



# TRAINEESHIPS

*Summary Brochure*



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# ABOUT TRAINEESHIPS

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**Traineeships are a programme for young people who want to work, but who need extra help to gain entry to an Apprenticeship or employment.**

**The three core elements are:**

- A high-quality work placement
- Work preparation training
- English and maths.



A Traineeship is a short intervention to help young people progress to a positive outcome in education or employment.

Traineeships range from Entry Level to Level 2 and are suitable for young people aged 16 to 24 who have little or no work experience. At its core is a high-quality work experience placement, which is completed within a broader education and training programme.

The maximum length of a Traineeship is six months, with a work placement of between six weeks and five months.

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## Funding

Learners aged 16 to 19 can complete Traineeships within study programme funding arrangements. If learners have Learning Difficulty Assessments (LDA) or Education, Health and Care Plans (EHCP), then they are eligible for study programme funding up to age 25. Learners aged 19 to 24 are funded under existing adult skills budget arrangements. A recent change has been the introduction of a single combined funding rate for all elements of the Traineeship programme. The 20% achievement payment for the single work experience and work preparation rate is now based on the learner progressing to one of the successful outcomes. English, maths and any additional qualifications added as flexible elements are funded as separate components.





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# CAMBRIDGE TRAINEESHIPS – A PIONEERING APPROACH

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In May 2013 we launched a pilot Traineeship programme with the Kent Association of Training Organisations (KATO) as a precursor to Cambridge Traineeships.

We want centres like you to benefit from this experience and to feel assured that we know how Traineeships work, with everything covered from funding to delivery.

From this pilot and from listening to stakeholders at Traineeship conferences at which we've spoken, we recognise that achieving Functional Skills within six months could be a challenge for some learners – so some of our off-the-shelf Cambridge Traineeships incorporate our Cambridge Progression suite of qualifications. These qualifications support core English and maths skills within a framework of bite-sized, credit-based units and develop the underpinning skills needed in English and maths so that learners can progress to Functional Skills.

*“The pilot was extremely well designed to focus on what it takes to prepare young people to become part of the workforce”*

**Lindsay Jardine, Director of Operations, KATO**

Another component of a Cambridge Traineeship is a refreshed Employability Skills suite, which enables you to build a more personalised approach to learning for your students, and provides excellent opportunities for learners to develop their work preparation skills. To support tutors we have produced delivery guides that identify lots of English and maths opportunities within our Employability qualification.

With every component qualification of Cambridge Traineeships already accredited and the assurance that comes from working with an awarding body with over 150 years' experience, Cambridge Traineeships are ready and waiting to give you a new edge to your provision.

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## Why Cambridge?

Cambridge Traineeships have been created to meet the Government's Traineeship initiative. This is a crucial programme that helps support young people into work; for us it's more than just the sum of its parts. The components of Cambridge Traineeships have all been developed through the Cambridge approach to assessment and builds on the aspirational approach to education that our link with the University of Cambridge is uniquely able to deliver.

However, we think that Cambridge is broader than this. It is also about:

- Building young people's confidence and self-esteem through a range of practical projects
- Encouraging an enterprise culture whereby young people feel supported to be innovative, creative and entrepreneurial in their approach to work
- Encouraging interaction within the local community
- Fostering an enquiry-based approach to learning, which helps to prepare young people for the workplace

Talk to us and we'll help you start your preparations for delivering Traineeships. Call **02476 851509** or email **[traineeships@ocr.org.uk](mailto:traineeships@ocr.org.uk)**



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# THE PILOT PROGRAMME

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The Cambridge Traineeships pilot ran through the summer of 2013 and involved two training providers within the Kent Association of Training Organisations (KATO).

The results of the pilot were extremely positive, with almost all learners progressing to one of the following: employment, an Apprenticeship or an FE course.

To celebrate their achievements, we hosted a celebratory graduation event at the House of Commons.

You can see the thoughts of those involved for yourself in a five-minute film – to see it, simply follow this link: [ocr.org.uk/cambridgetraineeships](http://ocr.org.uk/cambridgetraineeships)

Here's a taste of what the learners involved in the pilot thought about Cambridge Traineeships:

*"I just feel better about myself now that I have gone out there and achieved something for myself"*

