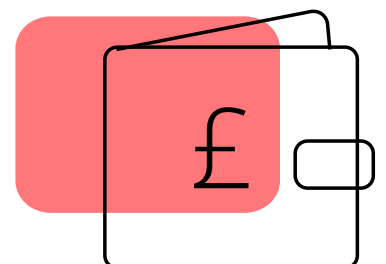
For the rules in full see the ESFA's **16 to 19 funding guidance** and **adult funding guidance**

Also see the **Traineeships: Framework for Delivery**

Additional funding – employer incentive payments

In 2020 the government invested additional funding into Traineeships to help boost the economy. This was announced as part of the **Treasury's Plan for Jobs** on 8 July 2020 and is intended to increase the number of Traineeship opportunities available.

- Employers providing new work placements may be eligible for an incentive payment per trainee as an incentive and to help meet the costs of doing so. The payment is £1,000 for each new placement and the funding is limited to 10 trainees per employer.
- Employer incentives are currently only agreed for work placements from 1 September 2020 until 31 July 2022, until the funding made available for payments is all used. The ESFA are reviewing the impact of the new incentive payment as part of considering continuation in future years.



Getting in touch | Contact us

How to become a centre

To offer any of our academic, vocational or work-based qualifications, your organisation must be one of our approved 'centres'. To start the process of becoming an approved Pearson centre, follow the relevant links opposite for further info or alternatively contact us and we'll be in touch to discuss next steps.

Find out about becoming a centre:

[FE Colleges](#) >

[Training providers](#) >

How to get approved

We aim to make the process of getting your learners approved for their Traineeship as quickly and simply as possible, find out more from your Pearson contact person.

For more info on Approvals:
[Click here](#)

To find out more about Traineeships from Pearson

Visit: [Pearson support for Traineeship Programmes](#)

Training providers and employers

Email:

wblcentresupport@pearson.com

FE Colleges

Email:

fecentresupport@pearson.com

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