

BPIF

EST. 1901

A black and white photograph of two people in an office. A woman on the left, wearing glasses and a light-colored button-down shirt, is laughing joyfully. A man on the right, wearing a white shirt and a dark tie, is smiling and looking down at some papers on a desk. The background is a blurred office environment with bookshelves.

BPIF TRAINEESHIP GUIDE

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BPIF

EST·1901

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OVERVIEW

A TRAINEESHIP IS A SKILLS EDUCATION & DEVELOPMENT PROGRAMME INCLUSIVE OF HIGH-QUALITY WORK EXPERIENCE PREPARING YOUNG PEOPLE FOR THEIR FUTURE CAREERS.

BPIF'S TRAINEESHIP PROGRAMME IS DESIGNED FOR YOUNG PEOPLE AGED BETWEEN 19-24, HELPING THEM GET READY FOR AN APPRENTICESHIP WHERE THEY DON'T HAVE THE APPROPRIATE SKILLS OR EXPERIENCE.

HELPING YOU TO DEVELOP A LOYAL AND TALENTED WORKFORCE, A TRAINEESHIP:

- Is flexible, with a sector focus and is fully funded by the government.
- Gives your current employees experience in training and mentoring.
- Can help you increase capacity and productivity.
- Allows you to choose a programme that suits both the needs of your business and the needs of the trainee.
- Allows you to help tackle youth employment.
- Is a route into an apprenticeship.

BY HIRING A TRAINEE, YOU WILL BE ELIGIBLE TO RECEIVE AN INCENTIVE PAYMENT OF £1000 PER TRAINEE.

BPIF TRAINEESHIP



Our traineeship programme has been designed to ensure that it meets all requirements under the 'Traineeship Framework for Delivery' and helps prepare young people for their future careers ensuring the best possible outcome for the trainee and the most added value to your business:

Aimed at young people aged 19-24 who are not currently in full-time employment, have little work experience but who are focussed on work and the prospect of it our 12-week traineeship programme provides:

- A focussed period of work preparation, covering areas like CV writing, interview preparation, job search and interpersonal skills, supported by an accredited qualification.
- Maths, English, and Digital skills development where required.
- An accredited vocational qualification which helps prepare the trainee for occupational standards, either within an apprenticeship or specific employment.

Supported by the BPIF, you will provide a high-quality work experience placement, giving the trainee meaningful work experience and an opportunity to develop workplace skills.

WHAT ARE THE RESPONSIBILITIES OF THE EMPLOYER?

WILL NEED TO COMMIT TO A HIGH-QUALITY, 12 WEEK WORK EXPERIENCE PLACEMENT LASTING AT LEAST 70 HOURS AND UP TO 200 HOURS.

This will include:

- A delivery structure developed based on the individual needs of the trainee, ensuring that the trainee has the opportunity to learn through doing and working.
- Support and training from an identified workplace mentor in the business, receiving regular, constructive feedback.
- An interview for a position, or an apprenticeship within the organisation, or an exit interview with formal feedback

THE TRAINEESHIP IS FREE TO YOUR BUSINESS, AND THERE ARE NO SALARY COSTS, BUT YOU MAY SUPPORT TRAINEES WITH EXPENSES SUCH AS TRANSPORT AND MEALS.

PROGRAMME DESIGN

WE HAVE CREATED A STANDARD DELIVERY MODEL AIMED AT ENSURING THE BEST POSSIBLE OUTCOME FOR THE TRAINEE AND THE MOST VALUE FOR YOUR BUSINESS.

| | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY |
|---------|--------------------------------|-----------------|-----------------|-----------------|-----------------------------------|
| WEEK 1 | Introduction/ Non Regulated | Employability | Employability | Employability | Intro to Print (Non Regulated) |
| WEEK 2 | Work Experience (Induction) | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Employability | Review |
| WEEK 3 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Employability | |
| WEEK 4 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Employability | Review |
| WEEK 5 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Employability | |
| WEEK 6 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | | Review |
| WEEK 7 | Work Experience | Work Experience | Work Experience | Vocational Qual | Functional Skills |
| WEEK 8 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | | Review |
| WEEK 9 | Work Experience | Work Experience | Work Experience | Vocational Qual | Functional Skills |
| WEEK 10 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Vocational Qual | Review |
| WEEK 11 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Vocational Qual | |
| WEEK 12 | Work Experience | Work Experience | Work Experience | Digital Skills | Functional Skills |
| | | | | Vocational Qual | Review |

There is flexibility in the design of the programme and based on our assessment of the trainee, the programme can be adjusted to make sure that you and trainee get the most out of it.

All delivery of the traineeship will take place online to allow peer-peer support channels. Trainees can complete this training at the employer site.

HOW DO I GET STARTED?

WE ARE HERE TO HELP YOU GET STARTED ON THE TRAINEESHIP JOURNEY AND WE WILL DISCUSS WITH YOU:

- The requirements you have within your business for a trainee or trainees.
- Information on the role
- When you would like the trainee to start
- The progression routes available in your business for the trainee
- Completion of the traineeship vacancy template

RECRUITMENT AND EMPLOYMENT

ADVERTISING YOUR VACANCY

Using the details you have provided us in the traineeship vacancy template, we will publish your advert on the Find a Traineeship Gov.uk site as well as advertising on our website and our social media platforms. We will also post the job with the local job centre.

