

Apprenticeship Code of Practice for Employers and Apprentices



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Introduction

This Code of Practice (the “Code”) sets out the responsibilities and duties for Employers ¹ and Apprentices ² in apprenticeship programmes. This Code is established for the purpose of supporting SOLAS in the performance of its statutory functions as set out in the Industrial Training Act 1967 (the “1967 Act”) in relation to apprenticeships. Employers and Apprentices (and their parents or guardians if the Apprentice is under 18) must agree to and follow this Code when they are approved as Employers or registered as Apprentices. The Code applies to both Craft and Consortia-led Apprenticeships, but some rules may be different depending on the type of apprenticeship. Please note that the criteria for Consortia-led Apprenticeship may vary. Please contact the Coordinating Provider of the apprenticeship for further information. The Code may be updated from time to time after consultation with the National Apprenticeship Alliance (NAA).

The Code focuses on the statutory requirements; further guidance on operational practices can be requested from the designated Authorised Officer.

This Code does not affect any statutory provisions that apply to apprentices.

2. Scope

This Code of Practice applies from 13 October 2026 to:

- i. each Employer approved by SOLAS to employ and train Apprentices (“Employer”); and
- ii. each individual registered by SOLAS as an Apprentice (“Apprentice”).

The start date of a statutory apprenticeship is the date the apprentice registration is approved by SOLAS.

The apprenticeship is complete when the Results Approval Panel or Programme Advisory Board confirms that an Apprentice has successfully met the required standard for all on-the-job and off-the-job elements of their apprenticeship. Confirmation will be made to SOLAS for Craft Apprenticeships and to the relevant Coordinating Provider for Consortia-led Apprenticeships.

¹ As defined in section 2

² As defined in section 2

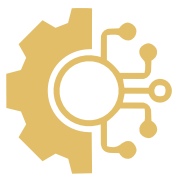
3. Employment Entitlements

During the apprenticeship, the Apprentice will remain an employee of the Employer for the duration of the apprenticeship programme provided that the employment relationship is not terminated. This includes any time while the Apprentice is attending off-the-job training or education programmes.

The Apprentice's contract of employment must include their statutory leave entitlements. These entitlements are also listed below:



Craft Apprenticeship - Apprentices continue to build up their statutory leave during off-the-job phases. They must take this leave during on-the-job phases, at times agreed with their Employer.



Consortia-led Apprenticeship - Apprentices continue to build up their statutory leave during off-the-job phases. They must take this leave during on-the-job phases, at times agreed with their Employer. For more information, please see the relevant Consortia-led apprenticeship handbook.



4. Employer Obligations

Employers must meet all statutory obligations relating to apprentices under relevant legislation. Employers must comply with any Sectoral Employment Orders applicable to their sector.

The Employer rules/obligations are as follows:

- a. Employers must apply to SOLAS to be approved to train Apprentices in a statutory apprenticeship. The process for employer registration can be found using this [link](#).



Craft Apprenticeships - Applications are made via the application process on www.apprenticeshiponline.ie or through the Employer's local ETB.



Consortia-led Apprenticeships - Applications are made via the application process on www.apprenticeshiponline.ie. The Coordinating Provider and Consortium Programme Manager then recommend Employer approval to the relevant SOLAS Authorised Officer.

Employers must inform their relevant SOLAS Authorised Officer of any changes to the company tax number, address, phone number or email address.

Approval to train Apprentices may lapse where an Employer has no active registered apprentices for a period of more than 18 months.

- b. Employers must, at all times, also comply with apprenticeship rules. Employers of Craft Apprentices must follow the 1997 Apprenticeship Rules³. They must give each Apprentice a digital or printed copy of these rules when the apprenticeship starts.
- c. Employers must notify SOLAS via their local ETB Authorised Officer that an Apprentice has started employment within two weeks of an Apprentice starting and include any other relevant details in this notification. The Employer must also apply to register the person as an Apprentice with SOLAS within the same two-week period. This applies to both Craft and Consortia-led Apprentices.

³ S.I. No. 168/1997 - Labour Services Act 1987 -Apprenticeship Rules 1997

An individual is not considered an Apprentice until they are formally registered with SOLAS, the process for apprentice registration is detailed at this [link](#). Employers must ensure that the employee is paid at least the national minimum wage for any periods of employment where an individual is not a SOLAS registered Apprentice (such as prior to becoming an Apprentice, after the termination of an apprenticeship, including pending the outcome of an appeal, or post completion of an apprenticeship) and that it fully complies with any relevant employment law obligations.

