

Apprenticeships Fact Sheet

This fact sheet provides information on apprenticeship schemes offered, primarily, but not exclusively, in Northern Ireland. It provides information together with further signposting to include

- Apprenticeship opportunities offered by the larger NI companies and some organisations in Britain. Where published, timing of the application process has been included (Appendices 1 and 2).
- Higher Level Apprenticeships offered through the local Universities and Further Education Colleges (Appendix 3).
- Sources of further information relevant to Apprenticeships (Appendix 4) and Training (Appendix 5).

Please note

1. It has not been possible to include details of every organisation offering apprenticeships, e.g. smaller companies who prefer to recruit apprentices on a more ad hoc basis.
2. This document will be updated regularly.
3. For specific detail on entry requirements for each of the apprenticeships listed please refer to the organisation's website and or contact point.
4. Appendix 5 provides detailed information on the Department for the Economy's funded Training for Success scheme, which guarantees training for young people aged 16-17 and which may lead into an apprenticeship.

Apprenticeships – The Basics

An apprenticeship pathway is a **work-based programme**, providing the opportunity to work and study simultaneously. Most of the training is on-the-job with an employer, typically four days a week. The remainder is provided off-the-job, typically one day a week.

The off-the-job part of the training will be delivered by a training supplier, who will help the apprentice achieve the knowledge, skills and recognised qualifications to complement what they learn with the employer. A training supplier could be a Further Education College, private training agency or university.

Apprenticeships are targeted to **meet specific industry needs**.

There are currently around 170 Level 2 and Level 3 apprenticeships and over 30 pilot Higher Level apprenticeships across a broad spectrum of career areas.

Apprenticeships offer the opportunity to:

- Gain the skills required by employers and relevant to the local economy
- Be in paid employment
- Work alongside experienced staff
- Achieve a recognised qualification
- Receive off-the-job training specific to your apprenticeship

For an Employer an apprenticeship enables:

- Staff to be trained to the employer's specific requirements
- Additional resources: Apprentices can help fill skills gap
- Increased productivity
- Higher calibre of staff who know the job from the shop floor to the top floor!

Apprenticeships can be divided into two main categories:

- **Traditional Apprenticeship- Post 16 (Note: specific terms and conditions apply if someone is over 25 years of age)**
- **Higher Level Apprenticeship (HLA)-Post 18**

Traditional Apprenticeship – this is the general apprenticeship pathway that many people will be familiar with. They are:

- aimed at those who are of Post-16 age
- primarily focused on the development of technical skills across a broad range of career areas, e.g., motor vehicle, plumbing
- available to new and existing employees
- in employment all year round, but their off-the-job training typically runs from September to July

Apprentices will work towards Level 2 and Level 3 qualifications. These have been devised by the different industry bodies, meaning they are tailored to the needs of that industry. Level 2 is the first level and the one that most new apprentices choose. Level 3 apprentices can either progress from Level 2 to Level 3 or go straight in at this higher level, depending on their ability and the qualifications they already have.

ApprenticeshipsNI (www.nidirect.gov.uk/campaigns/apprenticeships)

Recruitment to the ApprenticeshipsNI programme will commence on 4 September 2017. An apprentice can be appointed before this date, however the off-the-job training element cannot start until after this date.

It usually takes up to two years to complete one level, and up to four years to complete the two levels at Levels 2 and 3, depending on the ability of the apprentice.

- Anyone who is interested in becoming an apprentice must find an employer who is willing to hire them as an apprentice
- Some employers may require specific qualifications, e.g. GCSE (especially English & Maths)
- It may be possible to do an apprenticeship with a current employer
- Employers generally pay for the day the apprentice is in college, meaning they receive a full-time wage

Apprenticeships exist in the following areas:

- Beauty Industry - hairdressing, barbering, beauty therapy, nails
- Building Services Industry - electrical, gas, plumbing, refrigeration, air-conditioning
- Built Environment Services - facilities management
- Business Skills - finance, accounting
- Construction Skills - brickwork, joinery

- Creative industries - costume and wardrobe, cultural venue, cultural heritage
- Engineering - performing engineering operations, electrical & electronic engineering
- Hospitality and Catering - professional chef, hospitality supervision, front-of-house
- ICT - Professional Competence, Computer Science
- Manufacturing - Food and Drink, Bakery, Print
- Retail
- Security Industry - Security Systems/Alarms
- Transport Maintenance - Automotive engineering

Training for Success

Training programmes run by Further Education colleges and training agencies can offer a route into an apprenticeship. For more detail on Training for Success, please see Appendix 5.

