

# SmartTrain

## A guide to our traineeship scheme



smart

### Eligibility

Candidates will:

- Be aged between 16-18, or, 19+ if they have an EHCP (Education, Health and Care Plan).
- Have access to the internet via a laptop or computer.
- Be qualified below, and/or including Level 3 (equivalent to A Level).
- Be eligible to work in England.
- Not be participating in any other form of funded training course.
- Have little or no work experience but are motivated to work.

### Programme

- The first 4-6 weeks will consist of online meetings (2-4 hrs approx) and guided study/coursework with an expectation of doing 22 hours a week.
- Week 1/2 will include a 1-2-1 induction with a tutor and subsequent weekly group sessions.
- The sessions will cover topics such as employability skills, digital skills, Maths and English functional skills and later on a specific unit related to the sector they want to work in.
- Week 5/8 an advisor will talk about specific work experience opportunities and look to arrange practice interviews with suitable work placement employers.
- Smart works with British Heart Foundation and MIND charity nationwide, as well as numerous other employers who are willing to support via providing work experience placements.
- Once a placement has been found the work experience will last around 10 weeks and for 24 hours per week (240 planned hours in total) and an allocated Tutor will check-in regularly to continue the learning aspect of the course and check on progress.
- Candidate will receive £40 per week for the entirety of the course, upon evidence of active participation (attendance at work placement and engagement in on-line tutorial sessions).

### Prior to start

SMART will:

- Collect an Application Form, a signed Learning Agreement, and a copy of the EHCP (if applicable).
- Bank Details will be collected for payment of £40 weekly bursary.
- Check on the Government LRS system for evidence of any other funded learning.
- Conduct a test Zoom call to ensure candidate is comfortable with the technology prior to starting learning.
- Issue a Traineeship Learning Handbook to complete alongside the remote part of the course.
- Send an introductory email with a link to complete online initial assessments in Maths and English.
- Send an email with a link to a Zoom Induction Meeting.



Traineeships

This is a fully-funded programme by the UK Government

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