- d. Employers must ensure that before the start of the apprenticeship the Apprentice meets the minimum entry requirements of the relevant apprenticeship programme ⁴. Employers can find these requirements in the apprenticeship brochures on [apprenticeship.ie](#).
- e. Employers must follow the rules of the relevant apprenticeship programme at all times.
- f. Employers must release the Apprentice to attend the required apprenticeship induction and any off-the-job elements or other education modules as part of the apprenticeship programme as necessary. Employers must not reduce wages or add extra working hours because an Apprentice attends these activities.
- g. Employers must provide the Apprentice with the full range of work related to the on-the-job training as required under the apprenticeship programme. Employers must ensure Apprentices are provided with the opportunity to gain the necessary experience.



Consortia-led Apprenticeships - The Coordinating Provider monitors how the on-the-job training is delivered in line with quality assurance procedures and the apprenticeship programme requirements.

- h. Employers must ensure that the Apprentice has access to the tools, equipment, and any resources (“Materials”) as necessary and reasonable for the Apprentice to complete the required on-the-job assessments. The Apprentice has no entitlement to keep any Materials provided by Employers.

If the Employer cannot provide access to any Materials within the required timeframe, they must work with their SOLAS Authorised Officer to arrange to have the Apprentice trained with another SOLAS registered Employer to complete those particular curriculum item(s), and/or assessments.

- i. Employers must give Apprentices appropriate opportunities to practise skills under their Mentor’s supervision, taking into account the Apprentice’s level of experience.
- j. Employers must appoint suitable Mentors, Assessors, and Verifiers, in line with the relevant apprenticeship programme requirements. These are described below:

⁴ An Employer may have requirements in addition to the minimum requirements set out in the Programme



Craft Apprenticeship - Employ a person qualified in the relevant craft who has been approved by a SOLAS Authorised Officer to act as a Mentor and/or Assessor/Verifier to their assigned Apprentices for the on-the-job elements of the apprenticeship, in line with the quality assurance requirements set out in the applicable apprenticeship programme. The process for becoming a Mentor/Assessor/Verifier can be found using this [link](#). The use of peripatetic or contracted Mentors/Assessors/Verifiers is permitted provided they have been approved by the SOLAS Authorised Officer.



Consortia-led Apprenticeship - The Coordinating Provider may assign an external Mentor/Assessor/Verifier to support the Apprentice. For further details, please check with the Coordinating Provider Manager.

- k. Make sure all on-the-job assessments and portfolio items are carried out fairly and consistently, following the quality assurance guidelines of the apprenticeship programme. Further information on the quality assurance of national Craft Apprenticeships can be found here: [solas-ga-manual-complete-2023.pdf](#). For Consortia-led programmes, contact the relevant Coordinating Provider for more information.

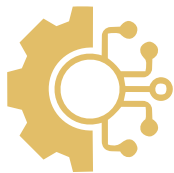
Employers should seek to uphold the principles of fairness, honesty and integrity in carrying out assessments and not engage in any academic misconduct.

- l. Make sure all results from on-the-job training assessments are sent to the SOLAS Authorised Officer or the relevant Programme Advisory Board, provided the Apprentice has met the required standard as set out in the apprenticeship programme. For Consortia-led Apprenticeships, make sure all assessment results are shared with the appropriate Coordinating Provider.
- m. Allow the Apprentice to attend the off-the-job training elements of the apprenticeship programme on the dates and at the location as outlined in the call to training. For Craft Apprenticeships, Employers may decline a call to training if they deem that the Apprentice is not ready to move to the next phase or in other extenuating circumstances. Extenuating circumstances should be discussed with the relevant SOLAS Authorised Officer.
- n. Communicate, co-operate with and support, as appropriate, the following bodies
 - i. SOLAS and their Authorised Officers;
 - ii. The Consortium relevant to the apprenticeship programme;
 - iii. The off-the-job training provider(s) (e.g. ETB Training Centres, Technological Universities, Universities, Institutes of Technology, College of Further or Higher Education) or as otherwise required by SOLAS to ensure that the Apprentice receives the training specified in the apprenticeship programme (together with the Education Providers).

- o. Maintain accurate and true on-the-job training records. The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - Ensure the relevant on-the-job training and assessment records, defined in the applicable apprenticeship programme, are maintained for each Apprentice and retained for a period of 7.5 years from the end of the apprenticeship (or longer if necessary). Ensure SOLAS Authorised Officers or such other persons as SOLAS may direct have access to these records when required, subject to the requirements of any relevant data protection legislation including the General Data Protection Regulation and the Data Protection Act 2018.



Consortia-led Apprenticeship - Ensure that relevant on-the-job training and assessment records, defined in the applicable apprenticeship programme, are maintained for each Apprentice and retained for a period of 7.5 years from the end of the apprenticeship (or longer if necessary). SOLAS Authorised Officers, Coordinating Providers, or such other persons as the Coordinating Provider may direct must be able to access these records when required, subject to the requirements of any relevant data protection legislation including the General Data Protection Regulation and the Data Protection Act 2018.

