

# TRAINEESHIP

SHAPING SKILLS, BUILDING CAREERS  
[www.traineeship.ie](http://www.traineeship.ie)

# THE FIVE-STEP GUIDE TO TRAINEESHIP IN IRELAND

Shaping skills  
Building careers

[www.traineeship.ie](http://www.traineeship.ie)



October 2019



TRAINEESHIPS HAVE BEEN AN ADAPTABLE PART OF THE IRISH

1,500  
PARTICIPANT  
COMPANIES



EDUCATION AND TRAINING SYSTEM FOR OVER TWENTY YEARS.

**30,000 TRAINEE  
PARTICIPANTS**

TRAINEESHIPS ARE AVAILABLE IN  
A RANGE OF INDUSTRIES AND  
SECTORS SUCH AS:

- ANIMAL SCIENCE
- BUSINESS
- CARE
- CONSTRUCTION
- ENGINEERING
- FASHION AND BEAUTY
- FINANCE
- HORTICULTURE
- HOSPITALITY
- ICT
- LOGISTICS
- MANUFACTURING
- MEDIA
- RETAIL
- SPORTS AND LEISURE
- TOURISM

## About this Guide

This Guide provides practical information on what a traineeship is; how employers and prospective trainees can access traineeship programmes; information on current traineeship opportunities; and the five-step process to developing a new traineeship.

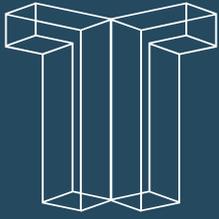
It is hoped that employers, prospective trainees, education and training providers and other key stakeholders will find the Guide a useful support for skills development and learning via traineeship.

Feedback on the Guide is welcome via [traineeship@solas.ie](mailto:traineeship@solas.ie).

### The Guide is in 4 parts

1. Introduction to traineeships in Ireland
2. Range of traineeships available
3. How to access a traineeship
4. Developing a traineeship in five steps





# INTRODUCTION TO TRAINEESHIPS IN IRELAND



Traineeships are developed and delivered by the Education and Training Boards (ETBs) working in partnership with industry representatives and employers.

## **Traineeships within the Further Education and Training sector in Ireland have the following key features:**

- They respond to an identified industry skills need
- Lead to an award at NFQ Levels 4-6, or equivalent
- Are between 6-20 months in duration
- Have at least 30% of learning on-the-job
- Combine transversal and technical skills development
- Are designed for flexible delivery – online, face-to-face, blended learning
- Provide open access to prospective trainees, unemployed people may be eligible for income support

Through the National Skills Strategy 2025, the Action Plan for Education 2016-2018 and as part of the current programme for Government, Ireland aims to expand work-based learning over the coming years, principally through the traineeship and apprenticeship modes of learning and skills development.

There is significant international evidence of the positive impact of learning which is closely linked to the workplace. Employers can access a pipeline of talent and learners, and participants receive the opportunity to develop cutting edge skills and knowledge on-the-job, making them more skilled, more employable and enhancing their career options.

Traineeships have been part of the Irish education and training system for over twenty years. Their primary aim is to provide work-based learning in partnership with employers, improve recruitment and employment outcomes for participants and increase retention and productivity within industry.

A national traineeship programme was introduced in 1995 by the training and employment agency FÁS, supported by the EU Operational Programme for Human Development, and subsequently by the Programme for Employability, Inclusion and Learning 2014-2020. Since the mid-1990s there have been an estimated 30,000 trainee participants, and over 1,500 participant companies. Periodic reviews of the outcomes of work-based programmes have underlined the consistently strong employment outcomes from traineeship. A recent SOLAS survey of employment and progression outcomes from training provision in 2016 reconfirm the positive impact of traineeship as a mode of skills development. A total of 61% of trainee graduates who responded to the survey nine months after completion of their programme stated that they were in employment.

As set out above, traineeship is a programme of structured training which combines learning in an education and training setting and in the workplace. Education and Training Boards (ETBs) are the primary providers of traineeships, working in partnership with employers. Unlike apprenticeship, traineeship is not governed directly by legislation in Ireland. However, the 2012 Qualifications and Quality Assurance Act underpins all further education and training provision nationally.