Training for Success is a work-based learning programme, funded by the Department for the Economy, which provides training and skills development, alongside a placement with an employer - typically three days per week. The rest of the week is spent at a college or other training environment working towards qualifications.

However, unlike apprenticeships, those doing work-based learning are not paid by the employer providing their work placement. Instead, they receive travel expenses and a weekly allowance of £40.

The training provider or college a student is enrolled in will often help participants to find their work placement.

Details of Training opportunities provided by local training agencies should be available from the local Jobs and Benefits Offices.

Information on Training opportunities available in the Further Education Colleges is available on the College websites.

Higher Level Apprenticeships (HLA)

The Higher Level Apprenticeship (HLA) is a relatively new apprenticeship pathway aimed at those in the Post-18 age group. It is designed to develop both professional and technical skills, as well as gaining a recognised higher level qualification from Level 4 (HNC equivalent) to Level 8 (PhD equivalent), whilst in paid employment.

Higher Level Apprenticeships are designed around high value and high skill activities and provide a combination of on-the-job training whilst at the same time studying for a higher level qualification. This gives apprentices the knowledge businesses need in today's global market.

They are a cost effective and viable alternative to university education and are one of the ways in which employers are seeking to fill their higher level skills gaps efficiently by tailoring learning directly to the work place.

HLA's are open to new employees or existing employees in a new job role wishing to gain qualifications from Level 4 to Level 8, with the majority at Level 5 (Foundation Degree). Some offer Level 6 (Honours Degree). It is anticipated that Higher Level Apprenticeships may be available in the future at Levels 7 and 8 (Post Graduate Awards).

The qualifications required will depend on the level of apprenticeship being followed. Some apprenticeships require, for example, GCSE and Level 3 qualifications in order to be eligible to undertake the apprenticeship.

Higher Level Apprenticeships may vary depending on their complexity however they should take a minimum of 2 years to complete.

Apprenticeship Pay

Apprentices earn a wage agreed with their employer. The National Minimum Wage Regulations apply and there are specific rates for different age groups.

The National Minimum Wage (NMW) is a minimum amount that workers in the UK are entitled to be paid. NMW rates are reviewed each year.

National Minimum Wage - hourly rates from 1 April 2017:

- £7.50 - the National Living Wage for workers 25 years old and over
- £7.05 - the main rate for workers aged 21 to 24 years old
- £5.60 - the 18 to 20 rate
- £4.05 - the 16 to 17 rate for workers above school leaving age but under 18
- £3.50 - the apprentice rate, for apprentices under 19 or 19 and over and in the first year of their apprenticeship (this rate does not apply to Higher Level Apprenticeships)

Applying for an Apprenticeship

Apprenticeships are open to both existing and new employees working within a Northern Ireland based company.

An apprentice needs to:

- be the minimum school leaving age in Northern Ireland
- employed or be about to take up paid employment as an apprentice with a Northern Ireland based company
- working a minimum of 21 hours per week (which includes time for 'off-the-job' training)
- meet the entry requirements of their chosen occupation; as already stated, some apprenticeships require GCSEs in specific subjects.

