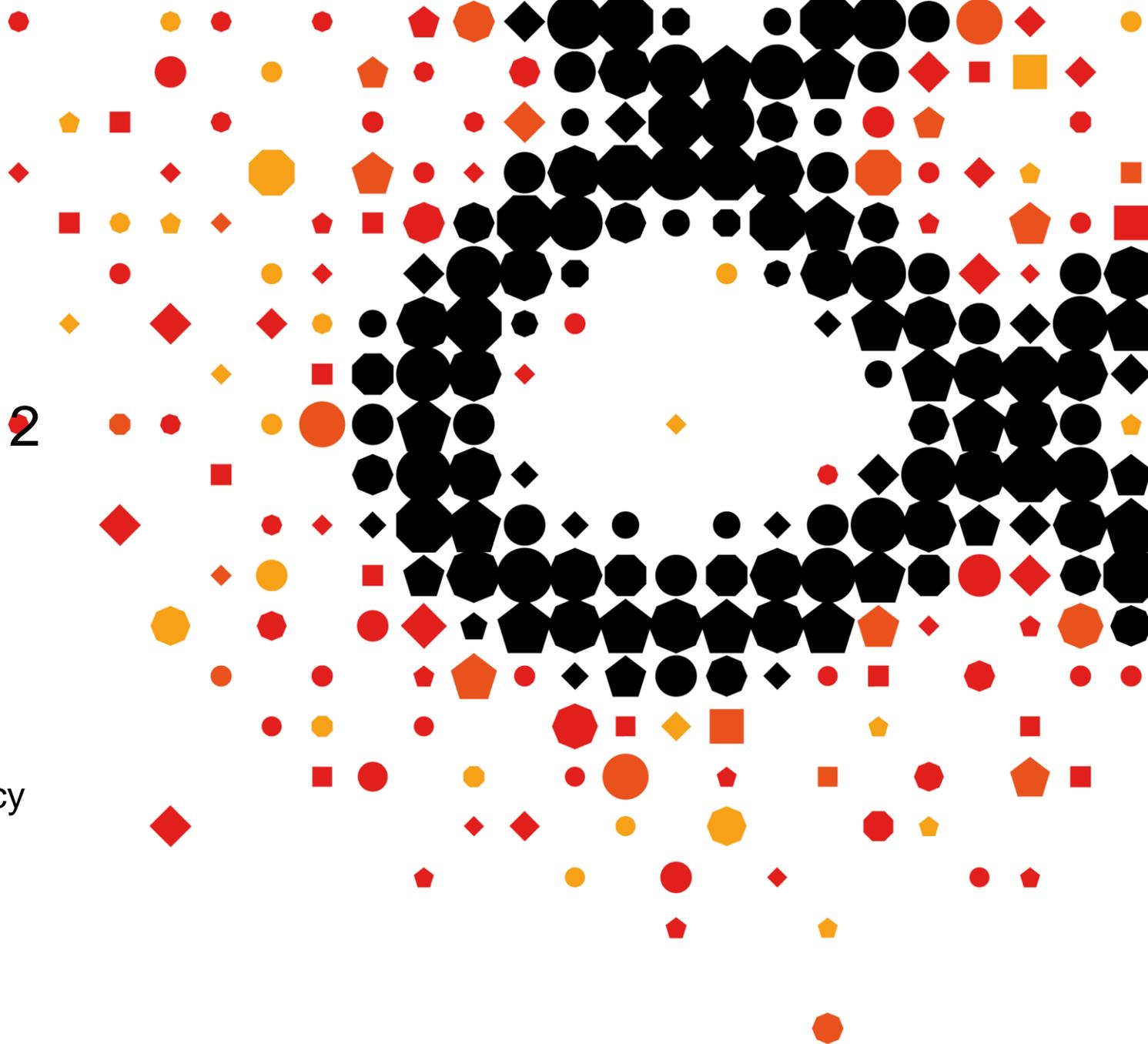


# Traineeships

## Business Administration Level 2

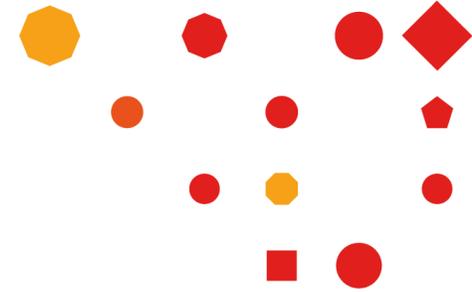
Bryony Kingsland – Head of Funding and Policy  
Mandy Slaney – Lead Industry Manager



