



**Jobs and Apprenticeships**  
for Salford businesses

# MY Traineeship

## Salford City Council



# MY Traineeship (Salford Futures) – Salford City Council

## Background

[Salford Futures](#) is a well-recognised and highly regarded employability programme amongst local partners and residents in Salford, which has helped to provide many young people with tangible support to find work over the past five years. The programme is funded and delivered by Salford City Council and has two distinct functions:

- [Work placements](#), hosted by Salford City Council or an external partner, which are currently available to all unemployed residents, regardless of age, and can be delivered flexibly for up to eight weeks;
- [Traineeships](#), which are also hosted internally or by an external partner, and enable NEET young people aged 16-24 to develop their employability skills as part of an accredited programme lasting for between three and four months.

## What's involved?

MY Traineeship usually lasts for either 12 or 16 weeks and includes the following activities and support:

- ✓ An 8 week work experience placement – **minimum 2 days per week**
- ✓ Training and support to improve Maths and English skills and to achieve an accredited employability qualification (level 1) and vocational qualification (level 1) – **minimum 2 days per week**
- ✓ £40 per week training allowance for the full 12 or 16 weeks<sup>1</sup>
- ✓ £200 reward payment<sup>2</sup>
- ✓ Full travel expenses to attend both placement & training

## Targeted help and support

There are an increasing number of young people in Salford who are not deemed to be work or apprenticeship-ready and accordingly will not be immediately able to take advantage of the increasing number of apprenticeship opportunities being made available to young people in Greater Manchester. These young people often require further training and support to help develop their functional and employability skills, but often need additional and intensive support to improve confidence and raise aspirations, particularly if they have been out of work for a significant amount of time.

Since January 2014 we have responded to these challenges by building in financial incentives to motivate and encourage participants to engage and sustain their participation in the programme, whilst we have worked closely with other services to ensure support can be sustained beyond the point at which they complete the programme and progress into an employability opportunity.

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<sup>1</sup> Training allowance available to those not claiming out of work benefits

<sup>2</sup> Up to £200 in high street vouchers subject to participation and attendance over the full 12 or 16 weeks

MY Traineeship has an excellent track record of supporting young people and continues to be one of the most inclusive employability programmes available to NEET young people in Salford. We have recently delivered a bespoke four-month programme targeted at Looked After Children (LAC) and Care Leavers either living in the City in or in the care of the local authority. All nine of the young people involved were aged between 18-24 and had been long-term NEET. Two thirds successfully completed the programme with four progressing into a job or apprenticeship.

Despite this, we have recognised the need to improve and expand the programme to ensure it offers the best and most appropriate support to the most marginalised and disengaged young people in the city. We are working closely with other public sector partners, including Together Housing, City West, Salford Royal and Salford Community Leisure, to develop a collaborative approach to Traineeship delivery.

Our support for young people focuses on personalised, end-to-end provision which aims to build confidence and help individuals overcome recognised or perceived barriers, whilst participating in genuine and tangible work experience opportunities. To support our programme, we commission a number of targeted support services and work closely with statutory providers to ensure the support provided is holistic and appropriate.

Additionally, we have found that our Salford Futures programme is having to support a growing number of young people with complex issues that require dedicated pastoral support and/or specialist service intervention. For instance, a number of young people who were involved in our most recent Traineeship programme were experiencing some sort of physical, social or emotional health concerns (e.g. anxiety, depression, drug and substance misuse, domestic violence, debt, housing and motivational/behavioural issues) for which they required in-depth mentoring and advocacy support from the programme providers and/or specialist support services, increasing the demand on resources significantly.

To enhance the support currently provided, we have recruited a dedicated staff member to coordinate more enhanced pre and post-programme support, so that more young people are given the chance to engage with the programme and receive a sustained, in-work support offer once they have, or are ready to progress into employment.

The Council also commission a dedicated employer engagement service ("SEARCH"), which works directly with local employers to broker and recruit to job and apprenticeship opportunities in Salford. Priority is given to our commissioned support services, including our Salford Futures programme, to match priority groups into the available vacancies. During the past year, SEARCH has placed 275 unemployed residents into employment, including a number involved with the Salford Futures programme.

### **Local partnerships**

Salford City Council has teamed up with Pendleton Together, Salford City College and Myerscough College to provide young people with access to a consistent Traineeship package of support.

We want young people in the City to have access to quality training and work placements, to ensure they have the necessary skills and experience required by employers for jobs and apprenticeships. As a partnership, we have a range of Traineeships available in Salford and hold joint recruitment and assessment events with young people. This coordinated approach helps young people, referral agencies and parents to better understand the Traineeship offer and navigate the range of vocational opportunities available.

Salford Futures provides access to over 130 work experience and/or traineeship placements per year and over the past few years has cultivated a bank of work experience placements across a wide variety of occupational areas. The majority of opportunities are hosted internally across a range of teams, or externally with key partners, employers and services operating in Salford.

