

Pre-apprenticeship Provision – summary information

Pre Apprenticeship Support Activity	Sector subject area	Duration	Eligibility	Providers	Financial support
<p>Traineeships Recently introduced BIS funded provision commencing in 2014. An education and training programme with work experience that includes work preparation training, English and Maths for those who need it, and a work experience placement of 6 weeks to 5 months. Flexible additional content to meet the needs of the business and the local labour market can be added. On programme completion participants will be guaranteed a job interview if a vacancy is available or an exit interview and a reference.</p>	<p>Currently being offered in Leeds in Hairdressing, Childcare, Youth Work, Vehicle Maintenance and Repair, Customer Service & Business Administration</p>	<p>From 6 weeks to 5 months or earlier if an apprenticeship opportunity is gained</p>	<p>16 to 24 year olds (people with learning difficulties up to the age of 25) that are unemployed or that work less than 16 hours per week and have little work experience. Applications are made through the National Apprenticeship Service on-line vacancies system.</p>	<p>A range of training providers graded 'good' by OFSTED: Philips Hair Salons, Construction Industry Training Board, Rathbone UK, Calderdale College, System Training, Key Training Group, Progressions UK, YH Group, Groundwork Leeds .</p>	<p>Employers are encouraged to support expenses such as travel and meals. Individuals can access financial support from the training provider, through the 16-19 Bursary Fund or the 19+ Discretionary Learner Support Fund depending on their individual circumstances.</p>
<p>Sector work based academies A DWP pre- employment training programme consisting of a work experience placement with an employer and a guaranteed job interview which can be used as a stepping stone to an apprenticeship.</p>	<p>Programme in place with Leeds Teaching Hospitals Trust for clinical support roles.</p>	<p>Attendance hours are varied depending on placements . Maximum six weeks duration.</p>	<p>Available to benefit claimants aged 18 plus that are close to the labour market from day one of their claim up to a referral to the Work Programme</p>	<p>DWP/Jobcentre Plus in conjunction with employers.</p>	<p>Participants receive travel expenses and can continue to claim benefit and are exempt from signing for the duration of the scheme.</p>

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<p>Sector based pre-apprenticeship programmes Some apprenticeship training providers and sector skills councils and groups of employers working collaboratively within a sector to offer training programmes that enable young people to understand more about the sector and prepare individuals to take on an apprenticeship. For example, the National Skills Academy for Retail offer a 30 hour training programme of 10 modules mapped to the Level 1 award in retail knowledge. Funding from the BIS Employer Ownership of Skills programme allows employers and their supply chains to fund programme to meet their skills needs and will often include work experience placements and training leading to apprenticeships .</p>	<p>Retail Hospitality</p> <p>Yorkshire and Humber energy, process and renewable employers</p> <p>Food manufacturing</p> <p>Logistics</p>	<p>Usually short courses of up to 30 hours and work experience varies across sectors.</p>	<p>Varies depending on the skill needs of the sector – usually targeted to 16-24 years.</p>	<p>Various</p>	<p>Varies from scheme to scheme</p>
<p>Work@Leeds A training and work experience placement. A 2 week employability skills accredited training programme delivered by the Council and Leeds City College followed by a 6 week work experience placement in the Council. Participants are supported by a robust personal and placement review process to explore and secure progression opportunities such as Apprenticeships and long term employment. Programme due to end in May 2014.</p>	<p>Mainly business administration roles. Potential catering, cleaning services, facilities management roles being explored.</p>	<p>25-30 hours per week for a maximum of 8 weeks.</p>	<p>Jobseeker Allowance claimants aged 18 - 24 years.</p>	<p>Delivered by Leeds City Council supported by Leeds City College and funded by DWP.</p>	<p>Participants receive travel expenses and can continue to claim benefit and are exempt from signing for the duration of the scheme.</p>

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<p><u>INTERNSHIPS</u> Offered by employers. The intern is expected to contribute to the work of the organisation and will be provided with a defined role and job title. If the intern successfully fulfils 'worker status' through activities undertaken the intention is that they will be offered a paid position with the employer.</p>	Depends on the nature of the business and its workforce profile	Short term usually between 2 weeks and 6 months.	Determined by the employer		National minimum wage applies. Exceptions include:- where the placement consists entirely of shadowing and where FE/HE students undertake an internship as part of their course (no more than 12 months in duration). Employers may be eligible for funding of up to £2,500 of the total wage costs for each new internship lasting a minimum of 26 weeks and 30 hours per week if the intern is 18-24 years old and paid at least national minimum wage.
<p>Skills support for the unemployed Aimed at providing those individuals that are almost work ready with accredited qualifications. The programme aims to get them back into employment within 13 weeks with employability training, e.g. CV, interview, job search skills</p>	Level 1 and 2 Awards in Accountancy, Business Administration , Employability and personal development, Team Leading	2 days per week over 4-6 weeks Classroom and distance learning.	16 yrs plus unemployed between 0-12 months claiming Jobseekers Allowance or Employment Support Allowance.	Babbington Business College	