- p. Employers must fully support SOLAS and SOLAS Authorised Officers to facilitate their monitoring and oversight role of apprenticeships as provided for in legislation. This includes allowing access to all relevant documents related to the apprenticeship and to the Apprentice's workplace, furnishing any documents required by the Authorised Officer within a specified time period, and/or answering any questions put to individuals in the workplace. SOLAS Authorised Officers will carry out monitoring visits to confirm that the Apprentice is receiving the appropriate on-the-job training, examine the training methods and give advice in such training and instruction, and to ensure the Employer remains suitable to train the Apprentice according to the apprenticeship programme.

Any Employer who has been served with a notice to provide records to SOLAS and fails to provide access or otherwise comply with the requirements of a notice may be found guilty of an offence pursuant to the Industrial Training Act 1967. Producing a false or misleading document is also an offence. Further offences are set out at section 45 of the 1967 Act.

- q. Afford every assistance and co-operation to the Apprenticeship Programme Board, relevant Consortium and/or Coordinating Provider, in the running of the apprenticeship programme.
- r. Regularly communicate with the SOLAS Authorised Officer, Apprentice and their Mentor and/or Assessor/Verifier to monitor how the Apprentice is progressing.
- s. Be proactive in reviewing the Apprentice's progress and provide support, advice and encouragement to the Apprentice throughout the apprenticeship.

- t. Appropriately liaise with SOLAS in relation to appeals of on-the-job assessments, including notification of an appeal request. The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - If requested, provide a report to the SOLAS Authorised Officer or SOLAS in relation to the Apprentice's training and progress for the on-the-job training.

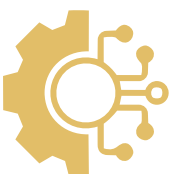


Consortia-led Apprenticeship - Assessment appeals are requested through the Coordinating Provider.

- u. Employers must make sure Apprentices receive health and safety training and information. This includes information about the Safety, Health and Welfare at Work Act 2005 and any related regulations and codes of practice.
- v. Contact the SOLAS Authorised Officer (for an Apprentice completing a Consortia-led Apprenticeship, please also contact your Coordinating Provider and Consortium Programme Manager) in writing at least two weeks before the introduction of any short time working arrangements for apprentices. Any such short time working arrangement must be approved in advance by the SOLAS Authorised Officer (and/or any approving body as set out in the apprenticeship programme for the Consortia-led Apprenticeship) and must follow the Apprentice's contract of employment. Approved short time working of up to 6 weeks in any 12-month period will count as full weeks towards completion of the apprenticeship programme. Any approved short time working of more than 6 weeks in any 12-month period will only count towards completion of the apprenticeship programme based on the actual number of full training days completed and will lead to an extension in the minimum period required to complete an apprenticeship. The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - A "training week" is 5 days and a "training day" is a minimum of 7.8 hours. If an Apprentice is on short-time, the Employer must provide a record of the hours worked for that week to the SOLAS Authorised Officer on completion of the approved period of short-time working.



Consortia-led Apprenticeships - A typical training week may differ, contact the Coordinating Provider for further information.

w. Termination: Contact the SOLAS Authorised Officer (for Consortia-led Apprenticeship – please also contact your Coordinating Provider and Consortium Programme Manager) in writing before terminating the employment contract with an Apprentice (for any reason, including redundancy). If an Apprentice is made redundant, the Employer must take reasonable steps to transfer the Apprentice to another SOLAS registered Employer. An Employer is not permitted to register a new Apprentice with SOLAS unless the Employer has first made reasonable efforts to offer the role to any SOLAS Apprentice made redundant from that role by the Employer within the past 12 months. All other requirements and obligations in terms of the relevant employment legislation must be followed by an Employer.

x. Contact the SOLAS Authorised Officer (for an Apprentice completing a Consortia-led Apprenticeship – please also contact the Coordinating Provider) within 2 weeks if any of the following occur:

- i. Placing an Apprentice on temporary leave.
- ii. An Apprentice going on maternity, adoptive, carers' or parents' leave or another period of statutory leave.
- iii. An Apprentice being on sick leave for more than 6 weeks (in a 12-month period). Where a period of mandatory training is interrupted due to statutory leave, sick leave, or redundancy, any mandatory training ⁵ not completed must be undertaken by the Apprentice upon their return to either on-the-job or off-the-job training in order to satisfy the apprenticeship programme requirements and complete the apprenticeship. This may result in an apprenticeship taking longer to complete than the standard period.
- iv. An Apprentice not attending the on-the-job element of their apprenticeship programme.

y. Be aware that the Employer registered names and trading names will be publicly available via an online database on apprenticeship.ie.

⁵ For Craft Apprenticeships, the mandatory training refers to the off-the-job phases. For Consortia-led Apprenticeships please refer to the individual programme documentation.