# ACTION PLAN 2016–2020

## Action Plan 2016–2020

The *Action Plan to Expand Apprenticeship and Traineeship 2016–2020* aims for 19,000 cumulative enrolments on traineeship programmes between 2016 and 2020. Table 1 below details the breakdown of required traineeship enrolments over the lifetime of the plan. The national target will be achieved through a combination of 14,800 trainee enrolments on existing programmes and an additional 4,200 enrolments on programmes to be developed between now and 2020.

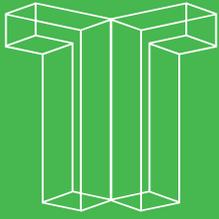
**Table 1 Target traineeship provision and enrolments 2016-2020**

Existing traineeship provision	2016	2017	2018	2019	2020
Number of live traineeship programmes	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>	<b>24</b>
Target for new enrolments per annum	<b>2,400</b>	<b>2,400</b>	<b>3,000</b>	<b>3,500</b>	<b>3,500</b>
New traineeship programmes	2016	2017	2018	2019	2020
Number of traineeships (cumulative)	<b>2</b>	<b>4</b>	<b>10</b>	<b>20</b>	<b>30</b>
Target new enrolments per annum	<b>100</b>	<b>200</b>	<b>900</b>	<b>1,500</b>	<b>1,500</b>

Implementation of the Action Plan has been underway since January 2017. Actions include planning for expansion of traineeship nationally; additional new traineeship programmes through the career traineeship pilot initiative; reviews of pre-2016 and 2016+ traineeship provision; and establishment of a Traineeship Steering Group.

A significant increase in traineeship provision and participation is planned for 2018, with 3,900 trainee enrolments on at least 34 different programmes. There are similarly ambitious targets set for 2019 and 2020. Partnership between employers, education and training providers will be key in the successful national expansion of traineeships.

Traineeship is co-funded by the Irish Government and the European Social Fund as part of the ESF Programme for Employability, Inclusion and Learning 2014-2020.



# RANGE OF TRAINEESHIPS AVAILABLE

# 2

Currently, there are over 70 traineeships available around the country. New traineeships are developed on an ongoing basis across a range of industries and sectors in response to identified skill needs. The table below sets out the suite of current traineeship programmes. Some of these may not be open for registration at a particular time. Details of traineeship programmes currently open for registration are available on [www.fetchcourses.ie](http://www.fetchcourses.ie). Further information on traineeship programmes may also be obtained on [www.traineeship.ie](http://www.traineeship.ie) or from your local Education and Training Board (ETB). Details of your local ETB can be found on [www.etbi.ie/etbs/directory-of-etbs/](http://www.etbi.ie/etbs/directory-of-etbs/).

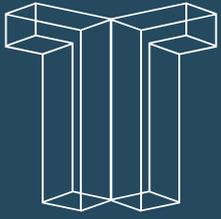
ANIMAL SCIENCE	BUSINESS	CARE	CONSTRUCTION	ENGINEERING
Animal Care	Business Administration Business Systems Service Technician Legal Administration Medical Administration Office Administration Supervisory Management and Leadership* Supervisory Management for Hospitality*	Early Childhood Care and Education Health Service Skills Healthcare Support Social and Community Care Special Needs with Intellectual Studies Youth Work	Construction Skills for Employment Interior Systems Overhead Lines Operative	Aircraft Maintenance Technician Aircraft Structures Technician Architectural Technology and Computer-Aided Design Computer-Aided Design (Revit, Inventor etc) Engineering and Motor Technology Skills Engineering OEM Engineering Operations Engineering Precision Manufacturing Engineering Technology* Laboratory Assistant Welding/Fabrication Wind Turbine Maintenance
FASHION AND BEAUTY	FINANCE	HORTICULTURE	HOSPITALITY	ICT
Beauty Therapist Beauty with Make-up Artistry (Fashion, Theatre and Media Make-Up) Hairdressing**	Accounts Executive Certified Accountancy Pathway Financial Administration	Greenkeeping	Barista * Barista and Bartending Skills Food and Beverage Service Hospitality L4 Hospitality L5 Patisserie and Confectionery	Automated Software Testing Digital Sales and Marketing ICT Systems and Principles for IT Professionals IT Network Security IT Support Specialist Software Developer Tech Support Engineer
LOGISTICS	MANUFACTURING	MEDIA	RETAIL	SPORTS AND LEISURE
Bus and Coach Driving (pilot) HGV Driving (pilot) Logistics and Distribution Manufacturing Supply Chain and Customer Service Logistics Supply Chain Logistics Van Delivery Driver	Aircraft Spray Painting Cleanroom and Packaging Operations CNC Operator Life Sciences Manufacturing Operations Machine Tool Operations Manufacturing Technician – Maintenance Technology Skills Pharmaceutical Manufacturing Quality Management (Quality Assurance)	Animation Broadcast Production Skills Digital Media Production Skills Radio Production and Digital Journalism Sports Broadcasting	Builders Merchants Sales Pharmacy Sales Assistant Retail Associate Retail Skills Health and Beauty	Equestrian International Instructor (BHSAI) Outdoor Activity Instructor Sports, Recreation and Exercise Surf Instructor and Beach Lifeguard

