

# Traineeships Digital Skills for Work

Frame Work	QCF/NQF	GLH	Type
Functional Skills English	NQF	55	Functional Skills
Functional Skills Maths	NQF	55	Functional Skills
Career Skills		10	WorkBooks evidence
Work Experience		100	Work Placement
Level 2 Digital Skills for Work (NCFE)	QCF	Up to 110	Vocational Related Qualification (VRQ)

## Functional Skills - English

The aim of the English standards is to encourage learners to demonstrate their speaking and listening, reading and writing skills in a range of contexts and for various purposes. They are essentially concerned with developing and recognising the ability of learners to apply and transfer skills in ways that are appropriate to their situation.

The qualification gives learners the opportunity to:

- listen, understand and make relevant contributions to discussions with others in a range of contexts
- apply their understanding of language to adapt delivery and content to suit audience and purpose
- read a range of different text types confidently and fluently, applying their knowledge and understanding of texts to their own writing
- write texts of varying complexity, with accuracy, effectiveness, and correct spelling, punctuation and grammar
- understand the situations when, and audiences for which, planning, drafting.

## Functional Skills - Maths

Fundamental to individuals being able to use Mathematics effectively in life and work is their ability to understand and make sense of mathematical information, to use and process that information, to interpret and analyse the results of their activity and to present this to others. These process skills form the basis of the Functional Skills standards to Mathematics and apply at all levels.

The qualification gives learners the opportunity to:

- demonstrate their ability in mathematical skills and their ability to apply these, through appropriate reasoning and decision making, to solve realistic problems of increasing complexity
- explore new areas of life and work so that they are exposed to concepts and problems which, while not of immediate concern, may be of value in later life
- develop an appreciation of the role played by mathematics in the world of work and in life generally.

# Traineeships

## Digital Skills for Work

### Career Skills

The Work Preparation training is designed to improve the ability of the candidate to search, apply and secure a job or Apprenticeship.

The aim of this training is to give candidates the opportunity to develop their skills and competences.

Subjects that will be covered:

- Assessing myself for work
- Learning to be financially aware
- Preparing for and learning from a job interview
- Researching and selecting a job interview
- Providing personal information for working life
- Understanding health and safety in the workplace
- Understanding workplace values and practices.

### Work Experience

Begin a work placement to provide relevant work experience, develop workplace skills, and obtain an opportunity to impress an employer.

Work experience placements should be:

- Substantial and meaningful, providing a real workplace experience
- A structured opportunity for the young person, matched to their areas of interest and aspiration, where they engage in purposeful work related learning activities rather than observation
- Long enough to allow for the development and thorough embedding of new skills and behaviours.

### Flexible Element

#### Digital Skills for Work - Level 2 Certificate

This qualification enhances your competency in digital literacy skills, supporting you within your current job role or giving the opportunity for progression into a role where digital skills are required.

Learning Outcomes:

- understand how to protect devices and data
- communicate socially and professionally using technology
- apply digital skills in personal and business situations
- use digital resources to facilitate their own career progression.

# Traineeships

## Digital Skills for Work

### Background to Traineeships

A traineeship is a skills development programme that includes a work placement. It can last from 6 weeks up to 1 year, though most traineeships last for less than 6 months.

A traineeship is a course with work experience that gets you ready for work or an apprenticeship.

### Who can apply for a Traineeship

You can apply if you're:

- eligible to work in England
- unemployed and have little or no work experience
- aged 16 to 24 and qualified below Level 3.

### What will a Traineeship involve

- a work experience placement
- help with English and maths (if you need it)
- you won't be paid, but you may be given expenses for things like travel and meals.

### Traineeships v apprenticeship

An apprenticeship involves full-time or part-time work with an employer who provides an opportunity to learn all aspects of a trade.

While in a traineeship you also gain hands-on skills and work experience, and improve your employment prospects. It can often be an option best suited to someone who is not ready for an apprenticeship.

**'Outstanding' for Apprenticeships**



It is estimated that 11.3 million adults in the UK do not have basic digital skills. Latest figures predict that within the next 20 years, 90% of all jobs will need some form of digital knowledge.

Traineeships let young people aged 16 to 24 build the skills they need to start a job or apprenticeship.

### Example Training Schedule

#### TRAINING | WEEK ONE

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Induction Initial Asst &amp; Diagnostic Asst</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>

#### TRAINING | WEEK TWO

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Digital Skills for Work VRQ</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>

#### TRAINING | WEEK THREE

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Digital Skills for Work VRQ</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>	<b>Functional Skills English / Math</b>

#### TRAINING | WEEK FOUR

Monday	Tuesday	Wednesday	Thursday	Friday
<b>Digital Skills for Work VRQ</b>	<b>Career Skills &amp; FS Exams</b>	<b>Career Skills &amp; FS Exams</b>	<b>Digital Skills for Work VRQ</b>	<b>Digital Skills for Work VRQ</b>

#### TRAINING | WEEK FIVE

Monday				
<b>Start work Placement</b>	<b>Work Experience to commence over the next 3 weeks (100 hours)</b>			