# Why Traineeships?

- On 31 July, all remaining apprenticeship frameworks will be removed with no further starts allowed, including the Business Administration L2. This framework has no L2 replacement standard.
- Many employers are unable to offer the job roles that support the L3 Business Admin content, e.g. the role is not a L3 role.
- 40% of school leavers exit school at 16 without a full L2.
- Apprenticeship opportunities are going to be fewer and farther between for the next 12-18 months. Traineeships can help both young learners and employers.
- There are currently 2.8 million unemployed (as opposed to 850,000 in early March). The highest percentage of those are under 25, so many are likely to be eligible for traineeships.





# What are the Benefits?



Employer has the opportunity to assess a trainee/s before potentially offering them a job or apprenticeship. Trainees do not receive a salary, so the cost implications for an employer are much lower than an apprenticeship, although many employers choose to pay expenses, or even minimum wage.



Trainees get to learn skills in a sector they are interested in working in and also show an employer they would make a great employee – it can give them a head start if the employer is recruiting or may in the future. It can also give them a head start in apprenticeship interviews.



For providers this is an option for learners who cannot find an apprenticeship, or who do not want/cannot do a full time 2-year course.



Providing Traineeships can help employers meet their CSR targets.



Many young people who have been made unemployed due to C-19, have transferable skills for other sectors, but no skills knowledge of that sector. A Traineeship can provide them with this, e.g. Hosp and Catering into Health/Social Care.



# Traineeships – What are they?

**Traineeships are a short programme with a minimum duration of 6 weeks and a maximum duration of 6 months. The provider works with the employer and learner to flex the programme according to needs.**

**Traineeships are for;**

- Young people with little or no work experience
- Young people who are unemployed
- Those assessed as having the potential to be ready for employment or an apprenticeship within six months
- Those who are motivated to work but lack the skills, experience and behaviours needed by employers.
- Those without a full level 3 qualification.
- Traineeships are available for 16-18yr olds and 19-24yr olds only via separate funding streams.

**A traineeship programme consists of –**

- Core content
- Work placement
- Optional vocational element

# Traineeship Model

## Core Content

A focused period of work preparation training, covering areas like CV writing, interview preparation, job search and interpersonal skills.

\*

English and maths, if required.

## Work Placement

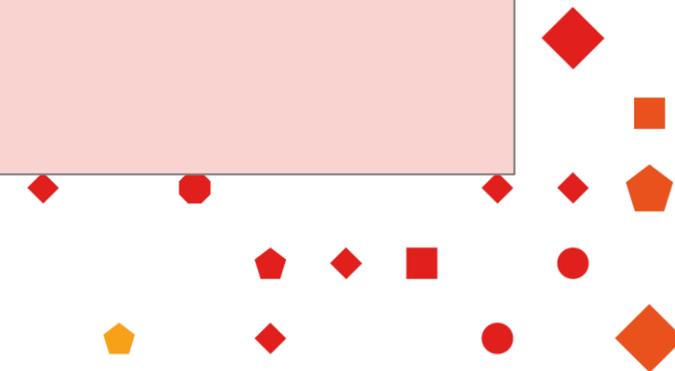
A high quality work experience placement to give the young person meaningful work experience and to develop workplace skills.

