

Mencap's Traineeship Programme: employer's guide



Bring benefits to your organisation,
and make a real difference.

 mencap
Employ Me

**The 3
Ships**  Supported Internships
Traineeships and
Apprenticeships

What is Mencap's Traineeship Programme?

Mencap's Traineeship Programme supports young people with a learning disability or autism, aged 19 – 24, to develop the skills and experience needed to move into paid work or an apprenticeship.



Why should you get involved?

The programme gives you a chance to see what an individual can do before agreeing to take them on as a paid employee or apprentice. What's more, it also:

- shows you the business benefits that people with a learning disability can offer, such as staying in entry-level jobs
- offers you the opportunity to shape the young person's training and experience to match your business needs, upcoming vacancies, and areas of staff shortage or high turnover
- allows you to work with young people over a significant period of time, to enable them to acquire the right skills to enter your workforce
- has been designed to be as simple and flexible as possible, enabling the training provider to deliver a programme matched to your business needs
- enables you to access a talent pool that may have been

previously overlooked

- is an opportunity to create a more diverse workforce in your organisation, which can also boost staff morale.

The difference you can make

Did you know that only 6%* of people with a learning disability known to local authorities, of working age, are currently in paid work? This is largely due to people not having the right experience or qualifications, or inability to present themselves well through a standard recruitment process. This programme is one of the first steps a person with a learning disability might take, opening doors to other opportunities that lead to greater independence, and a fulfilling, happy life.

How a traineeship works

A traineeship is an education and training programme with work experience designed for young people who are motivated to work, but lack the skills, experience and behaviours sought by employers.

A traineeship includes:

- a work experience placement
- work preparation training
- support with the development of English and maths skills.

Work experience within a traineeship should be a high quality placement that is tailored to the individual needs of the learner, lasting at least 100 hours but not exceeding 240 hours. Mencap will support both you and the trainee to ensure this runs smoothly. This will include the option of a job coach at no cost to you. They work alongside the trainee to help

*Councils with Adult Social Services Responsibilities 2016-17



“The traineeship is a really good programme for someone who wants to get straight into work.”

them learn new skills at a suitable pace so there is no additional impact on your time.

English and maths support will reflect the requirements of the job whilst enabling the trainee to move towards qualifications if appropriate. We would ask that you invest some time with Mencap to develop the programme with us.

How long does Mencap's Traineeship Programme last?

A traineeship can last between six weeks and six months but will typically last about 13 weeks. The aim is to secure the young person's progression as quickly as possible.

What does it cost?

Not a penny. Mencap's Traineeship Programme is fully funded by the Education and Skills Funding Agency, and the Department for Work and Pensions pay for the job coach through the individual's Access to Work grant.

Some employers like to pay travel and/or lunch expenses for the trainees, but that is optional.

What is a learning disability?

A learning disability is a reduced intellectual ability and difficulty with everyday activities – for example household tasks, socialising or managing money – which affects someone for their whole life.

People with a learning disability tend to take longer to learn and may need support to develop new skills, understand complicated information and interact with other people.

What kind of jobs could a person with a learning disability do?

We encourage employers to keep an open mind, as everyone is different. However, the types of roles that would generally suit most people with a learning disability include those that:

- require practical skills that can be learnt through practice and repetition
- do not require a high-level qualification
- do not require a driving licence
- have fixed elements and only include minimal multitasking
- involve working within a team where tasks can be shared and support can be offered
- include options to do specific parts of a job description but not all of it (job-carving).

Get on board!