5. Employer Standards of Performance and Conduct

The Employer is the provider of 'on-the-job' elements of the apprenticeship programme and is responsible for Apprentice mentorship, direction, observation, supervision, and, if applicable, assessment. The off-the-job Education Provider is responsible for the off-the-job educational and training elements of the apprenticeship, including assessment.

The SOLAS Authorised Officer, with the occupation-specific consortium representative for the apprenticeship programme, as appropriate, will provide advice and assistance to Employers in relation to employer obligations under the relevant apprenticeship programme.

6. Employer Compliance

Employers must comply with all statutory obligations, including:

- a. All relevant employment legislation. Further information on employment legislation may be obtained from a number of sources including:
 - The Department of Enterprise, Tourism and Employment at +353 1 631 2121 or enterprise.gov.ie/en/
 - The Workplace Relations Commission at 0818 80 80 90 or www.workplacelrelations.ie
- b. The Safety, Health and Welfare at Work Acts 2005 to 2014 and the regulations and codes of practice made thereunder. In particular, Employers must ensure that Apprentices have undergone a Safety Awareness Training Programme as part of their apprentice induction where applicable. Information on health and safety in the workplace may be obtained from the Health and Safety Authority at 0818 289 389 or www.hsa.ie.
- c. Industrial Training Act 1967 (as amended) and relevant Apprenticeship Rules made thereunder. Information on apprenticeship may be obtained from SOLAS at 01-5332500 or www.solas.ie or the employer's local ETB.



7. Employer Sanctions

The sanctions which may be imposed by SOLAS/the Coordinating Provider on Employers if they reasonably believe that the Employer has breached this Code or failed to meet the obligations set out and are as follows:

- a. Written warning, which will remain on file for 5 years.
- b. Final written warning, which will remain on file for 5 years.
- c. Prohibition on registering Apprentices for a defined period/indefinitely.
- d. Removal of the Employer from the approved Apprentice Employer register⁶.

If an Employer is removed from the approved Apprentice Employer register, that Employer will no longer be entitled to train existing Apprentices. In those circumstances, SOLAS will support and assist existing Apprentices in finding a new SOLAS approved Employer. All apprenticeship progress attained to date will be maintained.

SOLAS may impose sanctions for a single breach of the Code. SOLAS retains the right to determine the appropriate sanction in all the circumstances. While SOLAS will, where appropriate, adopt a process of progressive sanctions, for the avoidance of doubt, in cases of serious breach of this Code SOLAS may impose such level of sanction as it considers appropriate. Serious breaches may include, but are not limited to:

- Failure to provide the required on-the-job training to an appropriate standard, supervision or range of experience set out in the apprenticeship programme.
- Falsification, destruction or failure to maintain required training or assessment records. Please note that falsification of records is an offence pursuant to the 1967 Act and may be prosecuted by SOLAS.
- Engagement in assessment malpractice.
- Failure to comply with health and safety requirements, or any action that puts Apprentices at risk.
- Repeated or persistent non-compliance with this Code or with reasonable instructions from SOLAS or the Coordinating Provider.
- Failure to cooperate with monitoring visits and directions from SOLAS Authorised Officers or to provide access to relevant documentation.
- Any other action which, in the opinion of SOLAS, undermines the integrity of the apprenticeship system or the welfare of Apprentices.

⁶ In this instance, the SOLAS Authorised Officer will support apprentices employed by the Employer in question to find a new SOLAS-registered Employer. The apprentice's progress and attainment record to date will be maintained.

8. Employer Appeal Process for Code of Practice Sanction

Applications for appeal must be made within 3 months of the decision, further details on this process can be found using this [link](#). The Appeal Process requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - An Employer may appeal to the National Apprenticeship Appeals and RPL Committee (NAARC) for the following decisions made by SOLAS:

- The decision by SOLAS not to approve an individual/company/Employer to train Apprentices.
- The decision by SOLAS to suspend an Employer from registering Apprentices for six months or, to remove an Employer from the approved employer register.
 - ▶ Appeals must be lodged within 3 months of notification of the decision. The NAARC retains absolute discretion to extend this time limit.
 - ▶ Details of the appeals application process are available from the Employer's local SOLAS Authorised Officer. An administration fee of €50 shall apply for the appeal.
- Before a written warning is issued, the Employer will be informed of the alleged breach and given an opportunity to respond.



Consortia-led Apprenticeships - Coordinating Providers and/or Consortium Programme Manager can recommend sanctions against an Employer, however SOLAS has the responsibility to investigate and impose any appropriate employer sanctions.

9. Apprentice Obligations

In addition to the terms and conditions of their contract of employment, Apprentices must comply with the applicable statutory obligations under the Industrial Training Act 1967 (as amended) and any Apprenticeship Rules ⁷ (which may apply in respect of the relevant apprenticeship programme from time to time).