\*

Min of 100 hours (70hrs during COVID19 flexibilities)

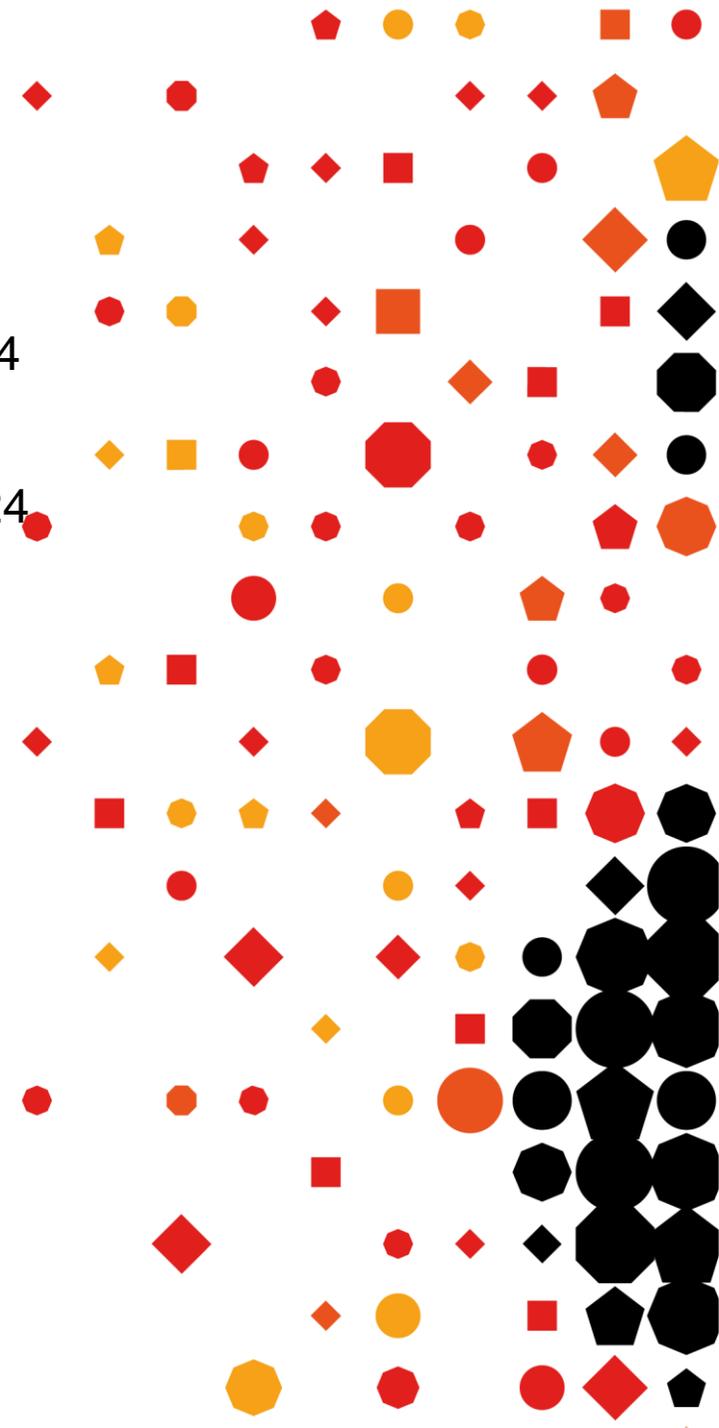
## Optional Vocational Element

A high quality and relevant vocational qualification, and/or skills required by the local labour market or particular sectors/employers, business, commercial and enterprise skills or ICT skills.



# Funding Rules – to be aware...

- 19 to 24 traineeships is a separate element of ESFA funded AEB. To deliver 19-24 traineeships, a provider must apply to the ESFA via a Business Case application.
- AEB Traineeship funding has not been devolved to Combined Authorities. 19 to 24 traineeships remain a national programme with funding provided by ESFA, irrespective of where the learner lives in England.
- ESFA don't allow virement of funds between 19 to 24 traineeships and ESFA funded AEB. So, if you have traineeship funding but are unable to deliver it fully, you can't use it for any other programmes.
- There is a bursary fund to help students 16-19 students on traineeships –
  - bursaries for defined vulnerable groups of up to £1,200 a year
  - discretionary bursaries, which providers can award to help under 19 learners, e.g. help with the cost of transport, meals, books and equipment.



# Funding Rules cont...

**The employer must offer at the end of each work-placement (must be evidenced) 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.
  - progression to a defined positive outcome within six months
- 
- For 16 to 18-year olds, the work placement must be the most substantial element of the programme, which must be reported in the ILR as the core aim in a learner's traineeship.



