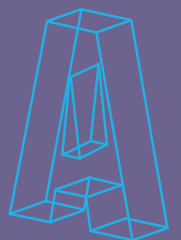
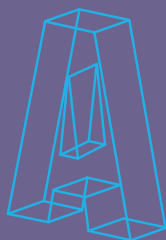
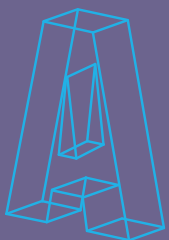
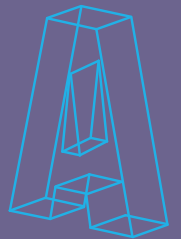
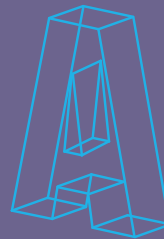
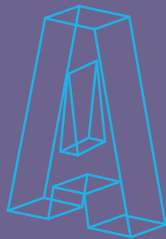
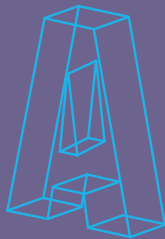
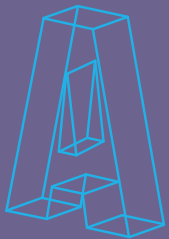
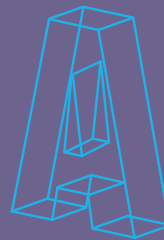
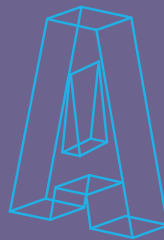
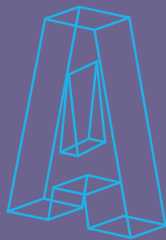
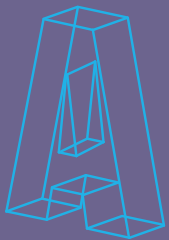
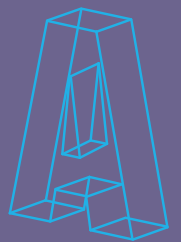
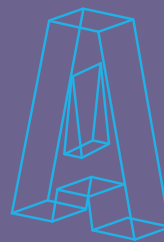
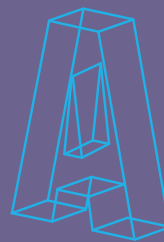
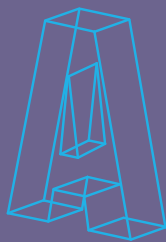
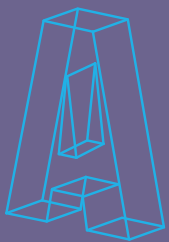


SUBMITTING AN INITIAL PROPOSAL FOR A NEW NATIONAL APPRENTICESHIP

GUIDANCE DOCUMENT



INTRODUCTION

This document enables interested groups to submit an initial proposal for a new national apprenticeship. The completed proposal should be submitted to the Apprenticeship Council via appcouncil@solas.ie.

In addition to some guidance provided within this proposal document, a Handbook on *Developing a National Apprenticeship* is available via www.apprenticeship.ie. While this Handbook was produced in 2017 to support a national call for proposals, its content remains largely up-to-date.

Proposals will be assessed on an ongoing basis by the Apprenticeship Council. Following assessment, representatives of the Apprenticeship Council will engage with

proposers. As set out on page 11 of the Handbook, there can be only one national apprenticeship for a particular occupation. In advance of submitting an initial proposal, interested groups should review the list of current apprenticeships and associated occupational profiles on www.apprenticeship.ie to confirm that there does not appear to be excessive overlap between a new proposal and an existing apprenticeship.