Apprentices are required to:

- a. Meet the minimum entry requirements for the relevant apprenticeship programme to which they wish to apply. Please note that Employers may have requirements in addition to the minimum entry requirements set out in an apprenticeship programme.
- b. Attend all off-the-job training and education programme elements, including the induction presentation.
- c. Attend the specified number of on and off-the-job training days to meet the attendance requirements of the relevant apprenticeship programme.
- d. Be responsible for learning throughout the apprenticeship programme.
- e. Be diligent and committed to all aspects of work experience, training and education throughout the apprenticeship programme. Apprentices should act with academic integrity and not engage in any academic misconduct.
- f. Communicate with a Mentor/Assessor/Verifier if experiencing any difficulties while completing the on-the-job element of the apprenticeship. If an Apprentice is experiencing difficulties during the off-the-job training, they should speak to their course tutor or Programme Manager in the first instance. If the difficulties remain unresolved, they can make a complaint about any part of their on-the-job or off-the-job training to their Authorised Officer.

Information in relation to the complaint procedure can be found at <https://www.solas.ie/contact-us/>. For an Apprentice completing a Consortia-led Apprenticeship, please contact the Coordinating Provider for further information on how to make a complaint.

- g. Attend the scheduled off-the-job training at the location of the apprenticeship Education Provider. If the Apprentice does not accept an Offer of Training, by the third call to training, the completion of their apprenticeship may be delayed or temporarily suspended. Apprentices **must** inform their Employer, SOLAS Authorised Officer, or Programme Manager about any leave of absence.

Continued failure to attend off-the-job training may lead to the apprenticeship being suspended or terminated as appropriate.

⁷ Including the 1997 Apprenticeship Rules for Craft Apprenticeship

- h. Apprentices must attend and be on time for both on-the-job and off-the-job training. Poor attendance or lateness may lead to consequences, including exclusion from assessments or the temporary suspension of the apprenticeship.
Apprentices must notify their Education Provider immediately if they are absent from off-the-job element of the programme. Continued absenteeism or lateness may lead to termination of the Apprentice from the off-the-job training phase of the programme and may also result in the apprenticeship being terminated by the Employer.
- i. Behave in a responsible and appropriate manner while in employment and during off-the-job training with Education Providers.
- j. Follow the relevant code of conduct and regulations of the Education Providers. Please note that Apprentices will be subject to the disciplinary procedures of those Education Providers.
- k. Complete all scheduled modular and competency assessments including re-sit assessments. If an Apprentice breaches the rules for on-the-job or off-the-job assessments or examinations, the Employer or training provider may take disciplinary action in line with their procedures. This may delay completion of the apprenticeship or lead to termination of the apprenticeship.
- l. Perform all tasks with due care and diligence and observe all relevant safety regulations during both on-the-job and off-the-job elements of the apprenticeship programme.
- m. Comply with the policies and procedures of the Employer and carry out all reasonable instructions given to the Apprentice by the Employer or the Education Provider.
- n. Contact the SOLAS Authorised Officer if changing Employer or moving to a new Employer within the same branch. For Consortia-led Apprenticeships, please also contact the Coordinating Provider.
- o. Note that if an Apprentice does not achieve the required standard of the relevant apprenticeship programme or the Apprentice breaches this Code and the apprenticeship is terminated by SOLAS/the Coordinating Provider manager, SOLAS/the Coordinating Provider reserves the right to refuse a further application from the Apprentice for the same apprenticeship programme.



10. Apprentice Standards of Performance and Conduct

Apprentices must take responsibility for their own learning during the apprenticeship programme. They are required to follow this Code, the Employer's policies and procedures, as well as the rules, policies and procedures of the Education Providers.

The SOLAS Authorised Officer will help Apprentices to comply with this Code. Where possible, they will advise Apprentices of potential or apparent breaches of the standards and obligations of the Code. However, SOLAS reserves the right to impose the appropriate sanctions as set out in Section 14 below.

11. Non-Attendance for off-the-job assessment

The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - Apprentices will be called on up to three (3) occasions for each off-the-job phase. If the place is not accepted by the third call, their apprenticeship will be paused. Once the Apprentice and the Employer have confirmed with the Authorised Officer that the Apprentice will attend the next available off-the-job phase, then the Apprenticeship will be reactivated and the Apprentice will be re-entered to the national waiting list.

The same three call rule and activation process applies for repeat off-the-job assessments.



Consortia-led Apprenticeship - The criteria for attending the off-the-job training phase may vary for Consortia-led Apprenticeships. Please contact the Coordinating Provider and Consortium Programme Manager for further information.

12. Failure to reach standards for off-the-job assessments

The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - Apprentices may take each off-the-job assessment up to three [3] times. Following completion of each assessment, the Apprentice can ask for the result to be rechecked, reviewed, and appealed through the relevant Education Provider. If the Apprentice fails the assessment after the third attempt, the apprenticeship will be automatically terminated, and will be subject to minimum wage rules.