## TOURISM

Local and National Tour Guiding

\* Traineeship for people in employment

\*\* Includes traineeships for people seeking employment and people in employment



# HOW TO ACCESS A TRAINEESHIP

# 3

---

## ACCESS TO TRAINEESHIP FOR EMPLOYERS

---

Employers interested in an existing traineeship or in developing a new traineeship are invited to contact their local Education and Training Board (ETB). Participating employers agree to provide a minimum of 30% of the programme as work-based learning. Where a new traineeship is being developed, employer representatives are asked to contribute to the design and content of the programme, to ensure that it meets the skills needs identified and is in a format that facilitates participation and success.

### **Regional Skills Fora**

Employers may wish to engage with one of the nine Regional Skills Fora around the country. Contact information is available on [www.regionalskills.ie](http://www.regionalskills.ie).

---

## ACCESS TO TRAINEESHIP FOR TRAINEES

---

Traineeships are open to all potential participants, of all ages and backgrounds, and are free of charge to participants. Trainees may include school leavers (statutory school leaving age of 16 years), older learners, those in employment and those who are unemployed. People in employment with the support of their employer may access traineeships to further enhance their knowledge and skills development.

People who are unemployed and wish, following engagement with their Intreo Case Officer, to access traineeship to upskill for employment may be eligible for a training allowance or income support. Groups eligible for income support include those in receipt of Jobseekers Benefit or Allowance, a One Parent Family Payment; a Jobseekers Transitional Payment or Disability Allowance. Information on eligibility for unemployed groups is available via [www.traineeship.ie](http://www.traineeship.ie).

Over the period 2018-2020, the Government wishes to ensure that traineeship supports excellent learning outcomes, progression to employment and enhancement of career paths within employment. Particular target groups include those with lower skills who are in employment and those wishing to return to paid employment following a period of working in the home.

