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. **You MUST be Employed from day one for at least 21 hours a week, including your day release to College.**

* Potential apprentices can be existing or new employees including graduates aged 16-24. If you're 25 years and over, there are some Apprenticeships available for those employed within an economically important sector needed to rebalance the economy. At Northern Regional College Apprenticeships for those aged 25 and over are open to Applicants in Engineering and Civil Engineering
* 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.**
* You 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.
* You must have the potential to successfully complete all the requirements of the Level 2 or Level 3 apprenticeship framework.
* You must meet any health requirements (e.g. Colour Vision) specific to the occupation you select e.g. Electrical Installation.
* You 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.
* The College will require a copy of your contract of employment and a wage slip to provide evidence that you are employed.

*Please provide us with details about your business*

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

*Please indicate the area you can provide* ***a paid apprenticeship*** *in by inserting the number of apprentice(s) you can accommodate in the appropriate box:*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Barbering |  |  | Bricklaying |  |
| Catering & Professional Chefs |  |  | Civil Engineering |  |
| Creative & Digital Media |  |  | Electrical Installation |  |
| Engineering (Electrical) |  |  | Engineering (Mechanical) |  |
| Hairdressing |  |  | Health & Social Care |  |
| IT User |  |  | Motor Vehicle (Light, Heavy) |  |
| Plumbing |  |  | Wood Occupations (Bench Joinery) |  |
| Wood Occupations (Site Joinery) |  |  |  |  |
|  |  |  |  |  |
| Higher Level Apprenticeship  Accountancy |  |  | Higher Level Apprenticeship Construction |  |
| Higher Level Apprenticeship Construction Engineering Surveying |  |  | Higher Level Apprenticeship Computing |  |
| Higher Level Apprenticeship Engineering |  |  | Higher Level Apprenticeship Logistics & Supply Chain |  |

*If your organisation wishes to nominate a prospective apprentice please can you complete the following details:*

|  |  |
| --- | --- |
| 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: | |  | | |