Frameworks for apprenticeships and training can be found on the NI Direct website. These include:

- Level 2 frameworks for Apprenticeships
www.nidirect.gov.uk/articles/level-2-frameworks-apprenticeships
- Level 3 frameworks for Apprenticeships
www.nidirect.gov.uk/articles/level-3-frameworks-apprenticeships
- Apprenticeships 25+ Frameworks
www.nidirect.gov.uk/articles/apprenticeship-frameworks-people-aged-25-and-over
- Higher Level Apprenticeships Training Suppliers
www.nidirect.gov.uk/articles/higher-level-apprenticeships

Appendix 1: Companies providing Entry Level Apprenticeships in Northern Ireland:

Company	Type	Date
AECOM http://www.aecom.com/uk-ireland-graduate-careers/	Engineering	Opens Oct via website
Agnews http://www.agnewcars.com/careers	Motor vehicle	Opens May 2018
Amey http://www.amey.co.uk/your-career/apprentices	Facilities management	Close when all positions filled
Atkins https://careers.atkinsglobal.com/apprenticeships	Engineering	From October 2017
Audi http://www.audi-ap.co.uk	Motor vehicle	Runs 1 Jan to 31 Oct
BT http://www.btplc.com/Careercentre/earlycareers/apprentices/index.htm	Engineering & IT	Closes 31 May
Capita http://www.capitaapprenticeships.co.uk	Business & customer service	Not stated
Carillion https://www.carillionplc.com/	Support services	Not stated
Charles Hurst http://www.charleshurstgroup.co.uk/faqs/#Apprenticeship	Motor vehicle	Not stated
CITB http://www.citb.co.uk/qualifications-standards/apprentice-frameworks/apprenticeshipa-northern-ireland	Construction	2 rounds each Summer
Dennison http://www.dealer.volvotrucks.co.uk/dennisoncommercial/about-us/apprenticeships.html	Motor vehicle	Opens Feb to March
Donnelly Group http://careers.donnellygroup.co.uk	Motor vehicle	Not stated
Farrans (with Work+) https://www.farrans.com/media-centre/news/farrans-offer-civil-engineering-apprenticeships	Construction & Civil Engineering	Closes March
Ford http://www.ford-apprenticeships.co.uk	Motor vehicle	Opens September
ICE https://www.ice.org.uk/what-is-civil-engineering/16-19s-apprenticeships-a-levels-vocational-options#apprenticeships	Civil Engineering	Not stated
Irwin M&E http://www.irwinm-e.com	Electrical & mechanical maintenance	Closes end of May

Lagan Construction https://www.laganconstructiongroup.com/careers/graduate/	Construction	Not stated
Magellan http://magellan.aero/careers/	Engineering	Apply September
National Trust http://www.nationaltrustjobs.org.uk/jobs/	Horticultural/various	Managed by individual properties
NIE http://www.nienetworks.co.uk/Careers/Career-routes/Apprenticeships	8 roles incl. engineers & surveyors	February 2018
Northstone http://www.northstone-ni.com	Construction	Not stated
Production Services Ireland http://www.productionireland.com	Technical theatre & business admin.	Opens May/June
RAF https://www.raf.mod.uk/recruitment/apprenticeships	21 roles e.g. caterers, driver, engineers, intelligence etc.	Not stated
Thales http://ukearlycareers.thalesgroup.com/apprenticeships	Engineering, technical & business	Not stated
Translink http://www.translink.co.uk/corporatesite/work-with-us/modern-apprenticeships/	Mechanical & electrical	May
Ulster Bank http://jobs.rbs.com/pages/apprenticeships	Customer service	As needed
Ulster Wildlife Trust http://www.ulsterwildlife.org/	Do not have a formal apprenticeship structure in place	May consider student placements
Urbanroots www.urbanrootsbelfast.co.uk	Hairdressing	Ongoing
Virgin Media https://careers.virginmedia.com/early-careers/apprentices/	Engineering, field operations & planning	Ongoing
Work+ https://www.ice.org.uk/about-ice/near-you/uk/northern-ireland	Construction & engineering	March & Summer (tbc)
Wright Group www.wrightsgroup.com/Bright-Futures/Vacancies	Manufacturing & electrical	June/July for September start

Companies providing Higher Level Apprenticeships in Northern Ireland:

Company	Type	Date
Accounting Technicians Ireland http://www.accountingtechniciansireland.ie/	Accountancy	Register April to October
AECOM http://www.aecom.com/uk-ireland-graduate-careers/	Engineering	Opens October via website
Allen & Overy https://www.aograduate.com/	Legal	Not stated
Allstate https://www.allstate.com/	Insurance	Not stated
Almac https://www.almacgroup.com/careers/	Pharmaceutical	Via SRC. September
BT http://www.btplc.com/Careercentre/earlycareers/apprentices/index.htm	Engineering & IT	Closes end of May
Capita www.capita.com/careers/apprentices	Business & customer relations	Not stated – check website
Deloitte https://www2.deloitte.com/uk/en/pages/careers/articles/brightstart-business-apprenticeship-scheme.html	Professional services	Open July
EY https://ukcareers.ey.com/schools	Professional services	Open later in the year – check website
ISG https://www.isgplc.com/en/careers/programmes/apprenticeships	Construction management & surveying	Open later in the year – check website
Kainos http://www.kainos.com/careers/student-and-graduates/earn-as-you-learn	Software engineering	Register interest on website
Magellan http://magellan.aero/careers/	Engineering	Apply September
NIE www.nienetworks.co.uk/Careers/Career-routes	Electrical engineering	Not stated
Norbrook http://www.norbrook.com/careers/why-join-norbrook	Industrial science	Via SRC
PWC http://www.pwc.co.uk/careers/ni-jobs/schools/jobs/flying-start.html	Business, finance, accounting & economics	Via QUB
RAF http://www.raf.mod.uk/recruitment/apprenticeships	Various incl. engineering	Not stated
Randox http://careers.randox.com/home	Industrial science	Via SRC. Closes August

Thales http://ukearlycareers.thalesgroup.com/apprenticeships	Engineering, manufacturing, & business	Not stated
Virgin Media https://careers.virginmedia.com/early-careers/apprentices/	ICT	Register interest on website

Appendix 2: Some Companies providing Apprenticeships in Great Britain:

Company	Type	Where
BAE Systems http://www.baesystems.com/en/careers/careers-in-the-uk/apprenticeships/our-apprentices	ELA & HLA	GB only
Civil Service http://www.gov.uk/government/organisations/civil-service-fast-track-apprenticeship	Fast track apprenticeship	England . Open spring 2018
Deloitte https://www2.deloitte.com/uk/en/pages/careers/articles/apprenticeship-scheme.html	Entry Level Apprenticeship	Milton Keynes & Cardiff only
Ford http://www.ford.co.uk/experience-ford/careers/careers-at-ford/apprentices/higher-engineering	Higher Level Apprenticeship	Essex only
Laing O'Rourke http://careers.laingorourke.com/explore-by-experience/apprentices.aspx	ELA & HLA	England & Scotland only
Ministry of Defence http://www.gov.uk/guidance/apprenticeship-opportunities-in-the-ministry-of-defence	Degree Apprenticeship	England only. Opens autumn 2017
Network Rail www.networkrail.co.uk/careers/apprenticeships	Entry Level Apprenticeship	GB only
Rolls Royce http://careers.rolls-royce.co.uk/united-kingdom/apprentices-and-school-leavers	ELA & HLA	England & Scotland only
Virgin Media https://careers.virginmedia.com/early-careers/apprentices/	Degree Apprenticeship	England only

Note:

Government information on apprenticeships in England:

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Information on apprenticeships in the UK (includes sections on each of the nation states)

<https://www.ucas.com/apprenticeships-in-the-uk>

Appendix 3: Higher Level Apprenticeships currently offered through education institutions in Northern Ireland

Please consult relevant institution for further information regarding application process*