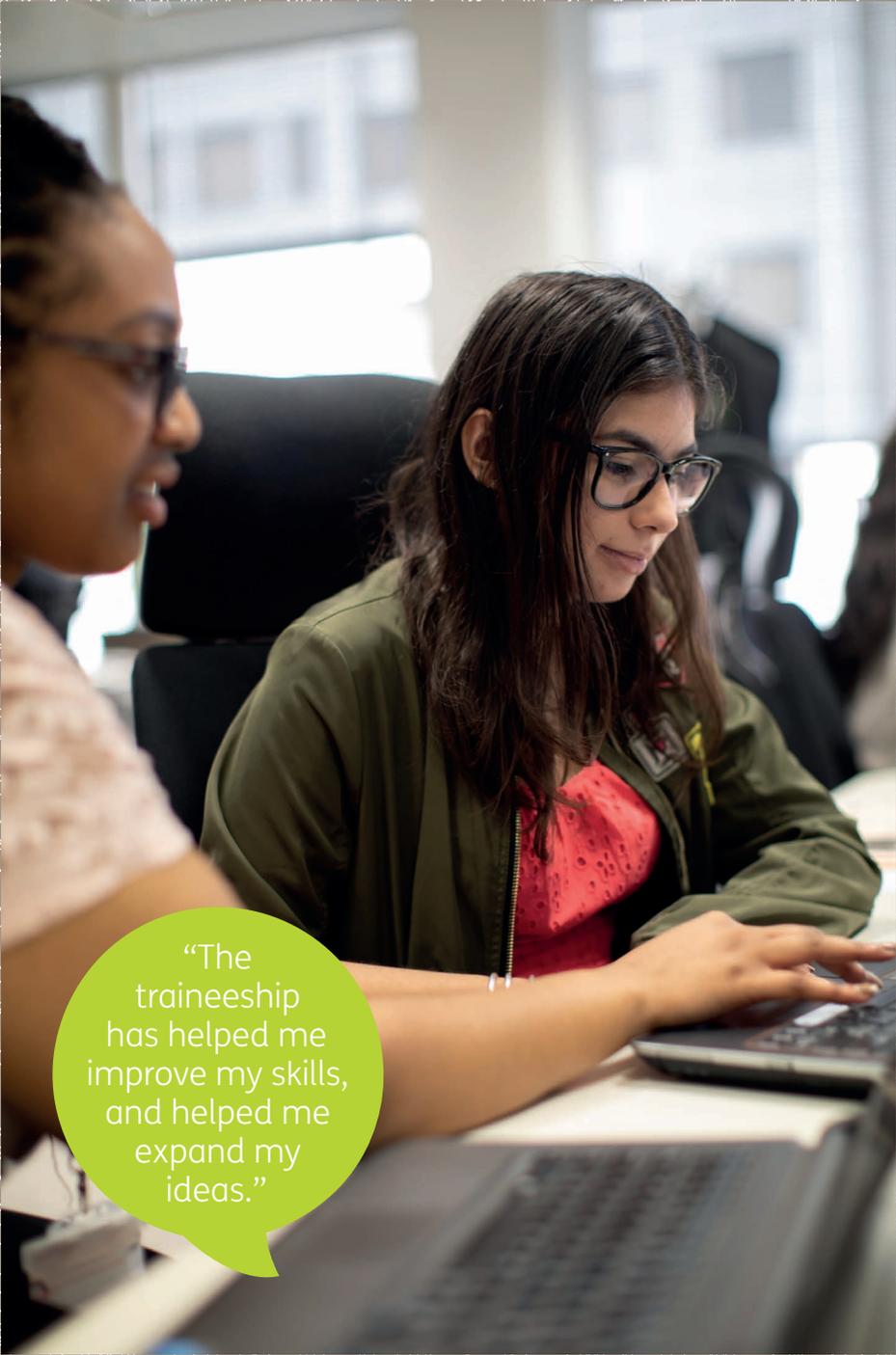
If your organisation wants to work with Mencap, we will help you through all aspects of the programme and offer Learning Disability Awareness training to your teams.

Whilst it is not compulsory, we would also like you to consider whether there is an opportunity for a paid role or an apprenticeship at the end of the programme to maximise the benefits for all parties.

