

A Guide to Traineeships for Careers Leaders, Parents and Guardians

An education and training programme with quality work experience.

STEP 1 - Understand job opportunities

- Vocational Profiling (helps identify personal aims for work)
- Careers advice
- Work and interest activities
- Review Education Health and Care Plan goals



STEP 2 - Encourage Work Experience & Volunteering

- Helps a young person decide their career pathway
- Learn and develop life skills
- Improves teamwork and communication
- Builds skills needed for work

STEP 3 - Suitability

- Young person is aged between 16 and 18 or 19 to 24 (25 with an Educational Health and Care Plan) depending on training provider funding
- They are willing to carry out at least 70 hours of unpaid work experience in their chosen industry
- They will be ready for paid work or an apprenticeship within a year



STEP 4 - In work support available if needed

- Essex County Council can offer travel training support
- Job Coach and reasonable adjustments (Access to Work)
- Learning support for maths and English through training provider

STEP 5 - For further information contact:

targetedemployment@essex.gov.uk