Apprentices and their Employers shall be notified by SOLAS of this termination in writing. Apprentices can appeal such termination and can request a fourth and final assessment attempt to NAARC. Appeal applications will be accepted at the discretion of the NAARC. The time limit for making an appeal is 3 months from the date of termination.



Consortia-led Apprenticeship - The criteria for failure to reach the required standards vary for Consortia-led Apprenticeships. Please contact the Coordinating Provider and Consortium Programme Manager for further information.

13. Apprentice Compliance

Apprentices must follow all legal requirements, including the areas listed below:

- a. All current employment laws. For information about employment legislation, you can contact:
 - i. The Department of Enterprise, Tourism and Employment at +353 1 631 2121 or enterprise.gov.ie/en/
 - ii. The Workplace Relations Service at 0818 80 80 90 or www.workplacerelations.ie/en/
- b. The Safety, Health and Welfare at Work Acts 2005 to 2014, including all related regulations and codes of practice. Apprentices must complete a Safety Awareness Training Programme if required. For information, contact the Health and Safety Authority at 0818 289 389 or www.hsa.ie.

- c. The Industrial Training Act 1967 (as amended), and all relevant Apprenticeship Rules. For apprenticeship information, contact SOLAS at 01-5332500 or visit www.solas.ie or speak to your local ETB.
- d. The Qualifications and Quality Assurance (Education and Training) Act, 2012, as updated. For further details, contact SOLAS at 01-5332500, visit www.solas.ie, or speak with your local ETB.

14. Apprentice Sanctions

SOLAS may sanction an Apprentice if it reasonably believes the Apprentice has breached this Code. The sanctions are as follows:

- a. Written warning, which will remain on file for 6 months.
- b. Final written warning, which will remain on file for 1 year.
- c. Suspension from the apprenticeship programme for a stated period.
- d. Termination of the apprenticeship programme.
- e. Refusal to accept an application from an Apprentice for further apprenticeships in the same apprenticeship programme for a defined period/indefinitely.

SOLAS may impose sanctions for a single breach of the Code and SOLAS retains the right to determine the appropriate sanction in all the circumstances. While SOLAS will, where appropriate, adopt a process of progressive sanctions, for the avoidance of doubt, in cases of serious breach of this Code, SOLAS may impose such level of sanction as it considers appropriate. Further details can be found using this [link](#).

Serious breaches may include, but are not limited to:

- Falsification of training records, assessment evidence, or other documentation related to the apprenticeship programme. Please note that this is also considered an offence under the 1967 Act which may be prosecuted by SOLAS.
- Serious or repeated failure to comply with health and safety requirements, including behaviour that places the Apprentice or others at risk.
- Repeated or persistent non-compliance with this Code or with reasonable instructions from the Employer, SOLAS, or an Education Provider.
- Serious misconduct in the workplace or training environment which, having been addressed through Employer or Education Provider processes, impacts on the Apprentice's ability to continue in the apprenticeship programme, or is of such seriousness that it raises concerns regarding their continued participation.
- Any other action which, in the opinion of SOLAS, undermines the integrity of the apprenticeship programme or the safety and welfare of other individuals.

15. Apprentice Appeal Process for Code of Practice Sanctions

Details of SOLAS Code of Practice investigation and appeal policy can be found using this [link](#). The requirements for each type of apprenticeship are set out below:



Craft Apprenticeship - An Apprentice may submit an appeal through their Authorised Officer to the National Apprenticeship Appeals and RPL (NAARC). The appeals process covers the following decisions made by SOLAS in relation to a failure to abide by this Code.

- The decision by SOLAS to suspend an Apprentice from their programme for a stated period.
- The decision by SOLAS to terminate an Apprentice from their apprenticeship programme.
- The decision by SOLAS to apply a sanction as determined by the Code of Practice.
 - ▶ Appeals must be lodged within 3 months of notification of the sanction.
 - ▶ Details of the appeals application process are available from the Apprentice's SOLAS Authorised Officer. An administration fee of €50 shall apply for the appeal.
- Before a written warning is issued, the Apprentice will be informed of the alleged breach and given an opportunity to respond.



Consortia-led Apprenticeships - Details of the appeals process are available from the Coordinating Provider of the apprenticeship.



