ApprenticeshipsNI is a way for young people and adult learners to earn while they learn in a real job gaining real qualifications and a real future career. **An Apprentice MUST be Employed from day one for at least 21 hours a week, and paid for day release to college for all targeted qualifications, including essential skills.**

Apprentices must be aged 16 or above. There is no upper age limit, which means an apprenticeship can be started at any stage if the ApprenticeshipsNI Eligibility Criteria is met.

* Potential apprentices can be existing or new employees including graduates.
* **An existing employee must be in a new job that requires a substantial amount of learning and skills development**.
* A new employee in (or about to take up) **a permanent paid employment offer. An Apprentice or Higher Level Apprentice recruited to a job role within 6 months of the Directed Training commencing will be considered a new employee.**
* An Apprentice must be employed by a company that has a base in Northern Ireland and is registered as an employer with HMRC and be contracted to work a minimum of 21 hours per week with one employer. Self- employed Applicants cannot join the Apprenticeships or Higher-Level Apprenticeship programmes.
* Day release to College to undertake directed training must be paid as part of the apprentice’s contracted hours.
* An Apprentice must have the potential to successfully complete all the requirements of the Level 2 or Level 3 apprenticeship framework.
* An Apprentice must meet any health requirements (e.g. Colour Vision) specific to the occupation you select e.g. Electrical Installation.
* An Apprentice must have achieved any necessary entry academic qualifications (GCSEs and /or Essential Skills) determined by the relevant sector for the apprenticeship.
* A Graduate is defined as a person who has obtained a degree, a Higher National Diploma, a Diploma in Higher Education, or an equivalent qualification awarded by a recognised University or other Institute of Higher or Further Education. Graduates may only enter ApprenticeshipsNI provision in an occupational area that is unrelated to their qualification subject.
* *Please provide details about your business and If your organisation wishes to nominate a Employee or Prospective Employee for an Apprenticeship, please can you complete the following detail**s and forward to your employee to upload to the evidence section of their application.*

|  |  |
| --- | --- |
| Company Name: |  |
| Company Contact Name: |  |
| Address: |  |
|  |
| Postcode: |  |
| Office Phone Number: |  |
| Mobile Number: |  |
| Email Address: |  |

|  |  |
| --- | --- |
| Apprentice Name: |  |
| Date of Birth |  |
| Address: |  |
|  |
| Postcode: |  |
| Telephone Number: |  |
| Mobile Number: |  |
| Email Address: |  |
| NRC Campus: |  |

*Please confirm that your business has the following insurance policies in place and that they are up to date (a copy will be required):*

|  |  |
| --- | --- |
| Employers Liability: (min £5 million) |  |
| Public Liability: (min £2 million) |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employer Signature: |  | | Date: |  |
| Position in Company: | |  | | |

*Please indicate the occupational area you wish to provide an Apprenticeship by inserting the number of apprentice(s) you can accommodate in the appropriate box:*

*Please refer to the NRC Website for Course Details and Campus for Apprenticeships and the links provided for Higher Level Apprentices.*

[Northern Regional College (nrc.ac.uk)](https://www.nrc.ac.uk/)

|  |  |  |
| --- | --- | --- |
| Programme | Occupational Area | No Of Apprentices |
| ApprenticeshipsNI | Brickwork |  |
| ApprenticeshipsNI | Carpentry & Joinery |  |
| ApprenticeshipsNI | Catering & Professional Chefs |  |
| ApprenticeshipsNI | Children’s Care Learning & Development |  |
| ApprenticeshipsNI | Civil Engineering Magherafelt Campus |  |
| ApprenticeshipsNI | Construction Surveying Farm Lodge Campus |  |
| ApprenticeshipsNI | Electrical Installation (Electrotechnical) |  |
| ApprenticeshipsNI | Engineering (Electrical) & Mechanical |  |
| ApprenticeshipsNI | Food & Beverage Services |  |
| ApprenticeshipsNI | Hairdressing |  |
| ApprenticeshipsNI | Motor Vehicle (Light Vehicle) |  |
| ApprenticeshipsNI | Motor Vehicle (Heavy Vehicle) |  |
| ApprenticeshipsNI | Motorcycle |  |
| ApprenticeshipsNI | Plumbing |  |
| ApprenticeshipsNI | Dental Nursing |  |
| ApprenticeshipsNI | Health & Social Care |  |
| ApprenticeshipsNI | Railway Track Engineering |  |