# City & Guilds Business Admin L2

# Funding Examples

## Example 1 (19+ Funding)

Programme Area	Funding Elements
Traineeship Core Element (work preparation and work placement)	£970
English Functional Skills	£724
Maths Functional Skills	£724
Optional Vocational Element	
Example: City & Guilds Level 2 Certificate in Principles of Business Administration (4475-02/92) QAN - 50101596)	£724
<b>Total Potential Funding</b>	<b>£3,142</b>

N.B. for Adult Education Budget (AEB) funded Traineeships, Education and Skills Funding Agency (ESFA) may apply a job outcome payment, depending on the type of programme being delivered. More information on this can be found in the ESFA Funding Rates and Formula Guidance [HERE](#)

## Example 2 (16-19 Funding)

16 to 19-year-old Traineeships are funded via the 16-19 funding formula method. Funding amounts will depend on the number of hours the programme contains, when agreed between the provider, employer and learner.

Band	Planned hours		National funding rate per student
5	540+ hours	16 and 17 year olds, student aged 18 and over with high needs	£4,188
4a	450+ hours	Students aged 18 and over who are not high needs	£3,455
4b	450 to 539 hours	16 and 17 year olds, Students aged 18 and over with high needs	£3,455
3	360 to 449 hours		£2,827
2	280 to 359 hours		£2,234
1	Up to 279 hours		£4,188 per full time equivalent (FTE)

# Programme example 1:

## Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
---	-------------------------------

## Work Preparation Training – Employability Skills

Level 2 Award in Employability Skills - (5546-02) (601/3632/7)	60 TQT
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Or

Level 2 Extended Award in Employability Skills - (5546-03) (601/3630/3)	100 TQT
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## Maths and English

Functional Skills in Mathematics (603/4649/8) & English (603/4647/4) (4748)	66 TQT per subject
---	--------------------

Or

Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
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Or

ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award
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## Vocational Taster

Level 2 Certificate in Principles of Business and Administration (4475-02) (QAN: 501/0159/6) Unit route available (4475-92)	130 TQT
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Or

Level 2 NVQ Award in Business and Administration (4428-02) (QAN: 500/9466/X)	90 TQT
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# Programme example 2:

## Work Placement

Exploring the possibility of using the following for gathering work placement evidence:	Profile of Achievement (3791)
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## Work Preparation Training – Employability Skills

Level 1 Award in Employability Skills (5546-02) (601/3629/7)	60 TQT
--	--------

Or

Level 2 Award in Employability Skills (5546-02) (601/3632/7)	60 TQT
--	--------

## Maths and English

Functional Skills in Mathematics (603/4649/8) and English (603/4647/4) (4748)	66 TQT per subject
---	--------------------

Or

Maths and English Skills (3847) single unit or 'themed' Awards	20 TQT for single units 60 TQT per Award
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Or

ESOL Skills for Life (4692) Award in Reading (601/4198/0), Writing (601/4199/2) or Speaking and Listening (601/4200/5)	110-120 TQT per Award
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## Vocational Taster

Level 1 Award in Business and Administration (4418-01) (QAN: 500/7738/7)	70 TQT
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Or

Level 2 NVQ Award in Business and Administration (4428-02) (500/9466/X)	90 TQT
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Or

