



north west
regional college

Derry~Londonderry • Limavady • Strabane



Guide to Higher Level Apprenticeships

SKILLS
TO SUCCEED | APPRENTICESHIPS

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

European Union
European Social Fund
Northern Ireland

Accounting
Technicians
Ireland

Ulster University

Employ Clever with a Higher Level Apprenticeship

North West Regional College, supported by the Department for the Economy (DfE), Ulster University, Accounting Technicians Ireland and many leading employers across the North West region are delighted to announce further development of a major new employment initiative for the North West Region.

The College has secured funding to offer a number of Higher Level Apprenticeship (HLA) programmes tailored to industry needs. These programmes will offer employers an opportunity to ‘employ clever’ through an initiative which is aimed at addressing high-level skills shortages which are increasingly evident across the region.

What is a Higher Level Apprenticeship?

A Higher Level Apprenticeship is a unique work-based programme which enables participants to earn while they learn and gain a nationally recognised higher level qualification. Successful candidates will be employed in a company relevant to their chosen profession to gain valuable experience over a 2 or 3 year period. This experience will feature a close mentoring relationship and academic support provided by North West Regional College as they progress through the relevant higher level qualification.

The Higher Level Apprenticeship programme is widely recognised as the best combination of on the job training and employee higher level study available. The programme offers employees the opportunity to gain a level 4 / 5 qualification. In addition the programme aims to improve business practice by developing a progressively skilled workforce essential for today’s competitive economic climate.

Employ Clever with a Higher Level Apprenticeship

North West Regional College has led the way in developing the Higher Level Apprenticeship provision within Northern Ireland based on strong links with academic partners and business.

The College is now offering new programmes in the following areas:

- Electrical and Electronic Engineering
- Mechanical Engineering
- Accountancy – IATI Accounting Technicians
- International Hospitality and Tourism Management / International Travel and Tourism Management
- Software Development



The Higher Level Apprentice...

Jude McLaughlin, a student on the Higher Level Apprenticeship in Accountancy at NWRC, has been recognised in a list of the top ten students in Ireland following the results of the exams he sat as part of the course. Over 4,500 students across the island of Ireland sat the Certificate for Accounting Technicians Exams, and Jude, who is studying at the College's Strand Road Campus, was among the top 10 best grade achievers in the assessment.

The HLA in Accounting is designed to prepare participants for a career as an Accounting Technician. Jude has not only achieved this academic success, but has also secured a 2 year contract as a trainee Accounting Technician with McDaid McCullough Moore Accountants in Clarendon Street Derry-Londonderry as part of his Apprenticeship.

Speaking about his success, Jude said:

"I was really pleased to have done so well in my exams. I was determined to work hard and do well. I am glad to say that all the hard work was worth it. I am really enjoying the Higher Level Apprenticeship and working as a trainee accounting technician. My employers and the lecturers in college are very supportive and this really helps."



The benefits for employers

Higher Level Apprenticeships can deliver in many ways for business:

1. Meet the unique needs of your business

With Higher Level Apprentices learning at work, they are able to develop the knowledge and occupational competencies demanded by specific job roles and meet the unique needs of your business. The aim of the programme is to develop the skills relevant to employers from day one.

2. Recruit from a larger talent pool

Higher Level Apprenticeships enable businesses to attract and retain employees with potential, expanding workplace diversity and benefiting the local community and wider economy.

3. Increase your productivity

Higher Level Apprentices can keep your business up-to-date with the latest techniques and technology, increasing your productivity for the future.

4. Fill your higher level skills gaps

Higher level skills are vital to business performance and economic growth – through Higher Level Apprenticeships; you can fill your higher level skills gaps efficiently and effectively by tailoring the learning to your workplace.

5. Clear progression routes

There's a clear, work-based pathway, from craft to technician to professional and managerial skills, mapped out by the progression through intermediate, advanced and Higher Level Apprenticeships.

6. Develop existing staff

You can develop existing staff through participation in the Higher Level Apprenticeship programme or as they work with your Higher Level Apprentice through mentoring opportunities and more

How is the course delivered?

The Higher Level Apprenticeship will be delivered part-time each week, normally on a day release basis. Traditional teaching methods such as lectures, seminars, tutorials, live projects and blended learning will be used.

How much will it cost?

Apprentices must be in employment for a minimum of 21 hours per week (including lunch breaks and directed training element). Employers must adhere to the current Northern Ireland National Minimum Wage and National Living Wage Regulations.

There is currently no cost to the apprentice nor to the employer for tuition, registration or exam fees.

What involvement is required by the employers?

Employers need to support Higher Level Apprentices in terms of study time and provide a work based mentor to support the apprentice.