Persons or groups with a query on an initial proposal are invited to email appcouncil@solas.ie

SUPPORTING INFORMATION

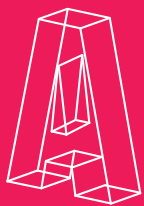
Section 2 requests supporting information from proposers. The Handbook on *Developing an Apprenticeship* provides supplementary information on eligible duration of an apprenticeship, work-based learning components, qualification levels and so on. **See www.apprenticeship.ie for a copy of the Handbook.**

2.1	Name of lead proposer Company/Organisation E-mail contact Phone contact	<i>As apprenticeship in Ireland is industry-led, the lead proposer of a new apprenticeship is generally a representative of a particular industry or subset of an industry. The lead proposer will be the main point of contact on the apprenticeship proposal.</i>
2.2	Proposed co-ordinating education and training provider	<i>The lead education and training provider who will support development of the apprenticeship.</i>
2.3	Proposed title of apprenticeship	<i>Working title of the apprenticeship, should reflect the occupational area within which the apprentice will become proficient.</i>
2.4	NFQ level of proposed apprenticeship	<i>An apprenticeship may lead to an award at Level 5 - Level 10 on the National Framework of Qualifications.</i>
2.5	Duration of apprenticeship	<i>An apprenticeship may be between 2-4 years in duration.</i>
2.6	Occupation the apprenticeship will lead to	<i>An apprenticeship trains someone to operate competently and independently in a particular occupation. The proposed occupation should be identified here.</i>
2.7	Proposed percentage of time apprentices will learn on the job	<i>An apprenticeship must have a minimum of 50% on-the-job learning.</i>
2.8	Proposed awarding body for apprenticeship	<i>Include the proposed awarding body for the apprenticeship programme here. This is the awarding body which will consider the apprenticeship programme for validation and approval of quality assurance, for example QQI or another body with the power to make awards on the National Framework of Qualifications.</i>

INDUSTRY-BASED RATIONALE

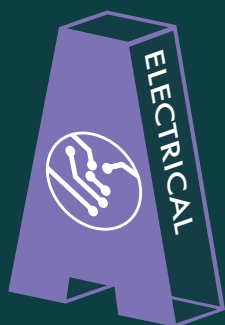
Section 3 seeks details on the rationale for the apprenticeship proposal. There are four elements.

3.1	Specific industry support for the apprenticeship proposal	<i>Proposers are asked to set out evidence of specific industry support for the proposal. A list of the individuals, companies and/or industry representative groups who are providing active support for the proposal should be included. Formal statements of support are requested as part of the proposal. Proposers should identify relevant industry groups/structures and provide a summary overview of the involvement of industry supporters/partners in the apprenticeship proposal.</i>
3.2	Rationale and evidence base for proposed apprenticeship	<i>Proposers should set out relevant research sources, skills needs reports, feedback from relevant industry support groups, broad-based industry consultation which underpins the rationale for the proposed apprenticeship. Possible sources of information and analysis are included in the Handbook on Developing an Apprenticeship. See www.apprenticeship.ie for a copy of the Handbook.</i>
3.3	Outline occupational profile for the apprenticeship	<i>The occupational profile is core to an apprenticeship programme setting out the key knowledge, skills and competences to be developed by the apprentice in a particular occupation. The proposal should include an initial outline of the occupational profile for the apprenticeship. As there can only be one national apprenticeship programme for a particular occupation, the initial work on an occupational profile will help determine the need for a new apprenticeship programme in a particular industry.</i>
3.4	How this apprenticeship will meet the requirement to be a national programme	<i>Proposers will confirm here their commitment to developing the apprenticeship as a national programme and part of the national system. Information should be included on strategies and mechanisms to ensure access to the apprenticeship by the broadest-possible base of employers and prospective apprentices.</i>



GENERATION APPRENTICESHIP

www.apprenticeship.ie



Apprenticeship has long been an accelerator for individual and corporate development in Ireland. Generation Apprenticeship is a major expansion project to more than double the number of learners taking the apprenticeship route. This promises to be a huge source of inspiration in opening apprenticeship into a full range of 21st century industries and skill sets and developing the public perception of it.

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