

## Traineeship Case Study – An Employer’s Route to Recruitment...

**Provider: SETA Training**  
**Employer: Arlington Fleet Services Ltd**

Arlington Fleet Services Limited, based in Eastleigh, Southampton was formed at the start of 2004 by a collation of experienced railway engineering professionals. They now have approx. 70 employees and offer a range of vehicle maintenance services to the rail industry.

The Managing Director Barry Stephens said “We don’t have the time to meet and



interview potential Apprentices, so all our recruitment now goes through SETA Training who we direct everyone to when they approach us for employment, they are a God send”.

Arlington Fleet Services offered a 2-week work placement as part of the Traineeship Programme to 8 Trainees, following an initial in-house period at SETA Training. Barry said that during the 2 weeks they were able to see the enthusiasm, attitude and time management of the Trainees before making any commitment.

Barry has since recruited 4 of the Trainees onto an Apprenticeship and recognises the need to train young people, due to the lack of skilled trades’ people in the sector.

The rolling stock at Arlington Fleet Services can take approx 3-4 months to re-condition and during the work placement the Trainees gained experience in engine stripping, fault finding, woodwork, paint-spraying and antique

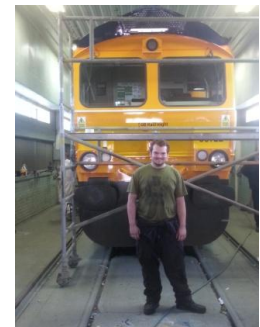
furniture restoration of the £½ million pound coaches, working alongside and learning from Arlington’s experienced staff.

The 4 Trainees, aged between 16 and 18 that have now been recruited by Arlington Fleet Services as Apprentices and are undertaking their Advanced Apprenticeship in Mechanical Maintenance.

The Trainees were paid £15 a week whilst on their 22-week Traineeship but said the money was not important. One of the Trainee’s said initially he thought he would rather get any job that paid him more, but his mum helped him realise he needed to think about the longer-term and how much more he would be earning in 3-5 years once his Apprenticeship is completed. The other Trainees said it was much more about getting help to secure a job and being “one step ahead of everyone else” than how much they would earn during the Traineeship.

With the Traineeship that they undertook with SETA Training, they were able to undertake a range of engineering skills with 3 different employers, opening up the career opportunities available to them and helping them to find out what they wanted to do.

One of the trainees said what “a brilliant experience” their Traineeship had been and that they would definitely recommend it to their friends.



Barry, Managing Director is now considering offering Traineeship work placements to 2 more Trainees later in the year.

reduced cost was very appealing” but that the influencing factor was that “young

**Traineeship Case Study – Advantages of recruiting someone who has completed a pre-employment programme...**

**Provider: HTP Training**  
**Employer: Bury Lodge Nursing Home, Gosport, Hampshire**

Bury Lodge is a nursing home providing care for up to 22 older people with dementia and is based in Gosport, Hampshire. They employ approx. 30 staff and are part of the Numada Healthcare Group.

The group already have a strong training ethos and have a training department which arranges internal and



external training; ensuring staff are trained and competent to do their jobs.

Shelley Watts, Registered Manager at the home explained that they had never recruited an Apprentice before, but were approached by HTP Training just at the right time. HTP explained that they had potential employees that had completed a care pre-employment programme and needed to supplement their training in a real work environment.

The employee would be recruited as an Apprentice for an initial period of 12 months, with commitment from the employer to support their training and enable them to gain experience within the care sector. Shelley said that “having a supernumerary member of staff at a

people don’t get enough chances” and Shelley felt that as an advocate of training, the home could offer a young person an opportunity.

HTP confirmed that Shelley could meet and interview a number of candidates who had completed their Care pre-employment training programme and therefore already held certificates in Health & Safety, Food Hygiene and had been checked with the Disclosure and Barring Service (DBS), which helps employers make safer recruitment decisions and prevents unsuitable people from working with vulnerable groups.

