

NORTHERN
Regional College 

Work-based learning
(Training/Apprenticeships)
Course Guide 2018/19





Welcome

Congratulations on taking the next step towards building on your education and developing your future career. You are joining the College at an exciting period of transformation as we progress through our Campus 21 development plans.

We recognise the growing importance of improving the economy's skill base and giving young people the opportunity to earn while they learn. We have therefore carefully selected each of the courses listed in this guide as programmes that offer real value to our students and are relevant to the needs of employers or to progression within education. This guide summarises the excellent opportunities available across our campuses.

Whilst at the College you will most closely interact with our professional teaching staff. All of our lecturers have specialist expertise in their subject areas and many continue to work as professionals in industry.

This connection with industry is important to us and as a College we work closely with businesses to ensure our provision is relevant and reflects the needs of employers. All our courses are geared towards helping you to enhance your career prospects.

If you already know what subject you are interested in you will find more detailed information on our website, so please make sure you visit www.nrc.ac.uk to find out more.

If you are still trying to decide on what to do next please make use of the careers service we offer across our campuses. Why not come in and talk to one of our careers advisors who can discuss the options available to you? We would be delighted to see you.

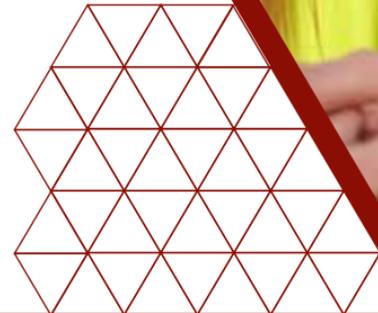
I hope you find this guide useful and informative – and I look forward to welcoming you as student of Northern Regional College in September 2018.

Professor Terri Scott
Principal & Chief Executive



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Study at Northern Regional College

At Northern Regional College you can shape the direction of your education and career. We have a wide range of Apprenticeships and Training courses in various subject areas providing you with the skills and knowledge needed for employment or university.

Excellent quality of teaching and learning

Many of our lecturers continue to work as industry professionals and offer extensive knowledge and experience of their specialist area.

Earn while you learn

Apprenticeships provide the opportunity for paid employment while you study.

Financial Support

Trainees will receive travel allowance and other financial support such as EMA (Education Maintenance Allowance) which is not means-tested and bonus payments of up to £360 over two years.

Modern equipment and facilities

All subject areas are equipped with the latest equipment and technology to ensure you are trained to industry standard.

Progression

Qualifications are available from Level 1 through to Level 6, all within the College.

Excellent industry links

The College has excellent links with local, national and international employers who provide students with valuable placement opportunities, guest lectures and site visits.





What is Work-based learning?

Work-based learning is a term used to refer to courses that provide you with real-life work experience whilst working towards academic qualifications.

What is Training for Success?

Training for Success (also referred to as training) is similar to apprenticeships in that students spend most of their time with an employer – typically three days per week. The rest of the week is spent at College working towards qualifications. The scheme is government-funded. We will work with you to choose the right level.

Unlike apprenticeships, trainees receive travel expenses and a weekly Educational Maintenance Allowance (EMA) of £40, which is not means-tested, and bonus payments of up to £360 over two years.

Trainees must undertake a work placement. At the College our training officers will help you find your work placement. The College secures placements for around 98% of students.



What is an Apprenticeship?

Apprentices are employed as full-time members of staff and typically work four days a week. One day a week is spent at College, studying for nationally-recognised qualifications in the same profession as the apprenticeship.

- ▷ You must find your own employer
- ▷ Some employers may require GCSEs
- ▷ It might be possible to do an apprenticeship with a current employer
- ▷ You work all year round, but your College classes run from September to July
- ▷ Employers pay you for the day you are in College, meaning you will receive a full-time wage in accordance with the national minimum wage

Around 600 apprentices train with us every year and we are expanding to include a broader range of professions. Apprenticeships are a popular way to learn skills, get qualifications and kick start a career.

ApprenticeshipsNI

- i** Apprenticeships offer training to people aged 16 and over who are employed for a minimum of 21 hours per week. Restrictions apply for those over 25.
- a** Your training support officer will meet with you and your employer to discuss your training needs and develop a training programme for you.
- 📅** Usually you are with your employer four days a week and at College one day a week.

