

TIME TO RE-ENERGISE YOUR BUSINESS.



DISCOVER APPRENTICESHIPS

Are you ready to re-energise your business? If your answer is 'Yes' then consider employing an apprentice today! An apprentice can be a new or existing employee starting a new position. Take on an apprentice to discover fresh talent and thinking to meet your business needs and grow together.

- Employing an apprentice is like recruiting any other employee.
- An apprentice is in paid employment from day one. National Minimum Wage rates for apprentices apply however this rate differs for Higher Level Apprenticeships.
- An apprenticeship usually takes between two and four years to complete depending on the type of apprenticeship.

During this time you will share your industry expertise and knowledge by providing mentoring and "on the job" training. Your apprentice will attend directed or "off the job" training (usually one day per week) to achieve the relevant industry qualifications and requirements which will be delivered by your chosen training contractor.



TYPES OF APPRENTICESHIPS

There are two apprenticeship programmes funded by the Department for the Economy (DfE):

- ApprenticeshipsNI - Level 2 and 3 - available to individuals 16 and over (eligibility restrictions apply to individuals aged 25 and over)
- Higher Level Apprenticeships (HLAs) - Level 4 to Level 7 - HLAs are not subject to age eligibility restrictions

Currently there are around 150 ApprenticeshipsNI frameworks and over 45 HLA frameworks to choose from.

APPRENTICESHIP LEVELS

Apprenticeship levels are equivalent to:

- Level 2 (5 GCSEs)
- Level 3 (2 A Levels)
- Levels 4 and 5 (Foundation degree)
- Levels 6 and above (Bachelor or Master's degree)

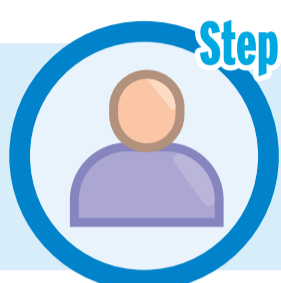
FUNDING FOR APPRENTICESHIPS

Funding for the directed (or 'off-the-job') training element is provided by the Department for the Economy (DfE):

- ApprenticeshipsNI - for apprentices aged 16-24, DfE pays the full cost of the off-the-job training. For those aged 25 and over, the Department provides 50% of the costs for apprentices who wish to follow apprenticeships in priority sectors.
- HLA Programme (Level 4 to Level 7) - DfE provides funding at a specified rate aligned to mainstream Further and Higher Education funding.
- An incentive payment is available for employers when an apprentice successfully completes their Level 2 and/or Level 3 ApprenticeshipsNI full framework.

DISCOVER FRESH TALENT & THINKING

EMPLOY AN APPRENTICE TODAY - 6 EASY STEPS



Step 1

Choose an apprenticeship framework and level which meets your business needs. Visit nidirect.gov.uk/articles/types-apprenticeships to consider the apprenticeship frameworks available across a wide range of occupational areas.

Step 2

Choose and contact an approved training contractor. Visit NI Direct and search apprenticeship training contractors to consider the training contractors available to deliver your chosen framework in your local area.



Step 3

You may have a potential apprentice in your current workforce, for example an employee taking on a new role. If not you can advertise your apprenticeship opportunity for free using the apprenticeship portal Connect to Success; or through your local Jobs and Benefit Office, local newspapers or other recruitment services. Your chosen training contractor may also be able to offer support.

Step 4

Recruit your apprentice - this process can be completed by your business using your chosen approach from step 3.



Step 5

Agree an apprenticeship training plan between you, your apprentice and training contractor. This is managed by your chosen training contractor.



Step 6

Start your journey with your apprentice and begin to realise the benefits apprenticeships can provide to your business, your apprentice and the wider economy.



BENEFITS TO MY BUSINESS

- ▶ Re-energise your business
- ▶ Meet your skills needs
- ▶ Enhance your team
- ▶ Share your knowledge & expertise
- ▶ Boost your productivity
- ▶ Increase Engagement
- ▶ Develop your future leaders
- ▶ Support local talent
- ▶ Grow your business
- ▶ Grow your talent
- ▶ Grow your competitive edge
- ▶ Grow together

VISIT

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SKILLS
TO SUCCEED

APPRENTICESHIPS



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