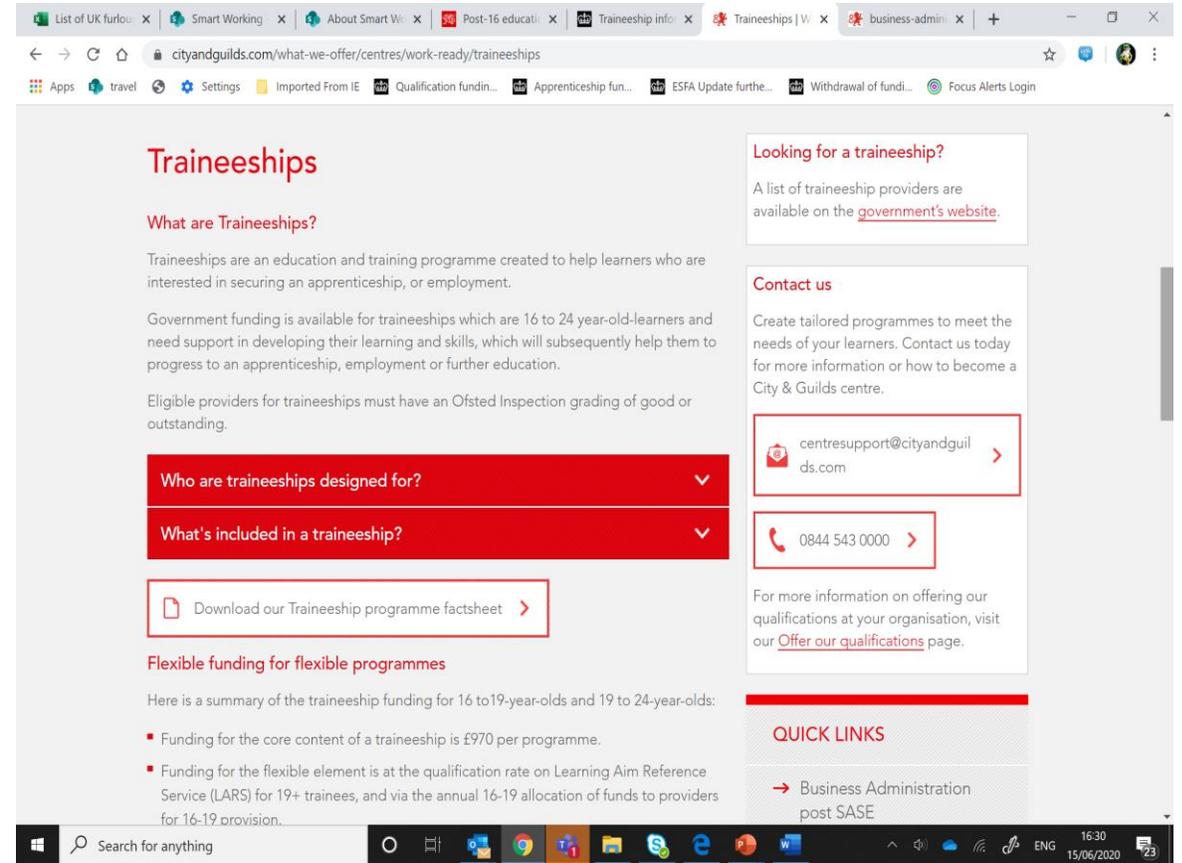
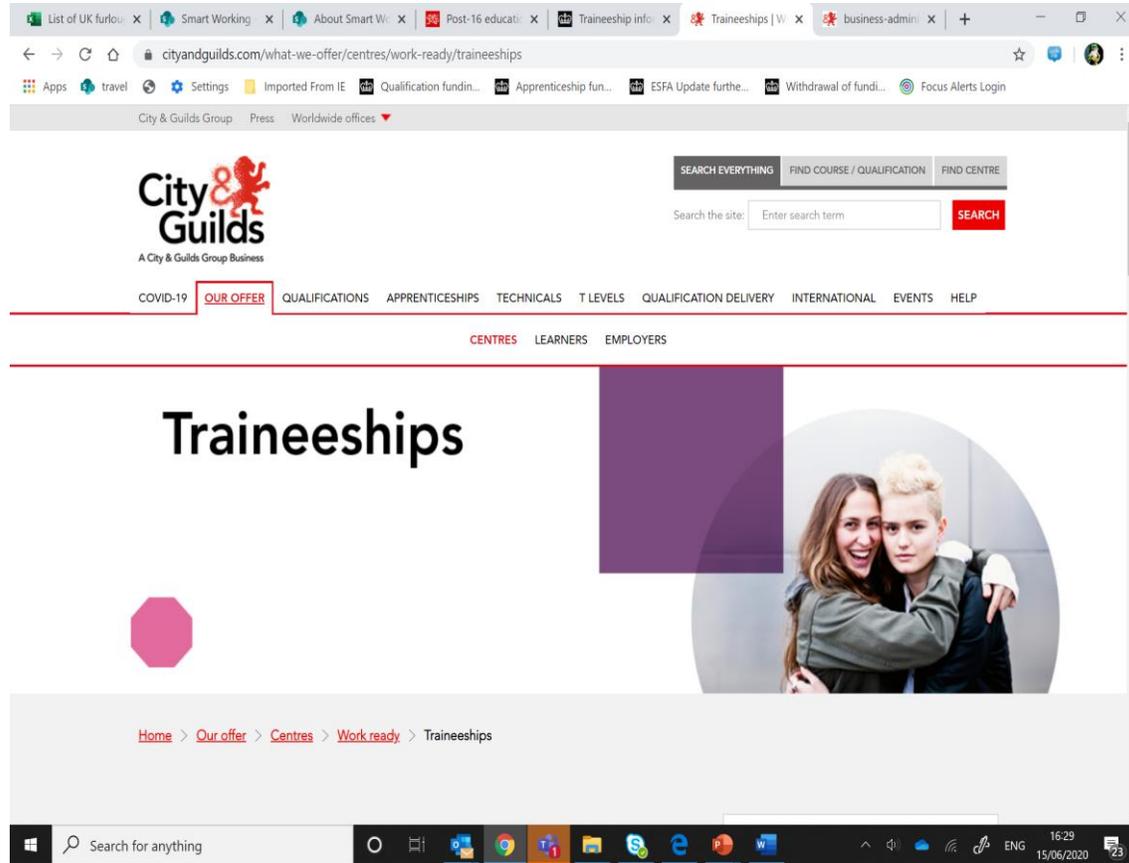
Level 2 Certificate in Business and Administration (QAN: 500/9677/1) Unit route available (4428-92)	210 TQT
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# Qualifications Grid for Traineeships Example Programme Resource

