

DR UK /DSU briefing note on disability and traineeships

Introduction

Traineeships are available to young people aged 16-24 years old, or young people with Learning Difficulty Assessments or Education, Health and Care plans (EHCP) up to the age of 25. A traineeship is an education and training programme which incorporates work experience, preparing young people for their future careers by helping them to become 'work ready'.

Traineeships are for young people who:

- Are not currently in employment and have little work experience, but who are focused on work or the prospect of it – particularly young people not in education, employment or training (NEET)
- Are aged 16 to 24 and qualified below level 3
- Have a reasonable chance of being ready for employment or an apprenticeship within six months of engaging in a traineeship

Traineeships are made up of three core elements:

- A high-quality work experience
- A focused period of work preparation training
- English and maths if required

See: <https://www.learningandwork.org.uk/our-work/work-and-careers/traineeships/>

<https://www.gov.uk/government/collections/traineeships-programme#traineeships-overview-for-employers>

“The core content of traineeships is a high-quality work experience placement, work preparation training, and English and maths provision if required. Providers and employers have the freedom to bring these elements together in the best way to engage and support individual trainees. Traineeships can last between six weeks and six months. The aim of traineeships is to secure young people’s progression to a positive outcome as quickly as possible - where they were not ready to take this step without the preparation that the traineeship provides”. From: *Traineeships Supporting young people to develop the skills for apprenticeships and sustainable employment Framework for delivery 2015 to 2016. March 2015*

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410737/Framework for delivery 2015-2016.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410737/Framework_for_delivery_2015-2016.pdf)

Support

Traineeships are inclusive for all eligible learners, including those with learning difficulties or disabilities. – Support and advice is available from charities such as The Shaw Trust, Springboard, Remploy and Mencap, for example, who provide advice to support disadvantaged learners in the workplace. For a presentation on skills options by Mencap see:

<https://www.disabilityrightsuk.org/news/2017/september/new-post-16-education-and-skills-pathways-event>

Trainees could also qualify for Access to Work support. For more information on Access to Work (Stuart Edwards), Remploy and Assistive Technology (Nasser Siabi) see the presentations of Disability Rights UK 'Inclusive Apprenticeships and Skills Development' event:

<https://www.disabilityrightsuk.org/news/2016/october/thanks-those-who-attended-inclusive-apprenticeships-event>

Work experience placements are unpaid, but employers are encouraged to support expenses such as transport and meals. Depending on their individual circumstances, young people may be able to access financial support, for example travel and childcare costs or if they need extra support due to a disability. If they are receiving welfare benefits their Jobcentre may be able to financially support them. Training costs will be met by government funding.” (From: http://dera.ioe.ac.uk/24836/1/NAS-P-100135_Traineeships_Referral_Sheet_Intermediaries.pdf)

Some Trainees may be entitled to apply to the [16-19 Bursary Fund](#), or the Vulnerable Student Bursary to secure funding to help them undertake a traineeship

Access to Work funds may be available to support disabled learners while undertaking their work placement.

See: <https://www.gov.uk/access-to-work>

Health and Safety of Trainees

The Health and Safety Executive has published guidance for employers and young people on work experience placements:

www.hse.gov.uk/youngpeople/workexperience.

The employer should carry out a risk assessment in the workplace which takes into account the particular issues that affect young people, including their lack of experience and awareness of risk. They should also consult with the union Health and Safety representatives on the risk assessment and the measures they intend to take.

Trainees should be given sufficient training on health and safety and fire safety to ensure they are not a risk to themselves or others. Training may also need to be given to other staff on the specific risks involved in working with trainees.

For more information see: <https://www.citizensadvice.org.uk/work/young-people/young-people-and-employment/>

Myth busting

- Under 18s cannot be employed on construction sites for work or work experience. There is no reason why a young person under 18 could not be employed on a building site for work or work experience, provided the work was properly assessed and suitable controls put in place. Although there may be times when it would not be appropriate for an under 18 to be employed, these will be very much the exception rather than the rule.
- A separate risk assessment is required for work experience students. A separate risk assessment is not required specifically for work experience students, as long as your existing assessment already considers the specific factors for young people. Furthermore, there is no requirement to re-assess the risks each time an employer takes on a new work experience student, provided the new student has no particular needs.
From: <http://www.hse.gov.uk/youngpeople/myths.htm>

Work experience placements

For many young disabled people having clear information, clear instructions and relevant support and access to reasonable adjustments, can make a big difference to their work experience and success.

The following points are listed as principles for good quality work experience placements in Traineeships: Supporting young people to develop the skills for apprenticeships and sustainable employment - Framework for delivery 2015 to 2016

- Choice and relevance: Placement matched to the trainee's areas of interest and aspiration, with young people undertaking high quality work experience rather than observation or mundane tasks.
- Organisational readiness: Commitment from senior managers or owner/manager and a low ratio of trainees to experienced staff.
- Good preparation: Thorough pre-placement preparation by the provider, employer and prospective trainee and, if relevant, an

understanding of the trainee's personal circumstances that might affect their workplace behaviour.

- Written agreement: Made between the trainee, employer and provider setting out mutual expectations and commitments, including the training plan and arrangements for reviews.
- A planned placement: A structured induction, clear objectives and integrated off-the-job training, with an identified mentor or buddy.
- Feedback and review: Regular constructive feedback from managers and formal reviews at key stages with the manager, provider and trainee.

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/410737/Framework_for_delivery_2015-2016.pdf

Feedback from discussions at events and meetings on disability and traineeships include:

- Schools to offer a more flexible curriculum to include work experience
- More focused online information on work experience for disabled young people
- Earlier involvement with families eg. when they join secondary school so that their aspirations can be raised for their child
- EHCP meetings to include parents and young person
- Face to face careers IAG to explore all post-16 options including traineeships that are available to disabled young people
- To get parents on board and for schools to organise events for parents where traineeship options are discussed
- To provide certificates at the end of the traineeship with the employer's logo
- Better signposting to and collaboration with other organisations that provide support to young people
- Access to support networks and peer support groups
- Identify what the needs are
- Realistic expectations of young trainees
- Person centred approach

Other

Unionlearn has developed further resources related to Traineeships providing: For more information

see: www.unionlearn.org.uk/youngpeople.

All Trainees should also have a right to join the union. Trainees in building and construction can [join UCATT](#).

Further information

- The [National Apprenticeship Service](#) offers free, impartial advice and support to employers. This includes simplifying the process of finding a trainee through the support of employer focused teams and [find a traineeship](#), where employers can advertise their opportunities for free
- More information about traineeships is available on the [Education and Skills Funding Agency \(Traineeships\) website](#)
- For recommendations and top tips for developing traineeships for young people who are not in employment education or training (NEET) and good examples of trainee case studies see link: http://www.learningandwork.org.uk/wpcontent/uploads/2017/02/NEET_Key-Findings-Final-Version.pdf
- For further information on Delivering 16 to 18 traineeships through ESFA funding: <https://www.gov.uk/guidance/delivering-traineeships-through-efa-funding>
- <https://www.base-uk.org/topics/programmes-and-delivery/traineeships>
- Adult Education Budget for 2017 to 2018 Traineeships <https://s3.amazonaws.com/sfa/comms/ESFA+Traineeships.pdf>
- <https://www.gov.uk/government/publications/traineeships-are-they-for-me>
- <https://www.getingofar.gov.uk/traineeships>
- <https://www.goconstruct.org/how-to-get-into-construction/traineeships/>
- <https://www.disabilityrightsuk.org/>