Glossary of Terms

1. **Assessor:** An assessor is an experienced person, qualified in the occupation to which the apprenticeship programme applies, with responsibility for conducting on-the-job assessments; the mentor and assessor may or may not be the same person, and for some occupations an external assessor may be assigned by the Coordinating Provider.
2. **Apprentice:** An Apprentice is an individual who has been officially registered by SOLAS as part of an approved apprenticeship programme. The registration ensures that the Apprentice is recognised within the system and is participating in a structured learning and work experience pathway. In addition to this, the Apprentice must be employed by a SOLAS-approved Employer. This employment is specifically for the purpose of completing the apprenticeship, thereby providing the Apprentice with practical, hands-on experience to complement their formal on-the-job training.
3. **Awarding Bodies:** Organisations authorised to make recognised award qualifications.
4. **Consortia-led Apprenticeship:** Apprenticeships developed by an industry-led group with education providers and other partners.
5. **Consortium:** A group established to develop, implement, and oversee apprenticeships.
6. **Consortium Partners:** Organisations that are members of a consortium and contribute to the development, delivery, governance, quality assurance, or ongoing operation of an apprenticeship programme. These may include employers, professional bodies, education providers, trade unions, occupational regulators, and other relevant stakeholders.
7. **Collaborating Provider:** A provider who is formally involved in the provision of an apprenticeship programme and accountable in this respect to the Coordinating Provider.
8. **Coordinating Provider:** Has overall responsibility for the development and maintenance of the curriculum and assessment procedures for an apprenticeship programme.
9. **Craft Apprenticeship:** An apprenticeship in one of the 25 craft apprenticeship programmes⁸ for which SOLAS is the Coordinating Provider.
10. **Education and Training Board (ETB):** Statutory education authorities with responsibility for education and training, youth work and a range of other statutory functions.

⁸ Agricultural Mechanics, Aircraft Mechanics, Automotive Technology, Brick and Stonelaying, Carpentry and Joinery, Construction Plant Fitting, Electrical, Electrical Instrumentation, Electronic Security Systems, Farriery, Heavy Vehicle Mechanics, Industrial Insulation, Instrumentation, M.A.M.F., Metal Fabrication, Painting and Decorating, Pipefitting, Plastering, Plumbing, Refrigeration and Air Conditioning, Sheet Metalworking, Stonecutting and Stonemasonry, Toolmaking, Vehicle Body Repairs, Wood Manufacturing and Finishing.

11. **Education Providers:** The organisations responsible for delivering the off-the-job education, training, and assessment elements of an apprenticeship programme, including ETB Training Centres, Technological Universities, Universities, Institutes of Technology, Colleges of Further Education, Private Higher Education Providers and other education providers approved by SOLAS or the Coordinating Provider.
12. **Employer:** An Employer refers to a person, company, organisation, or other legal entity that has received approval from SOLAS to take on apprentices. This approval signifies that the Employer is authorised to both employ and train apprentices within an apprenticeship programme. As part of this role, the Employer is responsible for delivering the on-the-job elements of the apprenticeship, ensuring that apprentices gain practical experience alongside their structured learning.
13. **Industrial Relations (Amendment) Act 2015:** An act to make further and better provision for promoting harmonious relations between workers and employers.
14. **Industrial Training Act 1967:** An act to make better provision for industrial and commercial training.
15. **Mentor:** An experienced person, qualified in the occupation to which the apprenticeship programme applies, who guides and supports the Apprentice.
16. **National Apprenticeship Appeals Review Committee (NAARC):** The independent committee established by SOLAS to consider appeals and applications relating to apprenticeship assessments, recognition of prior learning (RPL), Employer approval decisions, apprentice terminations, and other matters referred to it under apprenticeship policies and procedures.
17. **National Framework of Qualifications (NFQ):** A 10-level system used to describe qualifications in the Irish education and training system.
18. **Occupational Regulators:** Organisations that supervise the activity of an industry to ensure public safety and maintain public trust.
19. **Off-the-job training:** The education, training, and assessment elements of an apprenticeship programme that take place away from the apprentice's normal workplace and are delivered by an Education Provider.
20. **On-the-job training:** The structured workplace-based learning undertaken by an Apprentice with an approved Employer, through which the Apprentice develops the knowledge, skills, and competence required by the apprenticeship programme.
21. **Programme Advisory Boards:** A group of industry, education provider, and stakeholder representatives that provides advice and oversight to support the quality and continuous improvement of a craft apprenticeship programme.