Who can apply for an apprenticeship?*

1. New Job Post: Taking on a Higher Level Apprentice is the same as recruiting for a new position within your organisation. Following an assessment of your needs with the Business Support Centre (BSC) at North West Regional College an employers recruitment session can be set up to assist recruiting an apprentice.

Apprentices may be recent school leavers who have undertaken A levels or other relevant level 3 qualifications. All applicants meet the minimum school leavers age (HLA in Accountancy applicants must be aged 18 years on or before 1st July 2017) and meet the minimum entry criteria set by the awarding body (Ulster University / ATI).

2. Existing employees who are taking on a new role within the business and who wish to up-skill or re-skill may also be eligible.

*Employers must be based in Northern Ireland. Employers can enhance the entry requirements set by the awarding body. Only those potential participants who are assessed as capable and committed to achieving the full requirements of a HLA should be recruited to the provision.

Higher Level Apprenticeship (HLA) in Accountancy

Entry Requirements

96 UCAS Tariff Points / 240 UCAS points (former UCAS points) plus a minimum Grade B in GCSE English and Mathematics (or equivalent); OR ILC 300 points with English and Mathematics or Accountancy achieved at Leaving Certificate Level

Course Overview

This programme provides an alternative route to starting a career in the accountancy. The HLA aims to provide applicants with an exciting 'on-the-job' pathway into the accountancy and finance profession.

The main features of the programme are;

- He/she will be selected for employment through the employers own recruitment process / or already employed by an accounting practice / business.
- The apprentice will attend College one day per week, studying for the professionally accredited Accounting Technician of Ireland (ATI) exams
- The apprentice will complete a work based learning e-portfolio of evidence demonstrating competence in a range of areas
- The apprentice will be mentored by both a College and employer-based mentor
- The Department for the Economy cover all tuition fees and examination costs through their Higher Level Apprenticeship programme

Modules of study will include:

YEAR 1: Taxation, Financial Accounting, Law and Ethics, Business Management
(Monday)

YEAR 2: Advanced Taxation, Advanced Financial Accounting, Management Accounting, Integrated Accounting Systems
(Tuesday)

Assessment consists of externally set, written exams for each unit of study in May each year and the completion of a work-based portfolio of evidence.

Progression

Successful completion of Year 1:
Level 4 Certificate for Accounting Technicians (ATI)

Successful completion of Year 2:
Level 5 Diploma for Accounting Technicians (ATI)

For more information contact:

Anne Marie Deehan
028 7127 6182
Email: annemarie.deehan@nwrc.ac.uk

Higher Level Apprenticeship (HLA) in Software Development



Academic Entry Requirements

80 UCAS Tariff points, plus GCSE Grade C in English and Maths; OR ILC 80 UCAS points, plus Ordinary H5 in English and Mathematics at grade H6 or above or Grade O4 (Ordinary Level)

Course Overview

This programme enables employees to undertake a Level 5 Foundation Degree in Software Development awarded by Ulster University whilst remaining in employment.

The programme is delivered part time day release each week over 3 years. The final year incorporates a Work Based Learning Module worth 50 credits.

Modules of study will include:

Personal and Professional Development, Interactive Web Design, Introduction to Programming, Mathematics for Software Development, Object Oriented Programming, Systems Analysis and Design, Database Systems, Business Application Development, Networking and Architecture, Visual Programming and Data Structures, Work Based Learning.

Assessment is a combination of coursework and examinations.

Progression

Successful completion of the Foundation Degree with appropriate grades enables progression to BSc Hons Computing Science at Ulster; similar degrees at other Universities, or employment opportunities in this field.



Higher Level Apprenticeship (HLA) in Mechanical Engineering

Academic Entry Requirements

64 UCAS Tariff points plus a minimum of one A-Level Grade C from Maths, Physics, Chemistry or Design/ Technology. If an applicant does not possess A-Level Maths ,they must have GCSE Maths at Grade B; OR

- BTEC Extended Diploma (18 units) in a relevant discipline, with a Merit or above in at least half of the units taken (inc. Maths and Mechanical Principles) & GCSE English Language and Mathematics at grade C or above
- ILC: 64 UCAS Points (inc. Maths or Chemistry or Physics at H2). If only offering Chemistry and / or Physics at H2, a minimum of H4 Maths is required.
- Note:** *A minimum of 5 subjects in the Irish Leaving Certificate at least 4 of which should be at Higher Level.*
- Access Course: Average mark of at least 50%, inc. passes in Maths and a Science subject.

Course Overview

This programme enables employees to undertake a Level 5 Foundation Degree in Mechanical Engineering awarded by Ulster University.

The programme is delivered part time one day and evening per week over three years

Modules of study will include:

Mathematics for Engineering, Mechanical Science, Fluid, Graphical Communication and CAD, Business Management, Engineering Materials, Computer Aided Manufacture, Dynamics, Engineering Mechanics, Engineering Design with Parametric CAD, Further Mathematics for Engineers, Heat Transfer, Strength of Materials, Quality and Business Improvement Techniques, Work based learning.