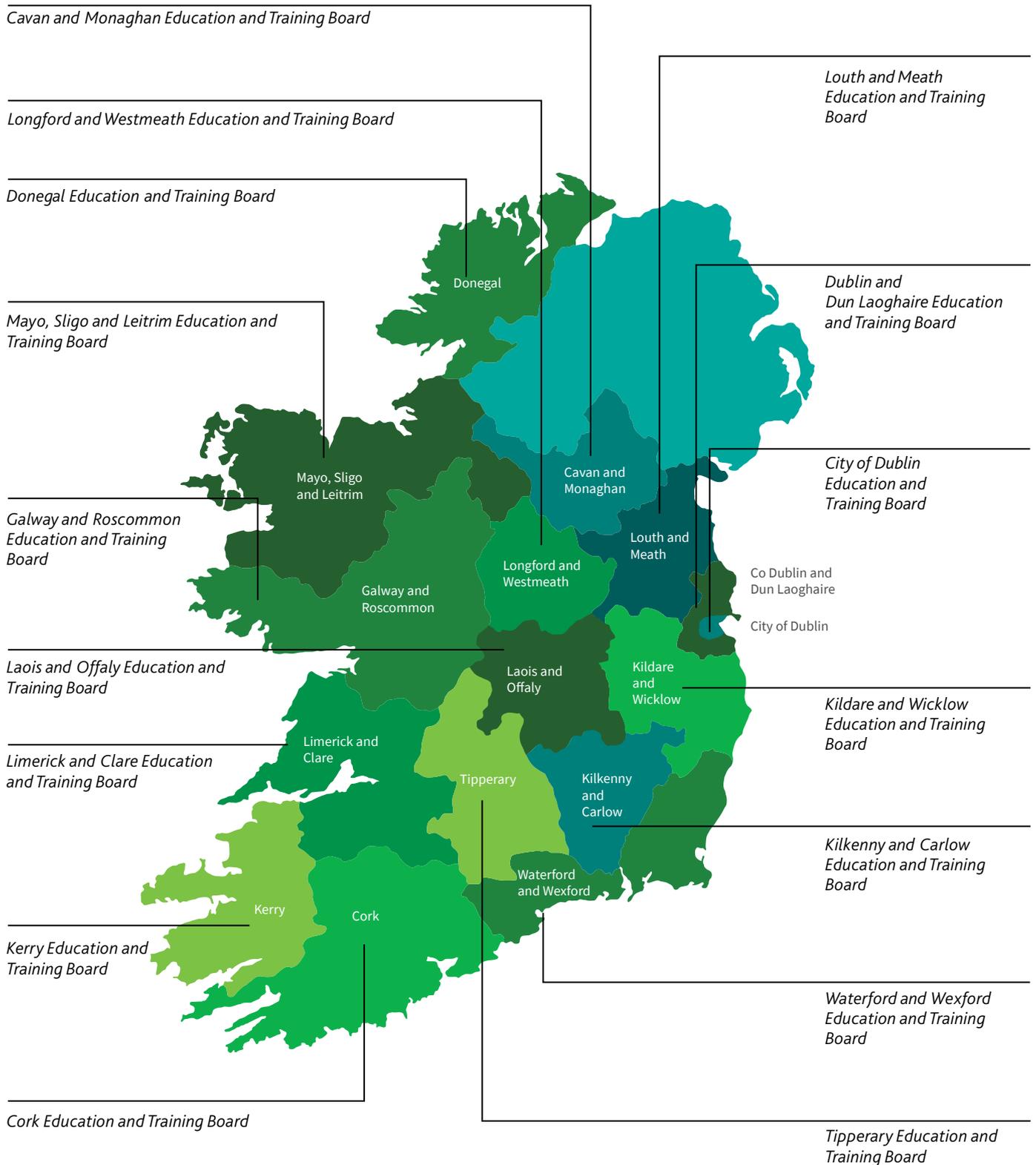
---

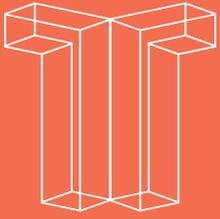
## GUIDANCE ON ACCESSING A TRAINEESHIP

---

There is a range of guidance services available for those interested in traineeship to upskill. Prospective trainees may wish to access the guidance services in their local Education and Training Board, at second level or in higher education. Contact details of the Adult Education Guidance Service in your area are available on <https://www.fetchcourses.ie/courses/support>. Intreo offices and Local Employment Services also provide a guidance service locally and regionally to jobseekers. See [www.welfare.ie](http://www.welfare.ie) and [www.localemploymentservices.ie](http://www.localemploymentservices.ie).

THERE ARE 16 EDUCATION AND TRAINING BOARDS (ETBS) AROUND THE COUNTRY. DETAILS OF YOUR LOCAL ETB CAN BE FOUND ON [WWW.ETBI.IE/ETBS/DIRECTORY-OF-ETBS/](http://WWW.ETBI.IE/ETBS/DIRECTORY-OF-ETBS/).

