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 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.*

[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 |  |
| ApprenticeshipsNI | Electrical Installation (Electrotechnical) |  |
| ApprenticeshipsNI | Engineering (Electrical) |  |
| ApprenticeshipsNI | Engineering (Mechanical) |  |
| ApprenticeshipsNI | Food & Beverage Services |  |
| ApprenticeshipsNI | Hairdressing |  |
| ApprenticeshipsNI | Motor Vehicle (Light Vehicle) |  |
| ApprenticeshipsNI | Motor Vehicle (Heavy Vehicle) |  |
| ApprenticeshipsNI | Motorcycle |  |
| ApprenticeshipsNI | Plumbing |  |
| ApprenticeshipsNI | Railway Track Engineering |  |
| Higher Level Apprenticeship | Accountancy |  |
| Higher Level Apprenticeship | Advanced Manufacturing – Electrical & Electronic Engineering |  |
| Higher Level Apprenticeship | Advanced Manufacturing Engineering |  |
| Higher Level Apprenticeship | Architectural Technology (subject to DfE approval) |  |
| Higher Level Apprenticeship | Computing |  |
| Higher Level Apprenticeship | Construction |  |
| Higher Level Apprenticeship | Construction Engineering with Surveying |  |
| Higher Level Apprenticeship | Leadership for Children’s Care, Learning and Development |  |
| Higher Level Apprenticeship | Supply Chain & Logistics |  |