



Making Traineeships Work

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DWP Involvement

DWP are responsible for:

- Ensuring that the local design of the Traineeship allows claimants to participate whilst retaining their existing benefits.
- Agreeing processes with providers which are consistent with DWP expectations
- Referring suitable claimants to Traineeship opportunities
- Working with training providers to ensure that effective feedback and communication processes are in place.

Eligibility

Benefit recipients who can participate in a traineeship are those in receipt of:

- Jobseekers Allowance (JSA)
- Universal Credit (UC)
- Employment Support Allowance in a Work Related Activity Group (WRAG)
- Income support (IS)

Traineeship participants must not already be working, be close to the labour market and have little or no work history

Design

- Flexible
- Removal of 16 hour rule for JSA recipients
- Removal of training restrictions for 18 yr olds
- Hours of delivery
- Duration

Referral Processes

- Check eligibility for the Traineeship
- Contact the provider to arrange an appointment
- Issue the claimant with a referral letter
- Consider alternative signing arrangements
- Explain that during the Traineeship existing benefit rules apply
- Discuss general attendance, timekeeping, behaviour etc
- Explain they may be expected to attend an interview with the placement employer and/or provide a CV

Next Steps

- Make sure your provision is available on the JCP District Provision Directory
- Promote Traineeships to staff in local JCP offices and build effective working relationships with Work Coaches
- Keep in touch – monitor and review – networking.

- Any Questions