If you've completed A Levels or equivalent, you may be interested in a Higher Level Apprenticeship, which offers the opportunity to gain quality training and a recognised higher qualification while in paid employment.

**Higher Level Apprenticeship Qualifications**

Higher Level Apprenticeships (HLAs) currently offer you qualifications from Level 4 to Level 7 (Master’s degree). The majority are at Level 5 (Foundation degree or equivalent).

The length of a Higher Level Apprenticeship will vary depending on the programme you chose, but will be a minimum of two years.

**Benefits to Apprentices**

By taking part in a Higher Level Apprenticeship, you can gain the skills that employers need and that are relevant to the local economy, therefore improving your prospects of good earnings and sustained employment.

Other benefits include:

* earning while you learn
* achieving professional-level qualifications without paying higher education tuition fees
* increased opportunities for career progression
* a clear pathway to achieving ambitions in the workplace

**Benefits to Employers**

Higher Level Apprenticeships allow employers to train staff to the level needed so they have strong technical and good employability skills.

An apprenticeship can:

* fill higher level skills gap
* attract higher calibre staff
* increase productivity
* develop existing staff

**To take part in the Higher Level Apprenticeship programme you need, as a minimum, to:**

* be a new employee in, or about to take up a **permanent remunerative** employment offer, or an existing employee moving to a new job role that requires a substantial amount of learning and skills development commensurate to the apprenticeship pathway. An exception may be made if an individual is already on an apprenticeship pathway at a lower level, with the HLA providing a progression route without the need to move to a new job role. It is the employer’s responsibility to ensure this criteria is met;
* be employed by a company with a permanent base in Northern Ireland, have a contract of employment in place, be contracted to work a minimum of 21 hours per week (which includes day release/off-the-job directed training) with one employer, and in receipt of the appropriate wage.
* have achieved all necessary entry qualifications determined by the relevant sector
* pass any entry tests specified by the relevant sector
* be the minimum school leaving age in Northern Ireland

**The apprentice may start their employment up to a maximum of 6 months prior to the commencement of their off-the-job training**

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 HIGHER Level Apprenticeship*** *in by inserting the number of apprentice(s) you can accommodate in the appropriate box:*

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