Training for Success

- i** Training for Success programme for school leavers aged 16-17 years of age, (up to 22 years of age for those who require additional support and 24 years of age for those in care).
- a** Provides young people with recognised skills and qualifications for industry and future employment.
- a** Provides progression to higher level training, further education and/or employment.
- 🏆** Non means tested Education Maintenance Allowance (EMA) of £40 per week. Trainee bonus payments up to £360 over 2 years and travel payments. You will receive a Personal Training Plan (e-PTP).

What is a Higher Level Apprenticeship?

A Higher Level Apprenticeship (HLA) is a nationally accredited work-based programme similar to traditional apprenticeships but at a higher level (Level 5). It is designed to meet the needs of employers for higher skill levels and leads to qualifications equivalent to university level.

Current Higher Level Apprenticeships available at the College include:

Accountancy

Computing

Engineering

Full course details can be viewed online.





Entry Requirements and Progression

Training for Success

You must be 16 or 17 years old. Young people with a disability are eligible up to 22 years old and those from a care background up to 24 years old.

You must have a Training Credit to join Training for Success. These are issued by the Department for the Economy (DfE) Careers advisors. You can contact the careers service, Mon to Fri 9.00am to 5.00pm. T: 0300 200 7820.

Training is delivered across 4 strands – Skills for your Life; Skills for Work Level 1; Skills for Work Level 2 and Skills for Work Level 3. We will help you to choose the right level that suits you.

Apprenticeships

You must be aged 16 years or above. Restrictions apply for those over 25.

You must have an employer. Employers must be based in Northern Ireland.

Apprenticeships are offered from Level 2 to Level 3 with Higher Level Apprenticeships from Level 5 upwards. Level 2 is the level that most new apprentices will start on. Depending on your ability and qualifications you may be able to start at Level 3. Once you complete Level 3 you may be able to progress to a Higher Level Apprenticeship.

| |
|--|
| Level 5 |
| Higher Level Apprenticeship |
| Level 2 - 3 |
| Apprenticeship/ Training for Success |
| Level 1 - 3 |
| Skills for your Life Skills for Work Level 1 -3 |