Below is a breakdown of the range of external partners who host placements in support of Salford Futures:

- Helping Hands
- Aspire
- Salix Homes
- Booths (MediaCityUK)
- Salford CVS
- City West (Extra Care Services)
- Keepmoat
- Pendleton Together
- Salford City College
- AJ Bell Stadium (Salford Reds)
- Salford Community Leisure

In addition, we also work with a range of agencies who refer candidates to Salford Futures for support. These include:

- Connexions Salford
- Salford Foundation
- The Broughton Trust
- Jobcentre Plus
- Greater Manchester Fire & Rescue Service
- Salford Probation
- Salford Youth Offending Service
- Helping Families (Troubled Families programme)
- Skills and Work service
- Working Well services
- JCom (Salford Jewish IAG service)
- Greater Manchester West Mental Health NHS
- Health Improvement Team
- Manchester Cathedral

We also advocate on behalf of the young people we work with and have established strong and effective referral arrangements with key agencies to provide specialist advice, support and interventions before, during and after the delivery of the core work experience programme.

We intend to grow the service over the next 12 months by increasing the overall number of partners and employers engaged in hosting work experience placements and Traineeship opportunities for young people. We already have an excellent partnership with Salford City College, Myerscough College and Together Housing, whereby we have created shared standards for recruitment, assessment, delivery and progression, to help make our programmes more inclusive and successful.

## Positive destinations

A key measurement of success is how many young people complete a Traineeship and progress into a positive destination (i.e. Job, Apprenticeship, and further full-time Education). Between January 2014 and July 2016, a total of 36 young people completed Salford Futures – MY Traineeships, with 28 (78%) progressing into a positive destination; apprenticeships (47%) and jobs (31%).

These outcomes compare very favorably with the National data compiled by BIS on Traineeship delivery during 2014-15 (see table 2).

Age	Traineeship Completions	Traineeship Progressions	Positive Progressions			Totals
			Apprenticeship	Jobs	Full-time Education	All
All Ages	36	28	17	11	0	28
			47%	31%	0	78%
Under 19	15	13	8	5	0	13
			53%	33%	0	87%
19-24	21	15	9	6	0	15
			43%	29%	0	71%

By comparison, a total of 12,600 young people completed National Traineeships, with 7,670 (61%) progressing into a positive destination; apprenticeships (22%) and jobs (28%). This equates to 50% progressing into an apprenticeship and job. A further 17% were in training or education

Age	Traineeship Completions	Traineeship Progressions	Positive Progressions	
			Apprenticeship	Job, Apprenticeship, further full-time Education
All Ages	12,600	7,670	2,730	7,670
			22%	61%
Under 19	7,400	5,400	2,280	5,400
			31%	73%
19-24	5,200	2,270	450	2,270
			9%	44%

Source: Department for Business, Innovation and Skills (BIS) Evaluation in 2014

## Qualifications attained

A further key measurement of Traineeship success is the number of young people who have successfully undertaken training and achieved a recognised accredited qualification. Between January 2014 and July 2016 a total of 5 MY Traineeships were delivered and the following 50 qualifications were attained by the young people involved:

<b>Table 3</b>		
<b>Accredited Qualifications Attained</b>		
<b>Qualification</b>	<b>Level</b>	<b>Number attained</b>
Employability	Level 1 Award	26
Horticulture Skills	Level 1 Award	15
Business Administration	Level 1 Award	5
Customer Service	Level 1 Award	4

In addition, enabling young people to increase their functional skills levels in English and/or maths is key element of Traineeship delivery and equips young people with the necessary skills to be considered for apprenticeship opportunities.

The table below illustrates functional skills levels for young people following initial assessment at the start of the programme and subsequent attainment levels at the end of the programme:

<b>Table 4</b>			
<b>Increased Functional Skills Levels</b>			
<b>Maths - Assessment</b>	<b>Maths - Attainment</b>	<b>English - Assessment</b>	<b>English - Attainment</b>
E3	L1	E3	L1
E2/3	L1	E2/3	L1
E2/3	L1	E2/3	No Attainment
E3	L1	E3	L1
E2	E3	E3	L1
E1/2	E3	E1/2	E3
E2	E3	E2	E3
E3/L1	Level 2	E3/L1	No Attainment
L1	L2	L1	No Attainment
E2	E3	E2	E3
E1/E2	E3	E1/E2	E3
E3	L1	E3	L1
E3	L1	E3	L2
L1	L2	L1	L2
E1	E3	E1	E3
E2	L1	E2	L1
E3	L1	E3	L1
E2	L1	E1	ESOL E2
E2/3	L1	E2/3	No Attainment
E2/3	E3	E2/3	L1
L1	Exempt	L1	L2
E3	L1	E3	L1
E3	L1	E3	L1
L1	Exempt	L1	L2
E3	L1	E3	L1
E3/L1	No Attainment	L1	L2

The above figures in table 4 relate to candidates sitting Functional Skills tests and achieving qualifications with national awarding bodies. The majority of young people completing MY Traineeship activity have moved up at least one level and in some cases have increased their functional skills ability by two levels. This equates to 26 out of 36 completers (72%) and is based on them taking and achieving the Functional Skills tests. Those who show no attainment did not attend for their exams but have demonstrated they are able to function and a level(s) above those at the start of the programme.