Sector	Course	College / University
Business and Professional Services	Business Technology	UU
Health & Social Care	Health Care Assistant/Nursing	OU
	Adult Nursing	OU
	Mental Health Nursing	OU
Construction Engineering	Sustainable Construction	SWC
Engineering	Gas Management	SERC
	Mechanical Engineering	NWRC
	Advanced Manufacturing Engineering	NRC
	Mechatronics	SERC SRC
	Engineering	SWC
	Building Services and Renewable Energy	BELFAST MET
	Renewable Technology	SWC
	Automotive Technology	SWC
	Civil Engineering	SWC
	Automotive Management	SERC
	Electrical and Electronic Engineering	NWRC
	Civil Engineering	UU

Financial Services	Accountancy	SRC BELFAST MET NWRC SERC NRC SWC
Hospitality & Tourism	International Hospitality and Tourism Management	NWRC
ICT	Computing	SERC
	Information Technology	SWC
	Software Development	NWRC
	Software Engineering	BELFAST MET
	Computing Infrastructure	BELFAST MET SRC
	IT, Software, Web and Telecoms Professionals	UU
Life Sciences	Applied Industrial Science	SRC
Digital Marketing	Social Media and Digital Marketing	BELFAST MET
	Digital Marketing	NWRC
Childcare	Leadership and Management in Children's Care, Learning and Development	SERC

**College Titles and Abbreviations*

Belfast Metropolitan College http://www.nidirect.gov.uk/contacts/contacts-az/belfast-metropolitan-college	BELFAST MET
College of Agriculture, Food & Rural Enterprise http://www.nidirect.gov.uk/contacts/cafre-college-agriculture-food-rural-enterprise	CAFRE
Northern Regional College http://www.nidirect.gov.uk/contacts/contacts-az/northern-regional-college	NRC
North West Regional College http://www.nidirect.gov.uk/contacts/contacts-az/north-west-regional-college	NWC
Open University http://www.nidirect.gov.uk/contacts/contacts-az/open-university-ou-open-university-northern-ireland	OU
South Eastern Regional College http://www.nidirect.gov.uk/contacts/contacts-az/south-eastern-regional-college	SERC
Southern Regional College http://www.nidirect.gov.uk/contacts/contacts-az/southern-regional-college	SRC
South West College http://www.nidirect.gov.uk/contacts/contacts-az/south-west-college	SWC
Ulster University http://www.nidirect.gov.uk/contacts/contacts-az/ulster-university	UU

A **Level 3 Work+ civil engineering apprenticeship** is also available.

<http://www.nidirect.gov.uk/articles/work-civil-engineering-apprenticeship>

Appendix 4: Sources of Further Information

Government information on apprenticeships in England:

<https://www.gov.uk/topic/further-education-skills/apprenticeships>

Information on apprenticeships in the UK (includes sections on each of the nation states)

<https://www.ucas.com/apprenticeships-in-the-uk>

NI Business Info Apprenticeships

<http://www.nibusinessinfo.co.uk/content/apprenticeships-delivering-work-based-training-and-qualifications-employees>

Higher Level Apprenticeships

<http://www.nidirect.gov.uk/articles/higher-level-apprenticeships>

Types of Apprenticeships

<http://www.nidirect.gov.uk/articles/types-apprenticeships>

Apprenticeships & Training at Belfast Met

<http://www.belfastmet.ac.uk/apprenticeships/apprenticeships-coursesubjects>

Higher Level Apprenticeships at Belfast Met

<http://www.belfastmet.ac.uk/apprenticeships/higher-level-apprenticeships>

Apprenticeships & Training at NWRC

<http://www.nwrc.ac.uk/training-and-apprenticeships>

Higher Level Apprenticeships at NWRC

<http://www.nwrc.ac.uk/hla>

Apprenticeships & Training at NRC

<http://www.nrc.ac.uk/higher-education/training-apprenticeships>

Appendix 5: Training for Success

Training for Success is a Department of the Economy programme designed for unemployed young people aged 16 – 17, with extended age eligibility for young people with a disability up to age 22 and up to age 24 for those from an in-care background.

The programme guarantees training up to 104 weeks (156 weeks for those with a disability) to help you gain the recognised skills and qualifications to help you progress in your chosen career.