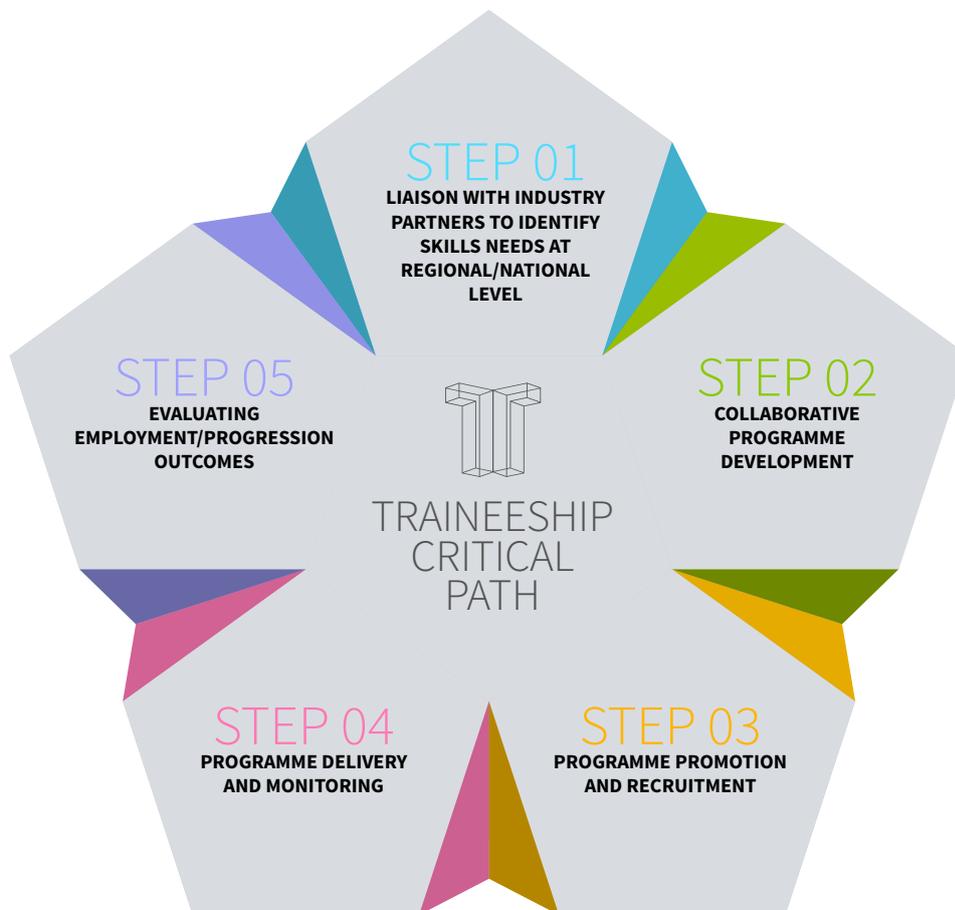




# DEVELOPING A TRAINEESHIP IN FIVE STEPS

# 4

There are five main steps involved in developing a new traineeship, from identifying a skills need to assessing the outcomes of the programme. Based on the experience of development over the past 10 years, it is estimated that development of a traineeship will in general take between 6–8 months.



## **STEP 1** LIAISON WITH INDUSTRY PARTNERS TO IDENTIFY SKILLS NEED

The first step in creation of a traineeship is to identify a skills need in a particular industry sector. This skills need is identified in a range of ways. Groups representing particular industry sectors and employers are to the fore. National and regional data and research on current and future skills shortages also contribute. Education and Training Boards (ETBs) play an essential role in engaging with industry to advise on what skills development opportunities are already available and on how an innovative traineeship in a new area could be designed and delivered.

A traineeship may be developed within a region and/or may be shared more widely. Education and Training Boards Ireland (ETBI) and SOLAS will support and help coordinate traineeship development, providing information on skills needs that have been identified regionally and nationally, and helping to avoid any unnecessary duplication of programme development.



## **STEP 2** COLLABORATIVE PROGRAMME DEVELOPMENT

---

During the programme development stage the design and content of the programme are developed by education and training providers in consultation with industry partners. The development timeline is agreed. The design of the programme includes innovative approaches to integrate learning in the workplace as well as off-the-job, including use of technology for learning and assessment. The content of the programme includes transversal as well as technical skills.

Each traineeship leads to an award at Levels 4-6 on the National Framework of Qualifications, or equivalent. Traineeships can lead to an industry-recognised certification or an award by a body such as City and Guilds. The programme duration will be between 6-20 months, with a minimum of 30% of learning in the workplace. Mechanisms to support and formally record on-the-job learning are developed.

## **STEP 3** PROGRAMME PROMOTION AND RECRUITMENT

---

A range of mechanisms are available to employers and education and training providers to promote traineeship opportunities and enrolments. Access and eligibility information is clearly set out within this guide and via [www.traineeship.ie](http://www.traineeship.ie). Education and Training Boards, ETBI, Regional Skills Fora and other key stakeholders will promote traineeship opportunities regionally and nationally. Promotion will include specific information for particular groups. There is ongoing liaison with the Department of Employment Affairs and Social Protection (DEASP) to support access to traineeship for unemployed people. Industry groups and employers will be encouraged to support existing and prospective employees enrolling on traineeship programmes.