Shelley interviewed the first candidate Rosie, who lived locally and said “we liked each other immediately and I knew she was coming with lots of support from HTP, so I recruited her straight away as our Apprentice.”

The home pays Rosie’s salary and also provides her with a uniform and meals whilst at work. She is provided with time to complete her coursework and also has access to the group’s in-house training courses.

Shelley explained that recruiting someone from the pre-employment programme ensured that the knowledge base of the individual was already in place, but they were “adding flesh to the bones”.

Shelley’s intention is to offer Rosie a full-time role on completion of her Apprenticeship and would certainly

consider recruiting a further Apprentice in the future.

## Traineeship Case Study – The Work Experience Placement

**Provider: Learning and Skills Solutions**  
**Employer: Linx Security**

Linx Security, based in Hounslow, West London have a partnership arrangement with the training provider Learning and Skills Solutions and offer work experience placements to their security Trainees.

They are a small



company with 4 full-time employees and approx. 20-30 security staff on their books and offer Corporate Security Services in the area.

Zuber Yusuf, Managing Director at Linx Security explained how they have offered 6-week work placements to approx. 100-150 Trainees over the past few months. Five of these Trainees have since been offered roles with Linx Security and others have progressed into employment with other local security companies.

The 6 week placement includes an initial two weeks of training on the expectations of working in the security environment, where possible scenarios are discussed and practiced, followed by on-site corporate security experience which can include reception security, patrol and CCTV surveillance.

Their experience to date is that approx. 30% of the Trainees undertaking a placement with them are female and that there is a demand for female security workers.

Zuber confirmed that the main benefits to someone considering whether or not to undertake a Traineeship is “if they have not previously experienced security work, they will be able to work alongside trained and experienced security guards, see what it is like and decide if it is for them. The Trainees will learn different skills that they will be able to use in different roles.”

All Trainees receive a reference at the end of their placement which they can include in their portfolio and show to potential future employers.

With this particular Traineeship delivery partnership, the Trainees do not receive a financial incentive so they will also be demonstrating their dedication and motivation to potential employers. On completion, it is expected that the Trainees will have the ability to progress straight into an employed role without the need for much additional training, which will be a great incentive when applying for jobs.

Zuber said that “initially there were a few teething problems, it was a new programme and we needed to adjust how we operated when we started working with large groups of young adults.” It is, however, now their intention to continue offering work placement opportunities and Zuber went on to say that they are considering expanding into event security, so they can offer a wider range of experience and the Trainees can see the different security options available to them.

## Traineeship Case Study – Engaging Employers and Young People

### Provider: learndirect

### Employer: Beehive Nursery

Keen to find staff who were truly work-ready and realistic about the task in hand, Kim Harris, manager at Beehive Nursery in Eastleigh decided to offer Traineeships as her first stage of recruitment.

Since then she has provided placements for two **learndirect** Trainees and feels it's been such a positive experience, she would recommend Traineeships to other businesses.

Kim explains the benefits of Traineeships:

“Some time ago I worked with another organisation to offer three Apprenticeships in the nursery. The provider put forward five people and I interviewed all of them but found some were not work ready. They were excellent in interview but when it came to the week trial, the gaps in their knowledge started to show.

“We took on two of the five and they are excellent, we certainly selected the right people. However the experience showed me some people need to have experience in the workplace before they decide whether this is for them and before we make the investment.

“Through the Traineeship I can give them exactly that. They can come here and work with the children. They experience the reality and this helps them decide whether the job is for them and helps us decide whether they are right for this particular nursery.

“This has been a very positive experience. We have two Trainees who came to us through **learndirect**. We've been able to spend time with them showing them the reality of working in a nursery. They've learnt a lot here which they can't learn in a classroom.

“Because they are quite young they have a level of enthusiasm which gives the place a buzz. They are lovely to have around and the children think they are brilliant.

“They still have a few months to go but we're confident both would make great apprentices if that's the route they decide to take.”