Assessment is a combination of coursework and examinations.

Progression

Successful completion of the Foundation Degree with appropriate grades enables progression to year 2 BEng Hons degree pathway of related degree in Ulster University; similar degrees at other Universities, or employment opportunities in this field.

Careers in engineering are popular due to their prestige, positive job outlook and the higher than average salary.

Whether you want to specialise in mechanical, manufacturing, production, aeronautical, energy supply, electronics, electrical, communications or maintenance engineering, there is a wide range of engineering opportunities available in Ireland, the UK and abroad.

Higher Level Apprenticeship (HLA) in Electrical & Electronic Engineering



Academic Entry Requirements

64 UCAS Tariff points plus a minimum of one A-Level Grade C from Maths, Physics, Chemistry or Design/Technology. If applicant does not possess A-Level Maths ,they must have GCSE Maths at Grade B; OR

- BTEC Extended Diploma (18 units) in a relevant discipline, with a Merit or above in at least half of the units taken (inc. Maths and Mechanical Principles) & GCSE English Language and Mathematics at grade C or above
- ILC: 64 UCAS Points (inc. Maths or Chemistry or Physics at H2). If only offering Chemistry and / or Physics at H2, a minimum of H4 Maths is required.

Note: A minimum of 5 subjects in the Irish Leaving Certificate at least 4 of which should be at Higher Level.

- Access Course: Average mark of at least 50%, inc. passes in Maths and a Science subject.

Course Overview

This programme enables employees to undertake a Level 5 Foundation Degree in Mechanical Engineering awarded by Ulster University. The programme is delivered part time one day and evening per week over three years. This course will also provide you with critical thinking and problem solving skills.

Modules of study will include:

Mathematics for Engineering, Electrical Science, Digital & Analogue Electronics, Microelectronic Principles, Application of Microcontrollers, Digital Systems, Analogue Electronics, Electrical & Electronic Principles, Electrical Principles, Programmable Logic Controllers, Power Electronics, Electronic Circuit Manufacture, Further Mathematics for Engineering, Operational Amplifiers Devices and Circuits, Work based learning.

Assessment is a combination of coursework and examinations.

Progression

Successful completion of the Foundation Degree with appropriate grades enables progression to year 2 BEng Hons degree pathway of related degree in Ulster University; similar degrees at other Universities, or employment opportunities in this field.

Careers in engineering are popular due to their prestige, positive job outlook and the higher than average salary.

Higher Level Apprenticeship in International Hospitality & Tourism Management / International Travel & Tourism Management

Entry Requirements

72 UCAS Tariff points, plus GCSE Grade C in English and Maths (or equivalent); OR OLC 72 UCAS points plus O5 or above in English and Maths. *A pre-course information session will be held - each applicant must attend.*

Course Overview

The Higher Level Apprenticeship programme is widely recognised as the best combination of on the job training and higher level study. The programme enables employees to undertake a Level 5 Foundation degree in International Hospitality & Tourism Management / International Travel & Tourism Management awarded by Ulster University while in employment and working to develop industry related skills and knowledge.

Course Duration: 2.5 years (covering 6 academic Semesters)

Core modules of study will include:

Study Skills, Principles of Event Management, Contemporary Hospitality, Travel & Tourism, Research Methods for Hospitality, Travel & Tourism, Facility Operations, Accounts, Employability & Digital Media Skills, Work Based Learning, Leadership & People Management, Marketing & Entrepreneurship and Global Hospitality and Travel & Tourism Management Issues.

Hospitality & Tourism Management modules include:

Food & Beverage Operations and Culinary Operations. Travel & Tourism Management modules include: International Travel & Tourism Destinations and Domestic Tourism Operations.

Work Based mentoring will be provided to support the learning process and in addition some delivery will be through a blended approach as students can log on remotely from their workplace or home to access learning materials and course content.

Assessment is a combination of coursework and examinations.

Additional accredited and skills based qualifications are offered alongside the programme to further enhance employability and develop transferable skills and knowledge across the subject area.

Progression

On successful completion of the Foundation degree, students will have the opportunity to progress to BSc Hons International Hospitality Management, BSc Hons International Travel & Tourism Management at Ulster University or similar.

Exemptions for modules already achieved will be determined by the specific degree applied to as well as University regulations in relation to exemptions.

How do I get involved in the Higher Level Apprenticeship programme?

Contact:

Nicola Curry
Business Development, NWRC

M: 078 0910 0689
T: 028 7127 6526
E: nicola.curry@nwrc.ac.uk

www.nwrc.ac.uk/hla

#employclever

