

# Mencap's Traineeship Programme: trainee's guide



Take big steps towards finding a job.

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**Employ Me**

**The 3  
Ships**



Supported Internships  
Traineeships and  
Apprenticeships

# What is Mencap's Traineeship Programme?

Mencap's Traineeship Programme supports young people with a learning disability or autism, aged 19 – 24, to develop the skills and experience needed to find a job. This could be paid work or an apprenticeship.



"They have helped me to find a job at an amazing place, I love the people at the Young Vic they feel like family! Big thanks to Mencap, they are amazing at finding people like me a job."

## How a traineeship can help you

Mencap's Traineeship Programme offers:

- a chance to show an employer what you can do
- valuable experience and the opportunity to learn new skills
- help to develop confidence and self-belief to find a job
- direct support from Mencap to help you succeed.

## How does the traineeship work?

The length of a traineeship can be between six weeks and six months but will typically last about 13 weeks. The programme includes:

- a work experience placement lasting at least 100 hours
- work preparation training
- support with English and maths skills.

Work experience will be a major part of your traineeship. Mencap will support both you and the employer to make sure you learn on the job in the best possible way. This will include the option of a job coach.

The English and maths support will be based on the needs of the job, and could also help you get qualifications.

### **What kind of traineeships are available?**

Mencap works with lots of employers, and the types of opportunities that are available include:

- retail – shops and supermarkets
- logistics – warehouses and store rooms
- business admin – office work
- hospitality and catering – hotels, restaurants, cafes, pubs
- health and social care – hospitals, care homes
- facilities management – cleaning.



“The coordinators are very nice and helpful, and have supported me with my LDA Presentation.”

## Where is the traineeship offered?

Mencap's Traineeship Programme is currently only available in some parts of England. This is because we do not have enough funding to work everywhere yet. Please get in touch to find out if we can offer support in your area. If we can't offer you a place on the programme, we will still be able to help you in other ways.



## When will the traineeship start?

Traineeships are available all year. Let us know what type of opportunity you are looking for, and we will contact you when we have something suitable available.

## Take steps to getting a better job today

Find out more about our fantastic traineeships opportunities. Contact the Mencap helpline and ask about traineeships.

## Contact us

0808 808 1111

[helpline@mencap.org.uk](mailto:helpline@mencap.org.uk)