22. **Programme Manager:** The person responsible for overseeing and managing apprenticeship programmes within an institution.
23. **Programme Validation:** The process of ensuring that the programme specifications accurately reflect the needs of the Apprentice.
24. **Quality and Qualifications Ireland (QQI):** The state agency responsible for promoting the quality, integrity and reputation of Ireland's further and higher education system.
25. **Quality Assurance (QA):** Any systematic process organisations use to determine if a product or service meets specific quality standards.
26. **Recognition of Prior Learning (RPL):** A process by which prior learning is evaluated and formally valued.
27. **Results Approval Panel:** A formally established panel responsible for reviewing and approving an apprentice's assessment results and confirming to SOLAS that the Apprentice has successfully met the required standard for all on-the-job and off-the-job elements of their apprenticeship programme.
28. **SOLAS:** The State agency with authority for Further Education and Training, (FET), in Ireland.
29. **SOLAS Authorised Officer:** A person who supports key legislative elements of the apprenticeship system on behalf of the National Apprenticeship Office and SOLAS. A SOLAS Authorised Officer is a person appointed by SOLAS to be an authorised officer for the purposes of the 1967 Act. SOLAS may appoint any staff member or third party as an Authorised Officer as it considers necessary and appropriate.
30. **The National Apprenticeship Alliance (NAA):** An advisory group with an important role in delivering on the Government's commitments to fully embed apprenticeship in the tertiary education and training system.
31. **Trade Unions:** An organisation that represents and protects the rights and interests of its members.
32. **Verifier:** A person assigned by the Employer or the Coordinating Provider who confirms or otherwise the quality assurance of the on-the-job assessment process and results.

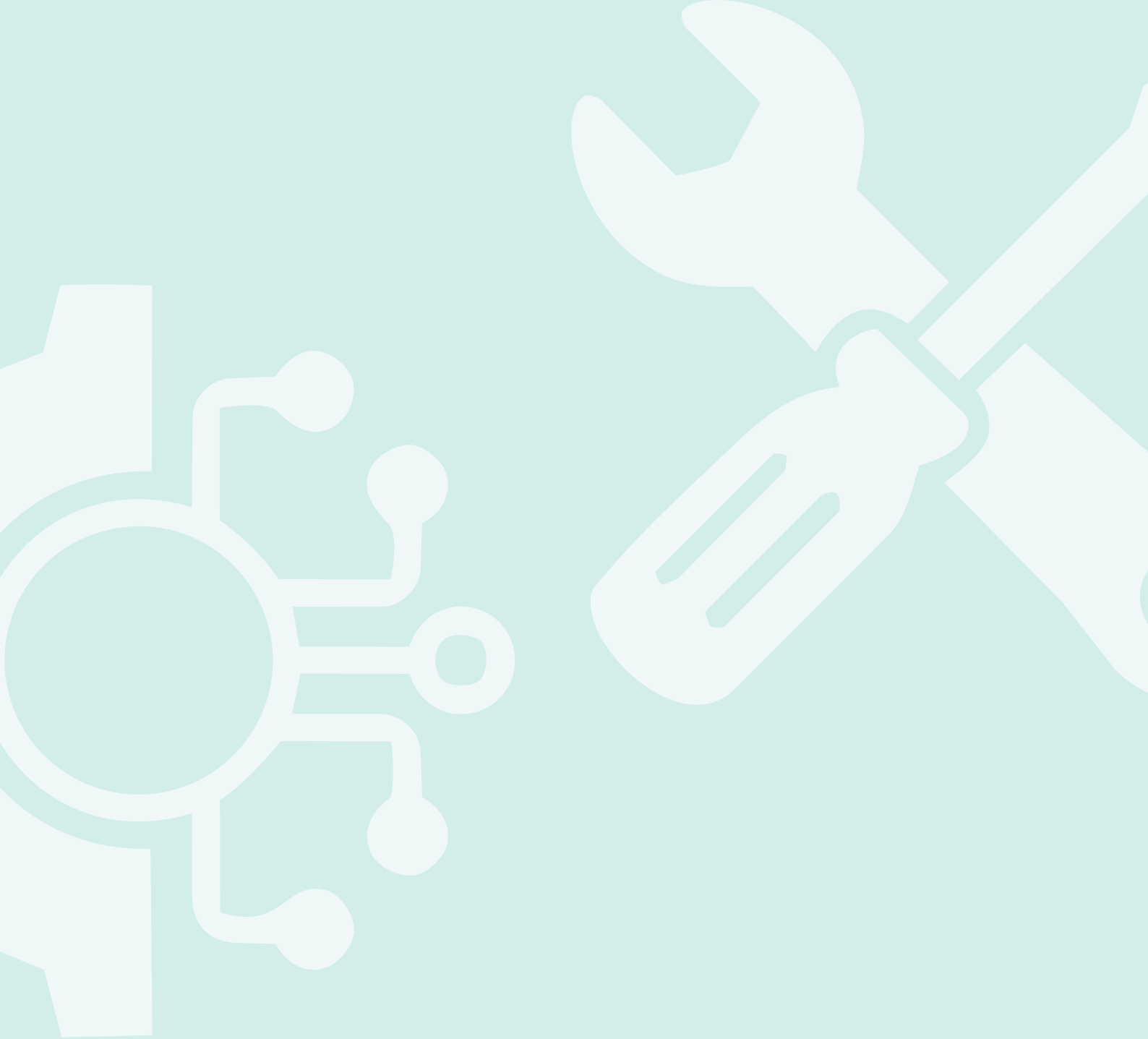
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