

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.
- An apprentice should be paid at least the National Minimum Wage rate 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 included and paid in their contracted hours) to achieve the relevant industry qualifications and requirements which will be delivered by your chosen training provider.



TYPES OF APPRENTICESHIPS

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

- ApprenticeshipsNI - Level 2 and 3
- Higher Level Apprenticeships (HLAs) - Level 4 to Level 7

Currently there are over 120 ApprenticeshipsNI frameworks and over 70 HLA qualifications 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 or equivalent)
- 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 – DfE pays the full cost of the off-the-job training.
- 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 all targeted qualifications within 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 level or qualification which meets your business needs. Visit NI Direct for [types of apprenticeships](#) and [types of Higher Level Apprenticeships](#) to consider the apprenticeship framework levels or qualifications available across a wide range of occupational areas.

Step 2

Choose and contact an approved training provider. Visit NI Direct to [search for apprenticeship training providers](#). You can also search for a [Higher Level Apprenticeship training provider](#). Consider the training providers available to deliver your chosen framework/qualification 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 on [Jobapplyni.com](#) – where vacancies are advertised throughout Northern Ireland and globally. Additional employer support can be found at [Employer Services Department for Communities](#). Your chosen training provider 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 provider. This is managed by your chosen training provider.

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

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