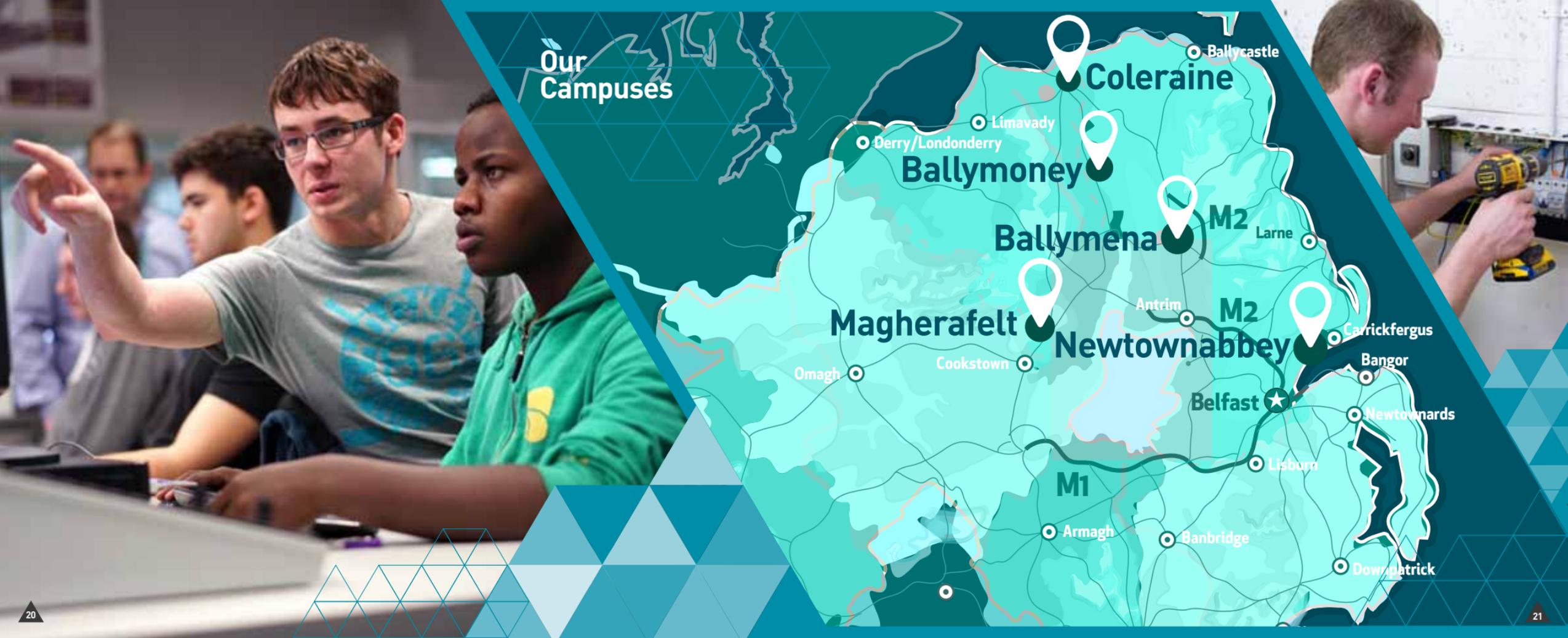




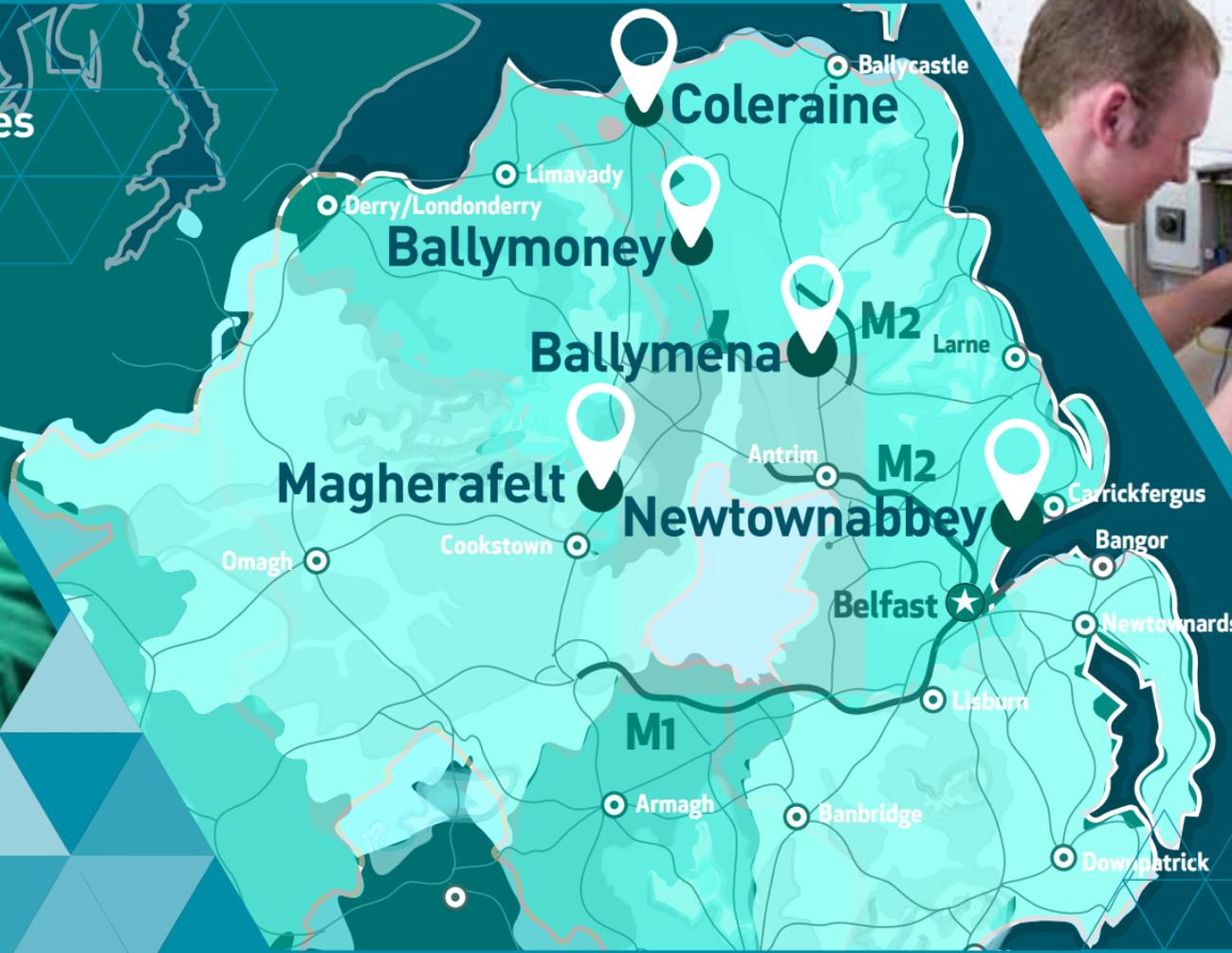
Advice on how to secure an employer for an apprenticeship