## ESFA funding stream

Learning Aim Reference (QAN)	Learning Aim Title	Qualification Type	Level	Guided Learning Hours	Weighted Funding Rat	16-19 Funding	Adult Education Budget (AEB)	City & Guilds Qual number
50074118	Award in Office Procedures	Award	1	30	£150.00	Yes	Yes (local flex)	8993-01
50075317	Award in Office Procedures	Award	2	60	£300.00	Yes	Yes (local flex)	8993-02
50076656	Certificate in Business and Administration	Certificate	1	113	£724.00	Yes	Yes (local flex)	4418-01
50077387	Award in Business and Administration	Award	1	70	£300.00	Yes	Yes (local flex)	4418-01
5009466X	NVQ Award in Business and Administration	Award	2	51	£450.00	Yes	Yes (local flex)	4428-92
50096771	NVQ Certificate in Business and Administration	Certificate	2	86	£724.00	Yes	Yes (local flex)	4428-02
50098718	NVQ Certificate in Business and Administration	Certificate	1	73	£724.00	Yes	Yes (local flex)	4428-01
50101596	Certificate in Principles of Business and Administration	Certificate	2	104	£724.00	Yes	Yes (local flex)	4475-02
60059278	Award in Effective Team Member Skills	Award	2	9	£150.00	Yes	Yes (local flex)	8003-11
60059308	Certificate in Effective Team Member Skills	Certificate	2	45	£724.00	Yes	Yes (local flex)	8003-21
60058122	Award in Employee Rights and Responsibilities	Award	2	32	£150.00	Yes	No	4255-02

# City & Guilds Traineeship Website



# What Other Areas Would Assist?

**Are there other sectors or subject areas, providers and employers think are needed?**

- What other sector or subject areas do providers/employers need or are they asking about?
- What are employers saying to providers regarding their skills and training challenges due to C-19? How can we support them with meeting those needs?
- City & Guilds can develop frameworks to support other subject areas, if there is a need and we have the products, but we need to know which area would make a real difference.
- Contact - <https://www.cityandguilds.com/help/contact-us> or (T) 0844 543 0000



# Traineeship and Business Admin Links

- <https://www.gov.uk/guidance/esfa-funding-for-traineeships>
- <https://www.cityandguilds.com/delivering-our-qualifications/funding>
- <https://www.cityandguilds.com/what-we-offer/centres/work-ready/traineeships>
- <https://www.cityandguilds.com/apprenticeships/emerging-standards/business-admin>



# Thank you.

Any Questions?

