

**Business Administration Traineeship
Webinar 24 June 2020
Frequently asked questions**

Q. You said that traineeships last a maximum of 6 months but also mentioned that some last one year. Can you please explain?

A. During the pandemic, the ESFA made some adjustments to rules for traineeships, including offering providers the opportunity to lengthen the duration of traineeships so they could support learners to complete the programme once lockdown was eased. These dispensations and flexibilities come to an end on 31 July 2020. So, from 1 August 2020, the duration of a traineeship is a minimum of six weeks and a maximum of six months.

Q. Could the individual undertaking the traineeship still receive government funded benefits?

A. Yes. For learners on Jobseeker's Allowance or Universal Credit, work-placements can be up to 240 hours (or extended if an offer of an apprenticeship place is accepted). All elements of the programme (including work placement) are subject to a maximum of 35 hours activity each week to meet the requirements of state benefit rules.

Q. Can traineeships be delivered remotely?

A. A traineeship can be delivered remotely if the content of the programme is viable for remote delivery and quality of delivery and support can be achieved via remotely. This will very much depend on the type of traineeship, what the employer requires and what the trainee requires. There are also Ofqual requirements to consider if providers are delivering a traineeship that contains a vocational element. Is the certificate or award in the traineeship one that Ofqual have made dispensation for in terms of remote delivery, assessment, or grading.

Q. Can you confirm if a learner can do a traineeship at level 1?

A. Yes. A traineeship can be at level 1 or level 2.

Q. What are the employer's responsibilities at the end of the work placement?

A. An employer must offer at the end of each work-placement (which providers must evidence) either:

- a formal interview for a job or apprenticeship vacancy, plus feedback
- an exit interview, written feedback and evidence of the learner's time and activities during the work-placement.

Q. Can trainees do work placement in their providers workplace, if relevant?

A. Work experience in traineeships should give the young person exposure to a real workplace so they can develop the *skills, knowledge, confidence, attitudes, and behaviours they need to succeed at work.*

Ideally this should be with an external employer, external to the learning environment and at an external site. There are very few exceptions to this that will be funded. So, if a trainee has expressed great interest in working in education in a clerical capacity and you as a provider can prove this and prove that a work placement in your own business can achieve all the above, then it may be acceptable. However, ESFA would expect this to be a very rare occurrence, specific to the learner needs.

Q. Can Functional Skills in IT be added to a traineeship?

A. Functional Skills in IT could be added as part of the optional vocational element aspect of a traineeship and it would be funded. At the moment, it does not form part of the traineeship's framework offer. However, that may change with the Functional Skills reforms, so it is a development worth watching out for.

Q. Regarding the 100 hours placement, is this simply set within the working time directive or is there a min/max hours per week?

A. All elements of the programme (including work placement) are subject to a maximum of 35 hours activity each week to meet the requirements of state benefit rules.

Q. What does TQT mean

A. Total Qualification Time, i.e. the guided learning hours, work placement and any other pastoral or support given to the trainee as the overarching time on the programme.

Q. Do you have City & Guilds champions to support FE Colleges?

A. You will have either a dedicated Business Development Manager or a Direct Executive linked to your centre. This is your first point of contact should you wish to discuss our Traineeship further. They can also facilitate conversation with our Technical Advisors who are sector specialists should this be required. Contact our Centre Support if unsure of your dedicated City & Guilds contact.

Q. Do the bursary funds come out of providers existing allocation or are they additional Traineeship bursary funds that we can access? We have an Additional Learning Support fund for adults, it's the 16-18 Bursary we never have enough of.

A. 16 -19 Bursary Rules:

Trainees could get up to £1,200 if at least one of the following applies:

- They are in or recently left local authority care
- They get Income Support or Universal Credit because they are financially supporting themselves
- They get Disability Living Allowance (DLA) and either Employment and Support Allowance (ESA) or Universal Credit
- They get Personal Independence Payment (PIP), and either ESA or Universal Credit.

Trainees may get the full amount if they have expenses and study full-time on a course of at least 30 weeks.

They usually get less than the full amount, or no bursary, if one of the following apply:

- Their course is shorter than 30 weeks
- They study part time
- They have few expenses.

Q. Can parents still claim child benefit and working tax credits?

A. Child Benefit stops on 31 August on or after a child's 16th birthday if they leave education or training. It continues if they stay in approved education or training, but the parent must tell the Child Benefit Office.

Education must be full-time (more than an average of 12 hours a week supervised study or course-related work experience) and can include:

- A Levels or similar, for example Pre-U, International Baccalaureate
- NVQs and other vocational qualifications up to level 3
- Home education - if started before the child turned 16
- **Traineeships in England.**

Q. In terms of approval from City & Guilds to deliver apprenticeships, is there a qualification bundle or do we need to be approved for each of the elements?

A. Unfortunately, we do not have qualification bundles for Traineeships. Qualification approval will be required for the individual qualifications.