Before starting your apprenticeship you must secure full-time employment. Below are some guidelines to assist you:

- ▷ Consider working with a suitable employer over the summer months to give you a better insight into the industry in which you are thinking of a career
- ▷ Remember to check that you are adequately covered by the employer's insurance, and that you have also received suitable Health & Safety training
- ▷ Phone, email or arrange to meet with as many local companies/employers as you can and remember to have an updated curriculum vitae ready to hand over, post, or email to employers
- ▷ Contact your local Careers Service, school careers teacher or a member of our College careers team to get useful information on your chosen career as well as help in preparing your CV
- ▷ You can contact a Department for the Economy (DfE) careers advisor by phone, Monday to Friday 9.00am to 5.00pm
Tel: **0300 200 7820**
- ▷ Scan your local press job section and online job sites for companies advertising apprenticeship opportunities, especially during summer months



Our Campuses





Facilities

Libraries

Each campus has its own library with PCs, 35,000 printed books, over 500 e-books and 20,000 electronic journals. Dedicated library staff will support you in using the library and in finding the resources you need to succeed on your course.

Teaching Facilities

You will be taught with the equipment and facilities needed to provide you with a high quality learning experience in your subject area. Our campuses are equipped with everything from standard teaching rooms to a wide variety of specialist equipment including engineering, sports and fitness, car maintenance, beauty, graphic design and science laboratories.

Canteen

Each campus has a canteen offering a selection of affordable snacks, sandwiches and meals. Meal deals, daily specials and healthy options are available throughout the week.

Seating Areas

Comfortable seating areas are available around the campuses for meeting friends and relaxing outside of class.

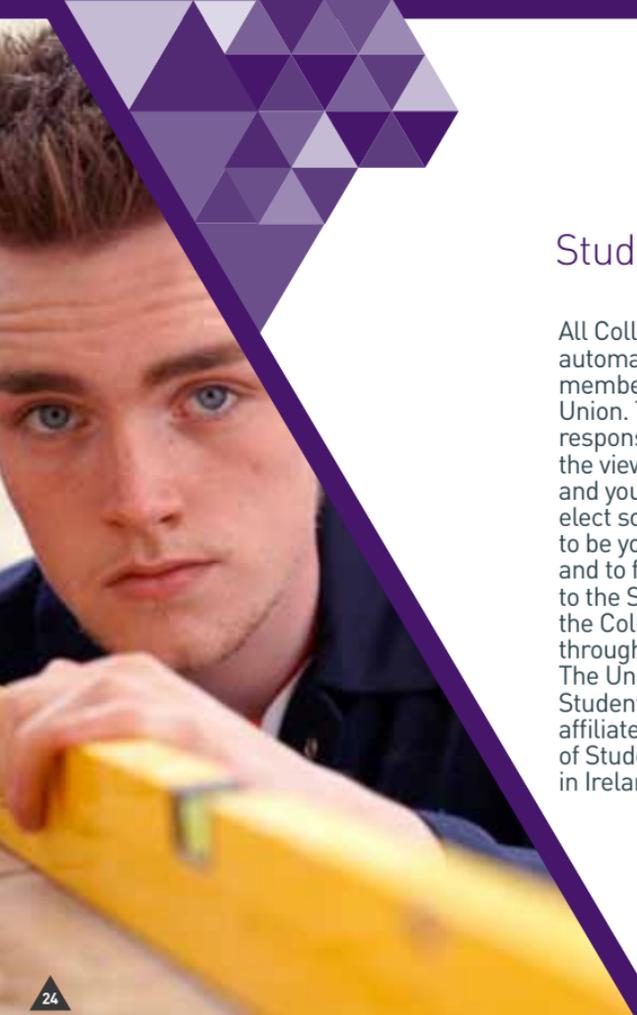
Learning Online

Each campus has access to computers and printers. You will also be able to access the College off-campus through the student portal with a College email address. Many subject areas also deliver teaching online which you can access on or off campus.

Free Wi-Fi

Free Wi-Fi is available at each campus. There are also designated Wi-Fi hotspots in each library for personal devices.