**Scott Denham**

*"My advice would be to encourage anybody and everybody to do it"*

**Jake Rogers**

*"It developed my team leadership as well as my teamwork skills"*

**Alexander Foster**



Learners from Profile Development and Training Limited in Broadstairs, Kent



Learners from SET Training Limited in Swanscombe, Kent

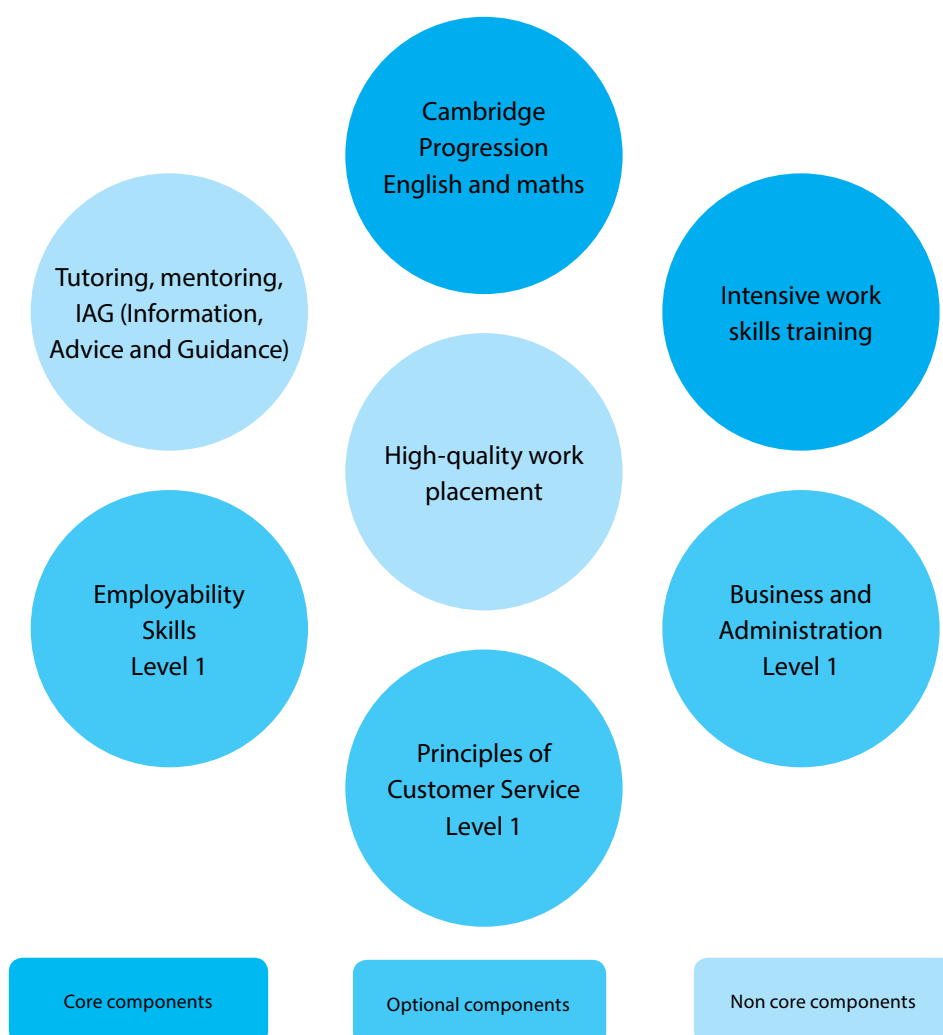
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# DELIVERY MODEL USED IN THE PILOT

Working in partnership with KATO and based on the Government's initial template for Traineeships, we built a bespoke programme which was designed to deliver the best experience for the learners.

Below is the model that was used in the pilot and which remains as the basis for our 'off-the-shelf' Cambridge Traineeships.

The providers chose to deliver a mix of training and work experience, with learners spending three days a week in the classroom and two days a week in work experience. This worked particularly well for the optional vocational elements, allowing learners to be highly practical and learn in the workplace



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# THE CAMBRIDGE TRAINEESHIPS OFFER

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## ***Off-the-shelf Cambridge Traineeships***

Our ready-made programmes cater for a wide range of learners' abilities and career interests. They have the option of including a vocational qualification and you can also take advantage of Cambridge Progression to address key skills gaps for learners who need help getting onto Functional Skills.

To see the range of off-the-shelf programmes, view **A Guide to Traineeship Provision** at [ocr.org.uk/cambridgetraineeships](https://ocr.org.uk/cambridgetraineeships)

## ***Bespoke programmes to suit individual needs***

If our off-the-shelf programmes aren't quite what you're looking for, we can help you to build fully funded programmes that suit the specific needs of your centre and prospective trainees.

For specialist advice, contact us on **02476 851509**.

## ***Personal and social development***

We know that interpersonal skills are critical to help young people progress through their learning and work careers. Employers often cite the lack of these skills as a barrier to employing young people.

To address these issues, we have a number of qualifications and individual units that can support Traineeship programmes. These include our Life and Living Skills suite for Entry Level learners and Personal Life Skills at Entry Level 3 to Level 2.

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# COMPONENTS FOR CAMBRIDGE TRAINEESHIPS

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## *Work Preparation Component*

### *Employability Skills*

Our Employability qualifications provide learners with the confidence, skills, knowledge and understanding to enter or return to the workplace. These qualifications are aimed at young people following vocational training programmes and at adults seeking to re-enter the workplace.