Training for Success is delivered across four strands:

- Skills for your life
- Skills for Work level 1
- Skills for Work Level 2
- Skills for Work Level 3

Skills for your life will help you address personal and development needs and gain skills and qualifications you need to get a job or progress to higher level education or training.

Skills for Work level 1 and 2 will help you gain skills and vocationally related, professional and technical qualifications, to enable you to gain employment or progress to the next level of training provision, to further education or an apprenticeship.

Skills for Work Level 3 will help you work towards the achievement of level 3 qualifications. This is aimed at those who have gained a level 2 qualification through training for Success, have not yet secured paid employment or an apprenticeship and who still possess training entitlement.

Participants are required to achieve targeted qualification in each of the four areas outlined below:

- personal and social development
- employability skills
- professional and technical skills
- essential skills in communication, application of number and ICT

In addition you will receive job experience and job sampling based on your needs and the opportunity to experience different workplaces and decide what sort of work suits you best.

All Training for Success participants automatically qualify for a non-means tested Education Maintenance Allowance (EMA) of £40 per week. If your parent(s)/guardian(s) receive Employment and Support Allowance (ESA)/Income Support, means tested Job Seeker's Allowance or Housing benefit, that benefit will not be affected by EMA.

If you are entitled to one of these benefits in your own right, then that benefit will not be affected either. Your parent(s)/guardian(s) will also be entitled to receive Child Benefit and Child Tax Credit provided all other conditions for receipt of the benefits are met.

In addition you will receive participant bonuses at various stages of your training from your training contractor. Travel, lodging and childcare allowances may be paid depending on individual circumstances. Further support is available for participants with a disability to enable them to maximise the benefits of the training on offer.

Training for Success is delivered by a range of contracted training contractors plus the six regional Further Education Colleges.

For further details, contact your local Careers Service or <https://www.nidirect.gov.uk/articles/training-success>

Rachel Lutton

Higher Level Apprentice: Cyber Security, British Telecommunications (BT)



About you

I joined BT as a Security Higher Apprentice in October 2016.

I completed my A levels in Mathematics, ICT and Music at Cambridge House Grammar School, Ballymena.

Music is my main hobby having completed my Diploma in Violin and playing at a variety of concerts and events at venues including SSE Arena, Waterfront Hall and Hillsborough Castle.

Why did you choose an apprenticeship?

I wanted to keep my options open. I applied for Ulster University and Edinburgh Napier University to study Computer Science, I was offered places at both. As Music was still a strong career path option, I had applied to study Violin at Trinity Conservatoire in London and was offered a place.

The BT Apprenticeship seemed like a really rewarding scheme within such a big company so I decided to apply, through an advertisement on their website.

The application process was tough involving online application and online tests which then led to interviews, presenting ideas to a BT Senior Manager and contributing in group discussions at an assessment day. I was offered an apprenticeship based in Belfast.

What does your apprenticeship involve?

On a daily basis I work with the Physical Security Team in Belfast.

I spend three weeks each month working in Belfast and the fourth week I study at De Montford University in Leicester. I am currently working towards a Foundation degree in Cyber Security which can progress to a full degree and I am also completing a level 4 NVQ in Information Security Professional Competence.

Have you had any particular highlights so far?

Every day is different in work which is great because it keeps me interested and it's exciting going to work every day to see what the day has to offer me.

Studying at De Montford University is also great as this gives me time with the other Security Apprentices within BT who are based in other parts of the UK. The course covers many modules including Programming, Networks and Software Testing.

I volunteered at the BT Christmas Concert which was held in the beautiful Royal Albert Hall in London so that was one of my highlights for sure.

Would you recommend a BT apprenticeship to other people?

It was definitely the best decision for me to choose an apprenticeship over full time University study as I am earning whilst learning the skills for a job that I can grow in.

Within my daily job I receive invaluable support and training from experts within that area. There are a lot of exciting opportunities to network whilst gaining experience.

Do you see yourself staying at BT?

Yes, I definitely do. It is a huge company with lots of opportunities to progress within Security and into management.