Students' Union

All College students automatically become members of the Students' Union. The Union is responsible for representing the views of all students. You and your fellow students will elect someone in your class to be your representative and to feed back your views to the Students' Union and the College at various times throughout the year. The Union is run by the Students' Union Council and is affiliated to the National Union of Students/Union of Students in Ireland (NUS-USI).

As a member of the Students' Union, you will be able to:

- ▷ Put yourself forward for election as class representative
- ▷ Vote in College elections and attend meetings
- ▷ Have your opinion heard across College through your class representative (if this isn't you)
- ▷ Stand for election for Students' Union Officer posts if you are a class representative
- ▷ Sit on College committees as deemed appropriate by the Students' Union/College





Supporting Students

Careers Advice and Guidance

Our professional careers advice team will work with you throughout the academic year to help with career planning, job applications, interview skills and university applications such as UCAS and Central Applications Office (CAO).



Education Support

We offer comprehensive education support tailored to your specific needs in order to ensure you have the support to attend College and to succeed on your course. If you are unsure about the support we can offer, we can offer transition visits prior to starting your course which will provide a personal review of your needs.

Counselling Services

Beginning a new course can be a stressful time. There may be occasions where you may need to speak to someone outside of your course about issues affecting you. Our College counselling service is available 24 hours per day, 365 days per year and is staffed by professionally trained counsellors who you can talk to on the phone or in person. Group counselling is also available.





How you will learn

Teaching and assessment methods will vary depending on the subject area and programme you study. You may be taught on campus, by eLearning, or a combination of both (blended learning).

Teaching methods may include:

- ▷ Guest lectures from industry professionals or specialists
- ▷ One-to-one sessions with your tutor
- ▷ Workshops
- ▷ Case studies
- ▷ Directed learning
- ▷ Independent study
- ▷ Visits e.g. to museums and exhibitions or into industry
- ▷ Productions
- ▷ Design studio work
- ▷ Laboratory work

Assessment methods may include:

- ▷ Formal examinations
- ▷ Practical exercises
- ▷ Coursework
- ▷ Online examinations
- ▷ Written assignments
- ▷ Reports
- ▷ Essays
- ▷ Case Studies
- ▷ Reports
- ▷ Observation of Skills
- ▷ Real-life industry projects
- ▷ Presentations



Industrial Visits

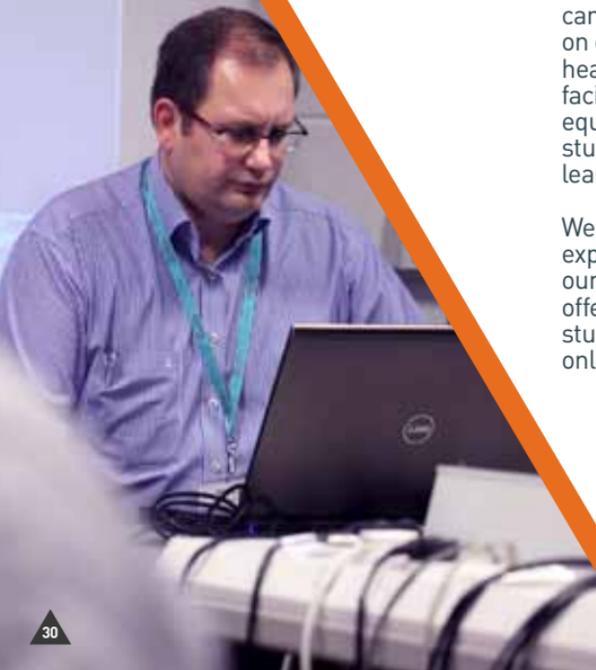
We have excellent industrial links with local, national and international employers who provide you with valuable seminars, visits and placement opportunities.

Digital Learning

Some of our courses are delivered partly online and can be completed at home or on campus. We have invested heavily in online teaching facilities and computer equipment to provide our students with a high quality learning experience.

We are continually refining, expanding and enhancing our online course delivery, offering the flexibility of studying parts of your course online. This means you can:

- ▶ Access course material online 24/7
- ▶ Learn in virtual classrooms
- ▶ Experience interactive and engaging online programmes
- ▶ Enhance and develop your digital skills
- ▶ Balance study, work and family commitments





How to Apply

You can apply online NOW for September 2018 entry.