It is also advised that you utilise your own social media platform and other recruitment processes you would usually use.

APPLICATION PROCESS

We suggest that the interview takes place at the employer's site and the interview is in an informal style.

SELECTING YOUR TRAINEE

Once you have decided on your trainee, you will need to inform us and we will be able to send a welcome email to the candidate including an application form and a log in to complete initial assessments.

ENROLLING YOUR TRAINEE OFFICIALLY ONTO THE TRAINEESHIP

BPIF will agree with you a 'sign up' date where the trainee tutor will meet virtually with the trainee and you to sign them onto the traineeship, finalise deliver programme based on initial assessment and start the programme. You will take this opportunity to provide the trainee with a site tour, meet the team and agree an official work placement start date.

THE TRAINEESHIP WORKPLACEMENT

- The work placement should be planned to take place within 7 days for the learner sign up.
- The learner will complete a timesheet, signed by the employer to evidence hours worked.
- A progress review will be complete at the midpoint of the work placement and the trainee's tutor will be in regular communication with the trainee throughout.

PATHWAYS TO PROGRESS

APPRENTICESHIPS

A Traineeship offers the perfect pre-Apprenticeship opportunity, allowing the individual to receive training prior to employment which ensures they are ready to take the next step. Our 3 vocationally focussed Traineeship courses offer a clear progression route into one of our Apprenticeship programmes, ensuring that your business is supported with training that is relevant.

PATHWAYS TO PROGRESS

BPIF currently offer the following Apprenticeship programmes –

| Apprenticeship | Level | Typical Duration (Months) |
|--|-------|---------------------------|
| Print and Printed Packaging - Print Standard | 3 | 30 |
| Team Leader / Supervisor | 3 | 24 |
| Operations / Departmental Manager | 5 | 30 |
| Customer Service Practitioner | 2 | 18 |
| Customer Service Specialist | 3 | 18 |
| Business Administrator | 3 | 18 |
| Lean Manufacturing Operative | 2 | 18 |

WHAT IS AN APPRENTICESHIP?

An apprenticeship is a genuine job with an accompanying assessment and skills development programme. It is a way for individuals to earn while they learn, gaining valuable skills and knowledge in a specific job role. The apprentice gains this through a wide mix of learning in the workplace, formal off-the-job training and the opportunity to practise new skills in a real work environment. Apprenticeships benefit employers and individuals, and by boosting the skills of the workforce they help to improve economic productivity.

EMPLOYER INCENTIVE PAYMENTS

HOW TO CLAIM

Not only are 100% of the training costs for a Traineeship fully subsidised, but employers can now claim £1,000 for each work experience placement you offer as part of the Government incentive scheme.

Employers can claim the government's promised £1,000 for a completed traineeship work placement using an on-line form.

The form is now live on the gov.uk website:

<https://www.gov.uk/government/publications/traineeship-employer-incentive-registration-form>

- The £1,000 payment is limited to 10 trainees for each of the nine regions in England, per employer.
- The Department for Education confirmed the £1,000 can only be claimed for work placements that were "started and completed" from 1 September 2020 to 31 July 2021.
- With the government also offering a £3,000 incentive for new employees of any age who start an apprenticeship from 1 April 2021 to 30 September 2021, there has never been a more viable and lucrative time to take on a new member of your team.



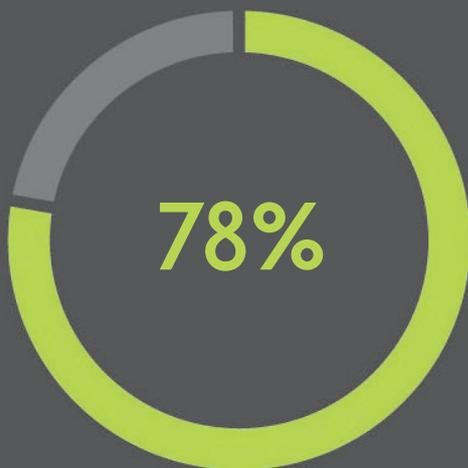
Of employers who used the BPIF for training were likely or extremely likely to recommend the BPIF for their training.



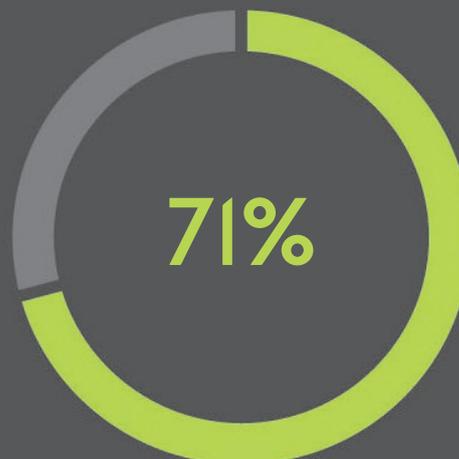
Of employers reported improved product or service quality.



Employers gave the BPIF the highest rating for satisfaction which is more than the national average.



Of employers reported improved productivity



Of apprentices agreed their chances of earning a higher wage.