



# Traineeships with Prospect Training Services

A traineeship is a tailor-made programme of support for young people, aged 16–24, who want to work, but who need extra help to gain an apprenticeship or a job.

Traineeships give young people the opportunity to develop the skills needed by employers, and the workplace experience to enhance their long-term career development.

Our programme will give you the confidence and skills you'll need to compete in the labour market with more experienced candidates. PTS works with over 6,000 committed and supportive employers and organisations across the county, who provide their own vital input. So, no matter what career you would like to progress into, we can find the right placement for you!

**A traineeship with PTS will provide you with the opportunity to reach your personal best – your employment journey starts here!**

Our programme includes:

- an initial development plan and assessment to develop a programme to suit you.
- a high-quality work placement of your choice – a structured, meaningful and substantial experience to enhance your CV and workplace skills and improve your confidence and employment prospects.
- English and maths qualifications for those who have not yet achieved a GCSE grade A–C or equivalent; we will help you to develop these skills.
- work preparation training: how to write good CVs and application forms; interview preparation; placement matching; sector-based discussions; improving your communication skills; entrepreneurship projects; confidence building ... and much more!
- ICT classes and other training you'll need for your chosen career.
- in-work placement support to help you settle into your new company and role.
- next-step planning to support your development beyond the work placement and towards paid employment.

For further information, please contact Ewen Saunders on  
01452 886888 or [ewens@trainandrecruit.com](mailto:ewens@trainandrecruit.com)





Our Traineeship Programme could look something like this:

| 26 Week Programme  | Activity  |
|--|---|
| <b>3 week pre-programme</b> – Initial assessment and preparation for placement                       | Pre-traineeships assessment and matching to appropriate placement   |
| <b>0–26 weeks</b> – PTS support will run through out the programme, with weekly contact and support. | <ul style="list-style-type: none"><li>• English, Maths and/or ICT support</li><li>• Work skills/employability skills provision</li><li>• Reviews with dedicated advisors</li><li>• Impartial Advice and Guidance (IAG)</li><li>• Skills health check under National Careers Service</li></ul> |
| <b>4–26 weeks</b> – On work experience placement   | Structured, substantial and meaningful placement. A minimum of 3 days per week for up to 5 months with an appropriate employer.   |
| <b>22–26 weeks</b> – End of programme planning   | Additional IAG and NCS support (if needed) in planning for your future progression beyond the work placement.   |

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