Applications are made through our website

www.nrc.ac.uk

follow these steps:

Step One

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

Visit www.nrc.ac.uk

Step Two

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

Find the course you are applying to and add it to the basket.

Step Three

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

Create an account with a unique login using a personal email address and password (do not use your school email address). You must check this email account regularly for updates and communications about your application.

Step Four

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

Complete and submit your application. You will receive an automatic reply by email.

Step Five

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

You will be invited to attend an information event. It is essential you check your personal email account on a regular basis as this will be the only method of communication; alternatively you can login to the admissions portal to check details.

Step Six

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

You may be required to complete an aptitude test. You must also bring a copy of your National Insurance Number and proof of ID along with your results. For Training for Success you will also be required to present a valid Training Credit which are issued by Department for the Economy (DfE) Careers Advisors following an interview to determine training level.

Step Seven

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

Applicants who attend an information event may be made a conditional offer based on meeting the entry criteria of the course. In a small number of courses, enhanced criteria may be used in instances of over subscription to courses. Where this occurs, enhanced criteria will be published in advance.

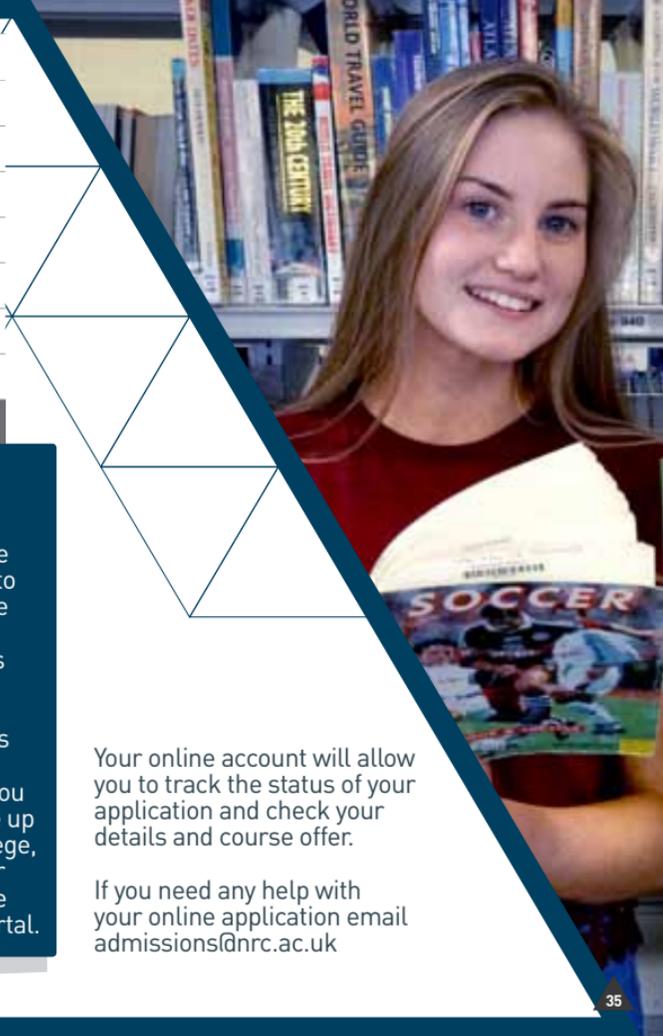
Step Eight

- Visit
- Find
- Login
- Apply
- Information Event
- Test
- Offer
- Results

If you have been issued with an offer (unconditional or conditional) you will be invited to the College to enrol at a specific time and date. If you have not met the conditions of your offer, you will be signposted to an alternative course. It is important you attend your appointment. If you no longer wish to take up your place at the College, you can withdraw your application at any time via the admissions portal.

Your online account will allow you to track the status of your application and check your details and course offer.

If you need any help with your online application email admissions@nrc.ac.uk





Financial Support

EMA

Trainees only will receive a weekly Education Maintenance Allowance (EMA) of £40. This award is not means-tested.

Travel Expenses

Trainees may be entitled to travel allowance.

Bonus Payments

Trainees will receive bonus payments at various stages of your training, up to £360 over two years.

Other Entitlements

Lodging and childcare allowances may be paid depending on individual circumstances.

In addition you will receive job experience and job sampling suited to your needs.





Courses

For full course details and up-to-date information visit www.nrc.ac.uk.



