



# Unlock Potential with Traineeships

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CONTACT NUMBER  
0808 100 1155

EMAIL ADDRESS  
[ES@INTECBUSINESSCOLLEGES.CO.UK](mailto:ES@INTECBUSINESSCOLLEGES.CO.UK)

WEBSITE  
[WWW.INTECBUSINESSCOLLEGES.CO.UK](http://WWW.INTECBUSINESSCOLLEGES.CO.UK)



# Unlock Potential with Traineeships

Support the next generation by providing a work placement for young and enthusiastic individuals, who can bring a fresh approach and new ideas to the workplace.

Intec Business Colleges have developed a range of 10 week government funded Traineeship programmes in the following areas:

CUSTOMER  
SERVICES

BUSINESS  
ADMIN

ICT

TEAM  
LEADING

DIGITAL  
SKILLS

LEAN  
OPERATIONS

RETAIL

EVENT  
PLANNING

These programmes are a great way to develop your talent pipelines and unlock the potential of the next generation entering the workforce. We will support you throughout: Sourcing and pre-screening the Trainees, before delivering a pre-employment programme, building the skills needed to succeed in the workplace. Once on placement Intec will provide ongoing support, including regular review and training meetings.

## Benefits

- ✓ Support the national effort to reduce the potential impact of the pandemic on youth employment.
- ✓ Help existing staff develop their mentoring and management skills by supporting Trainees.
- ✓ Access a £1,000 government grant per Trainee up to a maximum of 10 per region (there are 9 regions).
- ✓ Cost effective recruitment, you may wish to offer permanent employment to your Trainee and you can see how they will fit into your organisation in advance.
- ✓ Use the Traineeships model to develop a recruitment pipeline, saving on advertisement and agency fee's.
- ✓ Support progression opportunities onto an Apprenticeship programme



## Employer's Responsibilities

A Traineeship requires a minimum of 70 hours and a maximum of 240 hours work experience over the time period, so make sure your Trainee is keeping to these timings.

Employers will also need to ensure the environment their Trainee is working in is safe and of a high-quality. Trainees are there to gain experience, so as the employer, you should provide constructive feedback and advice to your Trainee.



Some Traineeships lead to job roles within the same company, so you should ensure that you are interviewing the Trainees you want to keep on. If you aren't continuing the professional relationship, you must conduct an exit interview to provide meaningful feedback.

## Hiring a Trainee

1.

Working with us to design a Traineeship that tailored to the needs of your business.

2.

Together, we will agree how the training will be delivered and the flexibility of the training (days of work, hours etc.)

3.

Selecting your Trainee and assessing their needs and providing any pre-employment training, if necessary, before their start date.

4.

You can now adjust the course as you go to ensure your business and the Trainee are getting the most out of the programme.

5.

Once finished, you can offer an interview to the Trainee for any progression available or provide them with written feedback and conduct an exit interview.

**Find out more call today on Freephone 0808 100 1155  
or visit [www.intecbusinesscolleges.co.uk](http://www.intecbusinesscolleges.co.uk)**