Employability Skills have been refreshed with updates to existing units and a clear focus on the learner, with accessible assessment workbooks for every unit. These updates incorporate new technologies and developments to make the qualifications more relevant for today's workplace.

At the same time, the qualifications remain flexible and exciting for learners so that they can fit with their intended career paths and be enjoyable at the same time. With units covering topics such as preparing for work experience and interviews, they really help support learners on a Traineeship programme, and provide evidence of their achievements.

We've identified opportunities for developing English and maths skills – vital in motivating learners and enabling them to be successful.

### *Digital Employability*

Using our IT expertise, with qualifications such as CLAiT, we've created a new suite of qualifications that are completely up to date and relevant to today's workplace. It also helps support online job searching skills and we have mapped the links between this and our Employability Skills qualification. The optional units are small and bite-sized allowing learners to focus where they need to the most and progress quickly.

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## English and Maths Component

### Functional Skills

Functional Skills test essential skills in English and maths and will equip learners to take on the challenges of work, education and everyday living.

Our Functional Skills qualifications range from Entry Level to Level 2 and give your learners a practical grounding in how to apply English and maths skills to everyday situations, with a strong focus on explanation and problem solving rather than abstract concepts and recall. Our assessments reflect this belief by using real-life contexts that allow your learners to apply their skills. There's never been a better time to deliver our Functional Skills qualifications. Our on-screen assessments and on-demand, paper-based assessments enable you to assess at the right time for your learners.

### Cambridge Progression

The Cambridge Progression qualifications have been designed for learners aged 16+ and can be delivered as a stand-alone programme or to provide the foundation for a host of broader programmes. In designing them, we've drawn upon our RSA heritage in building some of the UK's most respected qualifications in basic skills.

They're available from Entry Level to Level 2 and focus on the fundamentals of learning in English and maths – core skills and knowledge, simple assessment and a framework of bite-sized, credit-based units.

In order to satisfy the Government's English and maths requirement, learners who have not yet achieved Level 2 in English and maths must have these subjects in their Traineeship programme. Learners aged 16 to 18 must be enrolled on a programme leading to GCSE or Functional Skills and learners aged 19 to 24 can undertake appropriate qualifications that are outlined in Annex 1 of the Funding Rules.

Cambridge Progression can, therefore, be used to support progression to GCSE or Functional Skills for 16 to 19-year-olds and can be the primary provision for 19 to 24-year-olds, depending on their individual assessments.

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# SUPPORT FOR CAMBRIDGE TRAINEESHIPS

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## **Free level checker and diagnostic assessment tool**

Cambridge Traineeships come with a FREE online level checker and a FREE online diagnostic assessment tool. The online level checker can be used to determine the level of learners' abilities before moving on to pinpointing specific skills gaps using the online diagnostic assessment tool. The diagnostic tool creates a personal profile that maps to the individual Cambridge Progression units that can be used to strengthen skills in these areas.

## **Funding guidance**

Funding is available for Cambridge Traineeships and we offer a personalised service if you have funding-specific queries. Simply email **funding@ocr.org.uk** for free specialist funding advice.

## **Free support**

The resources to support the individual components within Cambridge Traineeships are all freely available from the OCR website and without restriction. You can also call our Customer Contact Centre on **02476 851509** or email **traineeships@ocr.org.uk**

## **Guide to Traineeship Provision**

To help you to create Traineeship programmes that are suited to the individual needs of your learners, we have created the OCR Guide to Traineeship Provision. This summarises all the units from our wide range of vocational qualifications available from OCR which are particularly relevant to young people on Traineeships. This menu allows you to create personalised programmes for each of your Trainees depending on their needs and aspirations.

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# CAMBRIDGE TRAINEESHIPS – THE RIGHT CHOICE

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## Delivering Cambridge Traineeships

Cambridge Traineeships provide you with flexibility in their delivery. This flexibility is something that has been piloted with the Kent Association of Training Organisations (KATO).

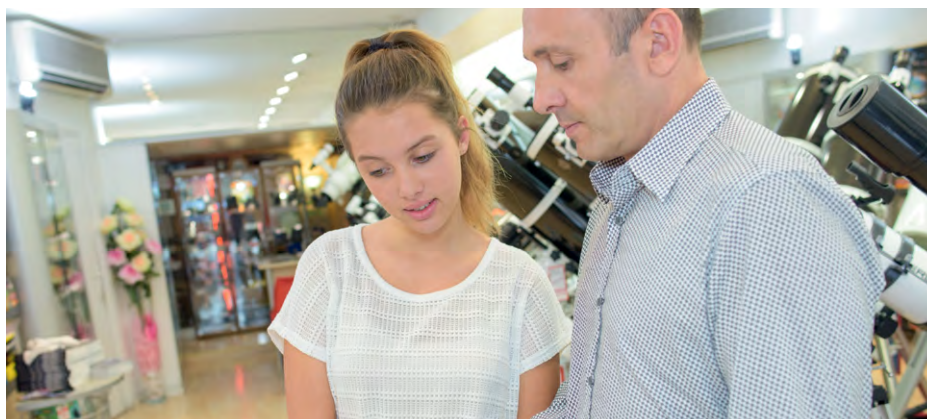
They give you the ability to manage the split between classroom time and work experience in a way that suits you and your learners. Here's how you could structure a programme:

- A period of classroom time for the first part of the programme, followed by a period of work experience for the final part of the programme  
or
- A blend of classroom time and work experience throughout the entire duration of the programme.

## Case studies

Following on from our dedicated pilot with KATO, we're able to give you a unique insight into the delivery of Traineeships which will help with the delivery of these programmes within your centre. These case studies will give you a lowdown on the pilots so you can get a real understanding of how Cambridge Traineeships work.

Read them online or see the short film at [ocr.org.uk/cambridgetraineeships](https://ocr.org.uk/cambridgetraineeships)



## **Which providers can deliver them?**

Current guidance states that these providers are able to deliver Traineeships:

- Currently deliver provision to 16 to 19-year-olds and have a contract with the EFA (Education Funding Agency)  
or
- Currently deliver 16 to 19 Apprenticeships and have a contract with the SFA (Skills Funding Agency)  
or
- Currently deliver provision through the adult skills budget and have a contract with the SFA

Employers can get involved immediately and also deliver Traineeships through:

- Employer Ownership of Skills pilots  
or
- Existing contracts for large employers to offer 16 to 19 Apprenticeships  
or
- Working in partnership with existing providers.

Employers are not required to pay young people for work placements. Eligible learners will have access to the 16 to 19 Bursary Fund or to Discretionary Learning Support funding for 19 to 24-year-olds.

## **Successful progression**

A successful outcome for a Traineeship is that the learner progresses to a sustainable job, Apprenticeship or further learning. We can continue to support this through our Apprenticeship offer and our range of vocational qualifications. For further information see [ocr.org.uk/apprenticeships](https://ocr.org.uk/apprenticeships)

For more information about Cambridge Traineeships, visit [ocr.org.uk/cambridgetraineeships](https://ocr.org.uk/cambridgetraineeships).

We can also help with your delivery of Cambridge Traineeships. If you have any questions, call us on **02476 851509** or email [traineeships@ocr.org.uk](mailto:traineeships@ocr.org.uk)

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# APPRENTICESHIPS

## **Our Apprenticeships: real options for excellent career progression**

A successful outcome from a Traineeship is a learner progressing to an Apprenticeship.

At OCR we are passionate about vocational education and the opportunities that it gives to people from all walks of life. Apprenticeships are a key part of our whole vocational offer and we strongly believe in the value of Apprenticeships as a key route through vocational learning.

We aim to ensure that the needs of our learners are prioritised, through successful engagement and strong partnerships with employers, centres and government to help individuals get the skills they need to progress onto an Apprenticeship and advance them throughout their Apprenticeship learning journey.

OCR has extensive experience of supporting the delivery of Apprenticeships as our Apprenticeship provision covers a number of sector areas. As OCR has a wide range of experience to draw upon, it enables us to be really flexible when it comes to finding the right approach for an Apprenticeship programme using creativity in offering leading-edge assessment products and services.

Sector	Subject	Level
Business	Business and Administration	2 and 3
	Customer Service	2 and 3
	Contact Centre Operations	2 and 3
	Management and Team Leading	2 and 3
Education	Supporting Teaching and Learning in Schools	2 and 3
Health and Social Care	Children and Young People's Workforce	2 and 3
	Health and Social Care	2 and 3
IT	Creative and Digital Media	3
	IT Users	2 and 3
	IT, Software, Web and Telecoms Professionals	2 and 3
Retail	Retail	2 and 3
Higher Apprenticeships		
Business	Business and Administration	4
Professional Services	Professional Services	4 and 7
IT	IT, Software, Web and Telecoms Professionals	4
Management	Management and Leadership	5
Health and Social Care	Care Leadership Management	5

The top three sectors with the largest number of Apprenticeship starts in the last academic year were: Health and Social Care, Business Administration and Management.

For more information visit [ocr.org.uk/apprenticeships](https://ocr.org.uk/apprenticeships)

To find out more  
**[ocr.org.uk/cambridgetraineeships](http://ocr.org.uk/cambridgetraineeships)**  
or call our Customer Contact Centre on **02476 851509**

Alternatively, you can email us on **[traineeships@ocr.org.uk](mailto:traineeships@ocr.org.uk)**



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