Ballymena
(Trostan Avenue)



| Subject | Qualification | Duration | Code |
|--|-------------------------|---------------------|---------------------|
| Ballymena (Trostan Avenue) | | | |
| Barbering | Training | 2 Years (104 weeks) | A00006 TAF1A |
| Barbering | Apprenticeship Level 2 | 2 Years (104 weeks) | A00017 TAF1A |
| Barbering | Apprenticeship Level 3 | 2 Years (104 weeks) | A00018 TAF1A |
| Catering and Professional Chefs | Training | 2 Years (104 weeks) | A00005 TAF1A |
| Catering and Professional Chefs | Apprenticeship Level 2 | 2 Years (104 weeks) | A00019 TAF1A |
| Hairdressing | Training | 2 Years (104 weeks) | A00007 TAF1A |
| Hairdressing | Apprenticeship Level 2 | 2 Years (104 weeks) | A00015 TAF1A |
| Hairdressing | Apprenticeship Level 3 | 2 Years (104 weeks) | A00016 TAF1A |
| Plumbing | Training/Apprenticeship | 2 Years (104 weeks) | APLUMB TAF1A |

Please note due to campus redevelopments at Ballymena and Coleraine courses may be relocated to alternative suitable locations

Visit www.nrc.ac.uk for full course details





Ballymena
(Farm Lodge)

NORTHERN
Regional College



| Subject | Qualification | Duration | Code |
|--------------------------------|-------------------------|---------------------|---------------------|
| Ballymena (Farm Lodge) | | | |
| Brickwork | Training/Apprenticeship | 2 Years (104 weeks) | ABRICK FLF1A |
| Engineering | Training/Apprenticeship | 2 Years (104 weeks) | AENGIN FLF1A |
| Electrical Engineering | Training/Apprenticeship | 2 Years (104 weeks) | AELENG FLF1A |
| Electrical Installation | Apprenticeship | 2 Years (104 weeks) | AELINS FLF1A |
| Joinery | Training/Apprenticeship | 2 Years (104 weeks) | AJOINR FLF1A |
| Motor Vehicle | Training/Apprenticeship | 2 Years (104 weeks) | AMOVEH FLF1A |
| Plastering | Training/Apprenticeship | 2 Years (104 weeks) | APLAST FLF1A |

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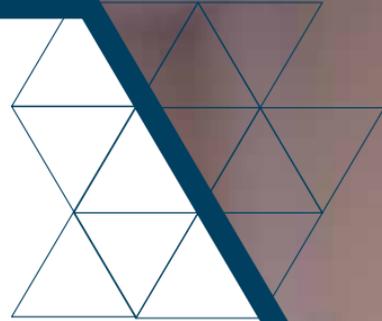
Ballymoney



| Subject | Qualification | Duration | Code |
|--|-------------------------|---------------------|---------------------|
| Ballymoney | | | |
| Barbering | Apprenticeship Level 3 | 2 Years (104 weeks) | A00018 BMF1A |
| Catering and Professional Chefs | Training | 2 Years (104 weeks) | A00005 BMF1A |
| Catering and Professional Chefs | Apprenticeship Level 2 | 2 Years (104 weeks) | A00019 BMF1A |
| Catering and Professional Chefs | Apprenticeship Level 3 | 2 Years (104 weeks) | A00020 BMF1A |
| Creative & Digital Media | Apprenticeship Level 3 | 2 Years (104 weeks) | A00035 BMF1A |
| Hairdressing | Training | 2 Years (104 weeks) | A00007 BMF1A |
| Hairdressing | Apprenticeship Level 2 | 2 Years (104 weeks) | A00015 BMF1A |
| Hairdressing | Apprenticeship Level 3 | 2 Years (104 weeks) | A00016 BMF1A |
| Joinery | Training/Apprenticeship | 2 Years (104 weeks) | AJOINR BMF1A |

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Visit www.nrc.ac.uk for full course details

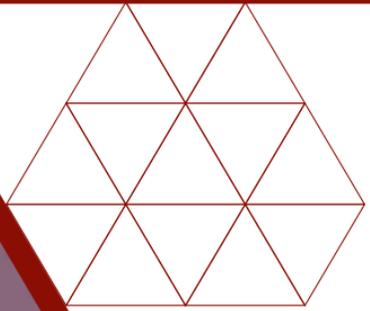


Coleraine



| Subject | Qualification | Duration | Code |
|------------------|-------------------------|---------------------|--------------|
| Coleraine | | | |
| Joinery | Training/Apprenticeship | 2 Years (104 weeks) | AJOINR CRF1A |
| Motor Vehicle | Training/Apprenticeship | 2 Years (104 weeks) | AMOVEH CRF1A |