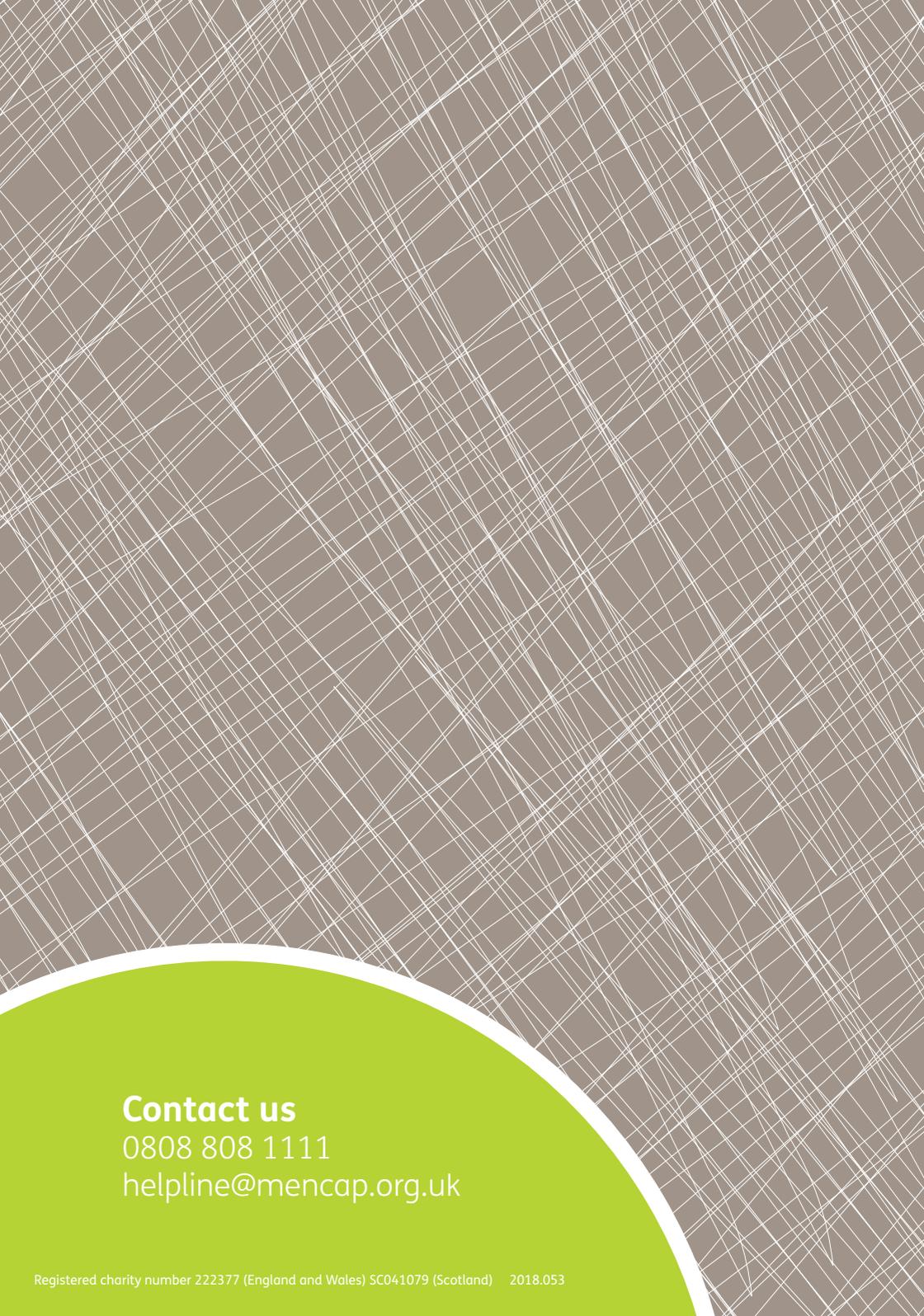
Find out more

Phone 0808 808 1111

Email helpline@mencap.org.uk



“The
traineeship
has helped me
improve my skills,
and helped me
expand my
ideas.”



Contact us

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