## **STEP 4** PROGRAMME DELIVERY

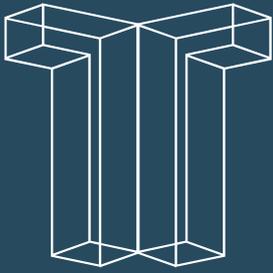
---

Following enrolment, trainees will, in general, complete the majority of their programme with their local Education and Training Board (ETB). Employers and ETBs will work together to ensure that participants successfully complete the work-based element of the programme. Education and Training Boards will support employers and trainees during their on-the-job learning via scheduled visits and practical supports on work-based assessment. Employers may wish to avail of training for workplace coaches and mentors.

## **STEP 5** OUTCOME: EMPLOYMENT AND PROGRESSION

---

Following completion of their traineeship, it is intended that the majority of trainees will transition to employment. Some may also wish to continue immediately with their learning and development. Outcomes which include completion and progression to employment or further study will be monitored by ETBs and SOLAS via the national Programme Learner Support System (PLSS) database. These data will be supplemented by surveys and other feedback from employers and trainees.



# TRAINEESHIP

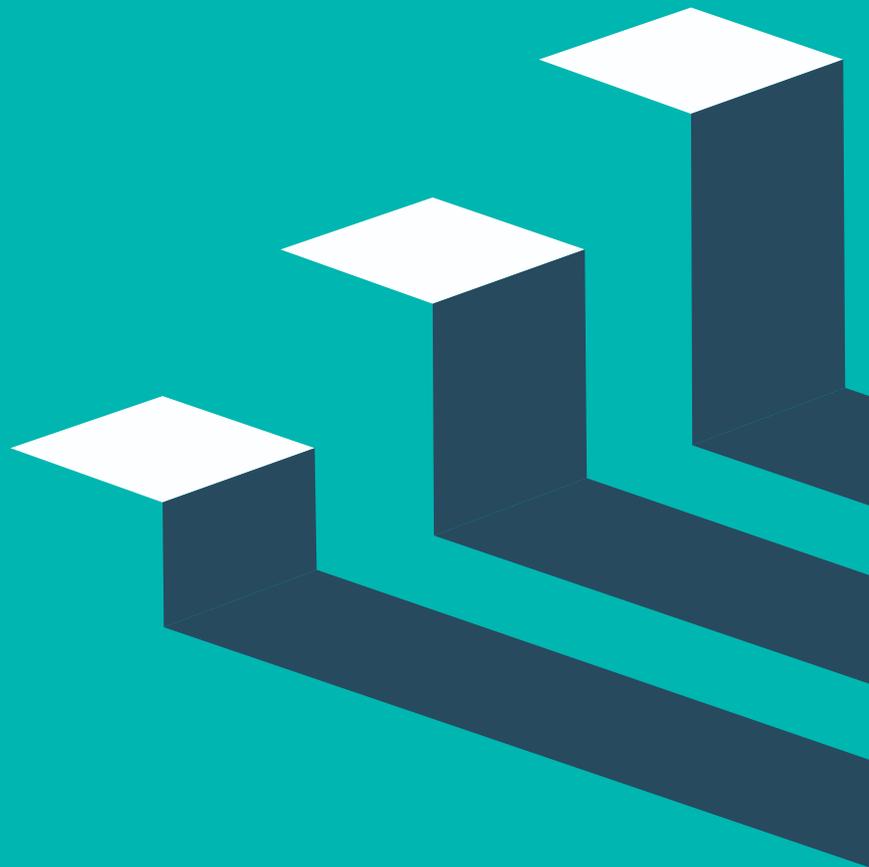
SHAPING SKILLS, BUILDING CAREERS  
[www.traineeship.ie](http://www.traineeship.ie)

SHAPING SKILLS AND BUILDING CAREERS THROUGH  
TRAINEESHIP HAS BEEN PART OF IRELAND'S DEVELOPMENT  
FOR OVER TWENTY YEARS.

WITH ITS 'LEARN ON THE GO' STRENGTHS, TRAINEESHIP  
DEVELOPS TALENTS THAT RESPOND TO EVOLVING  
ENTERPRISE NEEDS.

EMPLOYERS SUPPORT TRAINEESHIP BECAUSE IT PROVIDES  
A RICH PIPELINE OF SKILLS AND TALENT INTO THEIR  
OPERATIONS.

[www.traineeship.ie](http://www.traineeship.ie)



## **SOLAS**

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority  
Castleforbes House, Castleforbes Road, Dublin D01 A8N0  
+ 353 (0) 1 533 2500 / [www.solas.ie](http://www.solas.ie) / [info@solas.ie](mailto:info@solas.ie)