Please note due to campus redevelopments at Ballymena and Coleraine courses may be relocated to alternative suitable locations
 Visit www.nrc.ac.uk for full course details



Magherafelt





| Subject | Qualification | Duration | Code |
|--------------------------|-------------------------|---------------------|---------------------|
| Magherafelt | | | |
| Civil Engineering | Apprenticeship Level 3 | 2 Years (104 weeks) | A00044 MCF1A |
| Hairdressing | Training | 2 Years (104 weeks) | A00007 MCF1A |
| Hairdressing | Apprenticeship Level 2 | 2 Years (104 weeks) | A00015 MCF1A |
| Hairdressing | Apprenticeship Level 3 | 2 Years (104 weeks) | A00016 MCF1A |
| Joinery | Training/Apprenticeship | 2 Years (104 weeks) | AJOINR MCF1A |
| Motor Vehicle | Training/Apprenticeship | 2 Years (104 weeks) | AMOVEH MCF1A |

Please note due to campus redevelopments at Ballymena and Coleraine courses may be relocated to alternative suitable locations

Visit www.nrc.ac.uk for full course details



Newtownabbey

| Subject | Qualification | Duration | Code |
|-------------------------------------|-------------------------|---------------------|---------------------|
| Newtownabbey | | | |
| Brickwork | Training/Apprenticeship | 2 Years (104 weeks) | ABRICK NAF1A |
| Creative & Digital Media | Apprenticeship Level 3 | 2 Years (104 weeks) | A00035 NAF1A |
| Electrical Installation | Apprenticeship | 2 Years (104 weeks) | AELINS NAF1A |
| Electrical Engineering | Training/Apprenticeship | 2 Years (104 weeks) | AELENG NAF1A |
| Engineering | Training/Apprenticeship | 2 Years (104 weeks) | AENGIN NAF1A |
| Health & Social Care | Training | 2 Years (104 weeks) | A00001 NAF1A |
| Health & Social Care | Apprenticeship Level 2 | 2 Years (104 weeks) | A00003 NAF1A |
| Hairdressing | Training | 2 Years (104 weeks) | A00007 NAF1A |
| Hairdressing | Apprenticeship Level 2 | 2 Years (104 weeks) | A00015 NAF1A |
| Hairdressing | Apprenticeship Level 3 | 2 Years (104 weeks) | A00016 NAF1A |
| IT User | Training | 2 Years (104 weeks) | A00021 NAF1A |
| IT User | Apprenticeship Level 2 | 2 Years (104 weeks) | A00036 NAF1A |
| IT User | Apprenticeship Level 3 | 2 Years (104 weeks) | A00037 NAF1A |
| Joinery | Training/Apprenticeship | 2 Years (104 weeks) | AJOINR NAF1A |
| Motor Vehicle | Training/Apprenticeship | 2 Years (104 weeks) | AMOVEH NAF1A |
| Plumbing | Training/Apprenticeship | 2 Years (104 weeks) | APLUMB NAF1A |
| Retail and Customer Service | Apprenticeship Level 2 | 2 Years (104 weeks) | TBC |

Please note due to campus redevelopments at Ballymena and Coleraine courses may be relocated to alternative suitable locations

Visit www.nrc.ac.uk for full course details





SKILLS TO SUCCEED | **APPRENTICESHIPS**



Department for the
Economy
www.economy-ni.gov.uk

Contact Us Enquiries

Website:
www.nrc.ac.uk

Email:
admissions@nrc.ac.uk



Disclaimer

Whilst the College makes every effort to ensure the accuracy of this publication, it reserves the right to alter, add or remove any of the courses, or parts thereof, or any other matters of information referred to in this guide or any other literature, without prior notice.

Please note that the College's website is the most up-to-date source of information regarding courses and fees and we strongly recommend that you always visit the website before making any commitments.

All courses are subject to minimum enrolment numbers.

If you require this document in an alternative format please contact equality@nrc.ac.uk.



The image features a collage of three photographs of students in a technical or vocational setting. On the left, a young man in a red polo shirt with a 'Standard' logo smiles. In the center, a young man in a dark blue work shirt and safety glasses is focused on a task. On the right, a young man is looking up at a machine, with a hand operating a faucet above him. The background is decorated with a teal geometric pattern of triangles.

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