

NEW £1000
bonus per trainee!

Supported by
National
Apprenticeship
Service



Business Skills Traineeships

Tailor skills | Unlock potential | Find the right fit



Finding the right people with the right skills and right attitude is one of the biggest challenges a business can face. A traineeship provides a cost-effective route for attracting and developing valued, skilled and enthusiastic members of your workforce.

Our Business Skills Traineeship is a short, flexible training programme and work placement that prepares young people aged 16-18 for a career in business.

Why traineeships make good business sense

- It allows both employers and learners to decide if they are the right match
- Training costs will be fully met by government funding and you will receive a £1000 bonus for each trainee you take on
- The length of commitment is relatively short
- You will get the pick of ambitious young talent - with no recruitment costs
- You get to nurture home grown talent helping to create a local and loyal workforce
- The programmes can be delivered remotely and tailored to the specific needs of your business
- They are a great way of increasing young people’s chances of finding paid jobs in the future

Programme overview

Our traineeship programme lasts **10 weeks** and is made up of the following key elements:

- A **high quality work placement** – which enables young people to develop the skills, knowledge and experience needed for a career in business
- **Vocational skills training** – learners will learn specific occupational skills relevant to your organisation and a range of business settings
- **Employability skills training** – learners will develop the confidence and attributes required by employers, and prepare them for the workplace
- **English and Maths** - for those learners without GCSE A*-C or Functional Skills at Level 2 in the subjects
- **Interview** - upon course completion

Course content

Employability skills	Business (vocational) skills
Self-assessment About me Understanding mindset and personal qualities Personal presentation Teamwork Communication Writing a CV Interview skills Reflection and self-assessment	An introduction to customer service Communication Digital skills Google analytics Equality, diversity and inclusion Safeguarding What I learnt from my placement?



Duration

Programme breakdown	10 weeks x 30hrs per week (6hrs per day)	Total hours
Employability skills training	1 day per week	15
Business vocational skills training		15
Functional skills training - Maths		15
Functional skills training - English		15
Work placement	4 days per week	240
		300

Working with GP Strategies

GP Strategies will take care of the recruitment, selection and training so that you can focus on taking your business to the next level. We will:

- Arrange placements
- Source and screen candidates
- Design and deliver a training programme to prepare trainees for the workplace
- Provide English and Maths tuition and support (if required)

Costs and funding

Trainee costs are met by government funding with an additional bonus payment of £1000 per learner, for up to 10 learners. While you are not required to pay a young person taking part in a traineeship, it may be worth looking at covering expenses such as transport and meals.

Traineeship eligibility

To be eligible for a business skills apprenticeship, individuals must be:

- Aged 16 to 18 and qualified up to level 3
- Focused on working in a business setting but with little work experience
- Unemployed (or work fewer than 16 hours per week)

Next steps

Traineeships are an integral to addressing employer’s need for greater work experience. If you would like to discuss how our traineeship programme can work for you, please call us on **0330 1000 610** or email **apprenticeshipsUK@gpstrategies.com**.



For more information about the Traineeships we offer,
please contact us on 0330 1000 610.
www.gpstl-apprenticeships.co.uk | apprenticeshipsUK@gpstrategies.com

GP Strategies – committed to equality and valuing diversity



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IN PEOPLE

Silver

