

***About us;***

***Riverside Learning are a Charity, established nearly 40 years ago, who provide education and learning opportunities for people who may experience difficulty in accessing them.***

**Invitation to participate in our Traineeships programme**

***We are extending an invitation to employers in creative industries to join our “Employer Bank” to open up work experience opportunities to young people age 16-18.***

***Placements duration can be negotiable, ranging from a day “taster” to longer periods.***

***We welcome the opportunity for you to nominate young people who may have approached you directly, and subject to simple eligibility check, we would welcome them onto our programme.***

***FOR MORE INFORMATION OR ANSWERS TO ANY QUERIES PLEASE CONTACT ;***

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**Guidance**

**What is a traineeship?**

A traineeship is a skills development programme that includes a work experience placement.

Traineeships help prepare young people aged 16 to 18 for employment or an apprenticeship.

Traineeships must include at least 70 hours of work experience placement. They can last from 6 weeks up to 1 year, but most last less than 6 months.

Employers can offer a work experience placement to a trainee. They will work with a training provider to design the programme.

**How the traineeship programme works**

The training provider will assess the needs of the trainee.

Trainees may need pre-employment training before starting their work experience placement.

Employers will then work with the training provider to plan and agree:

* The length of the work experience placement
* The days the trainee works
* How the programme will be delivered

Traineeships are flexible. Employers can change the programme as they go to make sure they and the trainee get the most out of it.

**After the traineeship**

Employers should:

* Offer the trainee an interview at the end of the programme if a job or an apprenticeship is available in their business
* Provide an exit interview with meaningful written feedback if no job or apprenticeship is available

**Employer responsibilities**

Employers must provide:

* + A safe, meaningful and high-quality work experience placement
	+ Constructive feedback and advice to the trainee
	+ An interview for an apprenticeship or job in their organisation at the end of the traineeship if one is available
	+ An exit interview at the end of the traineeship with meaningful written feedback if no job is available

**Benefits to employers**

Offering a work experience placement gives employers the chance to:

* Get to know and work with a young person to see if they’re right for an apprenticeship or job in their business
* Design a programme that suits the needs of the trainee and their business
* Develop current employees’ experience in training and mentoring
* Recruit new talent for their business
* Claim an employer incentive of £1,000 when a work experience placement of over 70 hours has been completed

**Incentives**

Traineeships are free to the employer, but they may choose to support trainees with expenses such as transport and meals.

Partner with a training provider who will help you to design a traineeship that will meet your business needs. They will also advertise the work experience placement for you.

Agree with the trainee and your training provider exactly what each of you expects from the traineeship.

