

## CONTRACT OF EMPLOYMENT

The employer and HLA must have in place a contract of employment which meets the following criteria:

- employment must be a **minimum** of 21 hours (which **includes** the time spent at college)
- time spent at College must be paid as part of the Higher Level Apprentice's contracted hours of work.
- HLAs must be paid at a rate that is commensurate with their job (which must be at least Basic Minimum Wage or above - not apprenticeship rate)

It is recommended that the entire contract **should not exceed 40 hours.**

## RESPONSIBILITIES

A Tripartite Agreement, which expresses the responsibilities of South West College, the Employer and Higher Level Apprentice must be signed by all three parties.

The Employer must nominate a Workplace Mentor who will provide 'on-the-job' training to ensure there is adequate exposure to work experience for the Higher Level Apprentice

The College will appoint an Academic Mentor who will liaise with the Workplace Mentor and Higher Level Apprentice to facilitate integration of on/off the job learning.

The Academic Mentor will develop and maintain a Personal Training Plan in agreement with the Workplace Mentor and HLA

## HIGHER LEVEL APPRENTICESHIPS AVAILABLE AT SOUTH WEST COLLEGE:

- Architectural Engineering & Energy (2 year)
- Construction Engineering with Surveying (2 year)
- Civil Engineering (2 year)
- Manufacturing Engineering (2 & 3 year options)
- Mechatronic Engineering (2 & 3 year options)
- Energy, Environment & Sustainability (3 year)
- Computing (3 year)
- Accounting Technicians Ireland (2 year)

For further information or advice on Higher Level Apprenticeships, please contact:

**Noreen McGirr**

HLA Coordinator

**M: 07734 281026**

**T: 028 8772 0677**

e: [Noreen.mcgirr@swc.ac.uk](mailto:Noreen.mcgirr@swc.ac.uk)

Or visit

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



## EMPLOYERS' GUIDE TO HIGHER LEVEL APPRENTICESHIPS

## WHAT IS A HIGHER LEVEL APPRENTICESHIP (HLA)?

A Higher Level Apprenticeship is a programme which aims to provide quality training combined with employment, in partnership between an Employer, South West College and a Higher Level Apprentice (HLA).

Employers can avail of existing Higher Level Apprenticeship provision or work with their sector to develop new programmes.

## WHAT ARE THE BENEFITS OF A HIGHER LEVEL APPRENTICESHIP?

### HLAs allow employers to

- Attract higher calibre staff
- Train staff to the level needed so they have strong technical and employability skills
- Fill higher level skills gap
- Develop existing staff
- Develop a highly motivated and committed workforce
- Have an input to the curriculum design to ensure that it is industry relevant

## HOW THE HLA WORKS

### HLAs

- Are employees of the company released to the college for the period of study
- Study a level 5 qualification known as a Foundation Degree
- Study this on either a 2 Year 3 Semester or 3 Year 2 Semester basis
- Normally study one day per week with a few hours on another evening (depending on the course of study)
- On completion achieve a University Foundation Degree which is accredited by the local Universities
- Also receive a HLA certificate which details any additional study undertaken as part of the Higher Level Apprenticeship Programme

## OPPORTUNITIES TO FIND HLAs

### Employers may

- Have a potential apprentice currently employed
- Place a vacancy on the 'Connect to Success NI' website
- Place a vacancy on Employers Online NI Website
- Place a vacancy on SWC website
- Place an advertisement in the newspapers
- Contact SWC who may be aware of potential employees.

## WHAT QUALIFICATIONS DO SOUTH WEST COLLEGE OFFER?

Higher Level Apprentices at South West College study a Level 5 qualification, either a Foundation Degree or Accounting Technician Ireland.

The duration, delivery and entry qualifications of the Higher Level Apprenticeship will vary depending on the programme.

The Higher Level Apprenticeship will take a minimum of 2 years to complete and is normally delivered one working day per week with additional hours one evening per week (depending on the course of study).

## WHO IS ELIGIBLE TO APPLY?

Opportunities are available for:

**New employees** (a HLA may start their employment up to a maximum of 6 months prior to the commencement of their programme of study).

**Existing employees** in a **new job** role that requires a substantial amount of learning and skills development.

### A Higher Level Apprentice needs to:

- be about to take up paid employment or already be employed with a Northern Ireland based company (Public Bodies are ineligible for this programme).
- be working a **minimum** of 21 hours per week which **includes** time spent at the college.