|  |  |
| --- | --- |
| **HLA Programme** | *Please ✓* |
| **Accountancy**  Code: PHPC1727  [Accountancy - Higher Level Apprenticeship (HLA) - Business & Computing at Coleraine - NRC](https://www.nrc.ac.uk/course/accountancy-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Business Management**  **Code:** PHPB1217  [Business Management - Higher Level Apprenticeship (HLA) - Business & Computing at Ballymena (Farm Lodge) - NRC](https://www.nrc.ac.uk/course/business-management-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Advanced Manufacturing**  Electrical & Electronic Engineering or Mechanical & Manufacturing Engineering Pathway  **Code: PHPB2037**  [Advanced Manufacturing Engineering - Higher Level Apprenticeship (HLA) - Engineering & Science at Ballymena (Farm Lodge) - NRC](https://www.nrc.ac.uk/course/advanced-manufacturing-engineering-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Architectural Technology**  **Code: PHPC1144**  [Architectural Technology - Higher Level Apprenticeship (HLA) - Built Environment at Coleraine - NRC](https://www.nrc.ac.uk/course/architectural-technology-higher-level-apprenticeship-hla/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Construction (Modern Methods of Construction)**  **Code: PHPM2213**  [Modern Methods of Construction - Higher Level Apprenticeship (HLA) - Built Environment at Magherafelt - NRC](https://www.nrc.ac.uk/course/modern-methods-of-construction-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Construction Engineering-Surveying**  **Code: PHPB2101**  [Construction Engineering with Surveying - Higher Level Apprenticeship (HLA) - Built Environment at Ballymena (Farm Lodge) - NRC](https://www.nrc.ac.uk/course/construction-engineering-with-surveying-higher-level-apprenticeship-hl1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Construction Engineering-Surveying**  **Code: PHPC2101**  [Construction Engineering with Surveying - Higher Level Apprenticeship (HLA) - Built Environment at Coleraine - NRC](https://www.nrc.ac.uk/course/construction-engineering-with-surveying-higher-level-apprenticeship-hla/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |

|  |  |
| --- | --- |
| **HLA Programme** | *Please ✓* |
| **Tourism Hospitality & Event Management - Hospitality**  **Code: PHPC1211**  [Hospitality and Tourism Management with Specialism - Higher Level Apprenticeship (HLA) - Hospitality, Tourism & Sport at Coleraine - NRC](https://www.nrc.ac.uk/course/hospitality-and-tourism-management-with-specialism-higher-level-appren/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Leadership for Children’s Care, Learning and Development (Management)**  **Code: PHPC1107**  [Leadership for Children’s Care, Learning and Development - Higher Level Apprenticeship (HLA) - Social Care & Early Years at Coleraine - NRC](https://www.nrc.ac.uk/course/leadership-for-childrens-care-learning-and-development-higher-level-ap/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Leadership for Children’s Care, Learning and Development (Management)**  **Code: PHPN1107**  [Leadership for Children’s Care, Learning and Development - Higher Level Apprenticeship (HLA) - Social Care & Early Years at Newtownabbey - NRC](https://www.nrc.ac.uk/course/leadership-for-childrens-care-learning-and-development-higher-level-apprent/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Computing**  **Code: PHPB1725**  [Computing - Higher Level Apprenticeship (HLA) - Business & Computing at Ballymena (Farm Lodge) - NRC](https://www.nrc.ac.uk/course/computing-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Cloud Computing with Cyber Security**  **Code: PHPC1215**  [Cloud Computing with Cyber Security - Higher Level Apprenticeship (HLA) - Business & Computing at Coleraine - NRC](https://www.nrc.ac.uk/course/cloud-computing-with-cyber-security-higher-level-apprenticeship-hla/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |
| **Supply Chain & Logistics**    **Code: PHPN1013**  [Supply Chain and Logistics - Higher Level Apprenticeship (HLA) - Business & Computing at Newtownabbey - NRC](https://www.nrc.ac.uk/course/supply-chain-and-logistics-higher-level-apprenticeship-hla1/?qualification%5b%5d=Higher%20Level%20Apprenticeships) |  |