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<p>Study Programmes Foundation Learning courses - vocational qualifications and training including English, Maths and ICT qualifications.</p>	<p>A wide range offered reflecting the offer of the delivery partners</p>	<p>12-40 hours over the 20-24 weeks</p>	<p>16-24 year olds looking to gain qualifications and new skills</p>	<p>Leeds City College and Igen and their sub-contractors</p>	<p>A £40 bursary to learners 4 priority groups – including income support claimants, in care or a care leaver, in receipt of ESA benefit, in receipt of DLA benefit. Others may be eligible subject to means testing. All learners also receive travel costs to attend training</p>
<p>The Real Programme Vocational training that supports learners to take the first step into training to gain confidence, life skills and work experience. Following the programme learners are supported to progress onto the Leeds Learning Links programme.</p>	<p>Includes: Hair & beauty, gym work, mechanics etc.</p>	<p>Hours are linked to learner needs Between 8-12 weeks</p>	<p>16-19 year olds Unemployed, no or low qualifications, basic skills, requiring significant advice and guidance support</p>	<p>Igen</p>	<p>Learners receive a free bus pass</p>
<p>The Princes Trust 'Get Into' and 'Get Started' 'Get Into' offers young people work experience opportunities. 'Get Started' provides taster style sessions in study areas a young person may be interested in.</p>	<p>The type of course depends on work experience opportunities available.</p>	<p>Less than 16 hours</p>	<p>16 years plus.</p>	<p>Princes Trust</p>	<p>Travel allowance only. Grants available to NEET young people or those working less than 16 hours a week to pay for courses or access employment.</p>

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<p>Jobshops Information, Advice and Guidance including Jobsearch, CV , interview skills , setting up and managing E- mail and Universal Jobmatch accounts. Service users are also signposted to other programmes to support them with employability skills ,basic literacy, numeracy and ESOL.</p>	<p>Focused on entry level job roles across all sectors of the labour market</p>	<p>Depends on the client's needs</p>	<p>No eligibility requirements</p>	<p>Leeds City Council</p>	<p>None</p>
<p>14+ Apprenticeship Academy For those wishing to progress to a post 16 apprenticeship. Learning takes place through a range of practical and classroom activities with learners supported by tutors and business coaches in a range of working environments to achieve their work based learning skills and qualifications. Learners gain a minimum of 30 days workplace experience from a range of employers linked to each vocational course. Learners have access to a mentor and a Business Coach. Learner outcomes are a nationally recognised industry specific vocational qualification Level 2 (part of the apprenticeship framework), GCSEs in English, Mathematics, Science and IT/Computing or Business. Core curriculum subjects including: Personal, Social and Health Education and Physical Education.</p>	<p>Vocational subjects include: Animal Care Childcare Electrical Engineering Engineering Digital Media Hairdressing Health & Social Care Hospitality Motor Industry Retail Sport and Fitness Technical & Performance Theatre</p>	<p>Year 10 attendance - 5 days per week in college. Year 11 attendance will be 4 days per week in College and 1 day per week in a vocational work placement setting.</p>	<p>By application</p>	<p>Leeds City College</p>	<p>Learners are already accessing free school meals are supported to the same level. Transport will be made available to and from the academy.</p>

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<p><u>YOUTH CONTRACT</u> Personal and social development, functional and employability skills to support 16-17 year NEET young people to make and sustain a successful progression into employment, education or training, reducing the potential for this cohort to experience longer term unemployment. The programme runs until March 2015/16.</p>	<p>Varied and numerous as this depends on the offering of each delivery partner</p>	<p>Up to 6 months. Hours are dependent upon the individual needs of the learner</p>	<p>16 and 17 year olds identified as NEET with complex needs and significant barriers to employment</p>	<p>Commissioned by the Council with Igen as the lead delivery partner supported by EBP</p>	<p>Young people can access a support fund that will help them to progress typically this could include the purchase of interview clothes, transport cost etc.</p>
<p>The Education Business Partnership (EBP) forms part of the Council's Employment and Skills service. EBP addresses skills gaps of young people by working in partnership with employers to develop creative approaches to the curriculum to ensure young people are 'work ready'. Activities include working with senior leaders in schools to identify and deliver tailored employability programmes based on school priorities and matched to key curriculum areas. Programmes are delivered with employers to help young people understand what employers look for in new employees in terms of skills and attitudes and work ethic. Schools have access to curriculum support to enable them to offer progression in employability skills from Key Stage 3 to Key Stage 5</p>	<p>Dependent upon the needs of the school and the participating businesses</p>	<p>Varied depending on the package of support</p>	<p>Key stage 3 to 5</p>	<p>EBP, Leeds City Council</p>	

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<p>Ahead Partnerships Make the Grade improves the motivation and aspirations of young people, whilst enhancing their employability skills and increasing their awareness of the world of work. It helps employers - large and small - to address skills gaps through practical activity that develops young people to better prepare them for employment</p>	<p>Dependent upon the needs of the school and the participating businesses</p>	<p>Varied depending on the package of support</p>	<p>All ages</p>		
<p>Academies UK A Career Academy is a programme that prepares students for the world of work. The model focuses on linking students to the real world of work, through guru lectures, mentoring, workplace visits and internships.</p> <p>Career Academies UK provides this structured programme and support to the schools and colleges around the UK who operate Career Academies</p>	<p>Dependent upon the needs of the school and the participating businesses</p>	<p>Varied depending on the package of support</p>	<p>16-19 years level 3 students</p>		

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<p>Business in the community A membership organisation for businesses, providing a framework for them to support young people facing social disadvantage by forming long-term partnerships with the schools. It offers businesses a range of services and training programmes that impact the workplace and the community.</p> <p>KPMG worked with Year 8 students in West Leeds Academy to increase interest and awareness of different careers, increase the profile of local employers, increase student employability skills and provide an insight into career paths and how to make good choices</p>	<p>Dependent upon the needs of the school and the participating businesses</p>	<p>Varied depending on the package of support</p>			