

APPRENTICESHIP



INDUCTION BOOKLET

# SEE YOUR FUTURE

Let an apprenticeship take you there!

[www.solas.ie](http://www.solas.ie)

**SOLAS**

An tSeirbhís Oideachais Leanúnaigh agus Scileanna  
Further Education and Training Authority



# APPRENTICESHIP INDUCTION BOOKLET

## What is the purpose of this booklet?

The purpose of this booklet is to provide the apprentice with the necessary information to ensure that their apprenticeship progresses smoothly and to highlight and outline their areas of responsibility.



Failure to comply with requirements outlined in the induction programme may cause the duration of your apprenticeship to be extended.

## Who is involved in the Apprenticeship System?

The standards based apprenticeship is a partnership programme involving the following stakeholders:

- SOLAS
- Yourself (The Apprentice)
- Your Employer
- Trade Unions
- Higher Education Authority
- Education & Training Board
- The Department of Education and Skills

## Who is my Training Advisor?

Every registered apprentice has a Training Advisor allocated to them to provide support and guidance on any difficulties that the apprentice may encounter during the apprenticeship. Contact details of your Training Advisor were issued to you at the apprentice induction programme. Your local Training Centre will also be able to issue you with contact details of your Training Advisor. If you change Employer you are likely to have a new Training Advisor.

## What documentation should I have?

After registration the apprentice is issued with the following documentation:

- Training, Assessment and Employment Record Log Book – there is a charge for replacement of this. This is a very important document which should be kept in a safe place.
- Health and Safety Booklet.



If you have not received any of the above you should notify your Training Advisor immediately.



**Note:** Your employer has been issued with the Workplace Assessment Book for the On-the-Job Phases of your apprenticeship.

## What should I know about Safety?

All apprentices involved in crafts that require them to work on building sites must complete a Safepass course and possess a valid Safepass card. It is the responsibility of the apprentice to put this training into practice while on site.

Your employer is obliged under law to provide you with any personal protective equipment (PPE) that may be necessary for you to carry out your duties. The apprentice must wear any such PPE supplied by their employer.

All apprentices will be provided with manual handling training for their Phase 2. If you have any queries on the above you should contact your Training Advisor.



**Note:** It is the apprentice's obligation to operate with due care and diligence and observe all safety regulations on both On-the-Job and Off-the-Job training.


## What is the Apprenticeship Structure?

The apprenticeship system is a modular standards-based system comprising of alternating phases of On-the-Job and Off-the-Job training and development. This model of training allows apprentices to integrate the knowledge, skill and competence acquired during Off-the-Job training and education with those gained in the On-the-Job phases of training. The alternating phases of training consist generally of three Off-the-Job and four On-the-Job phases.

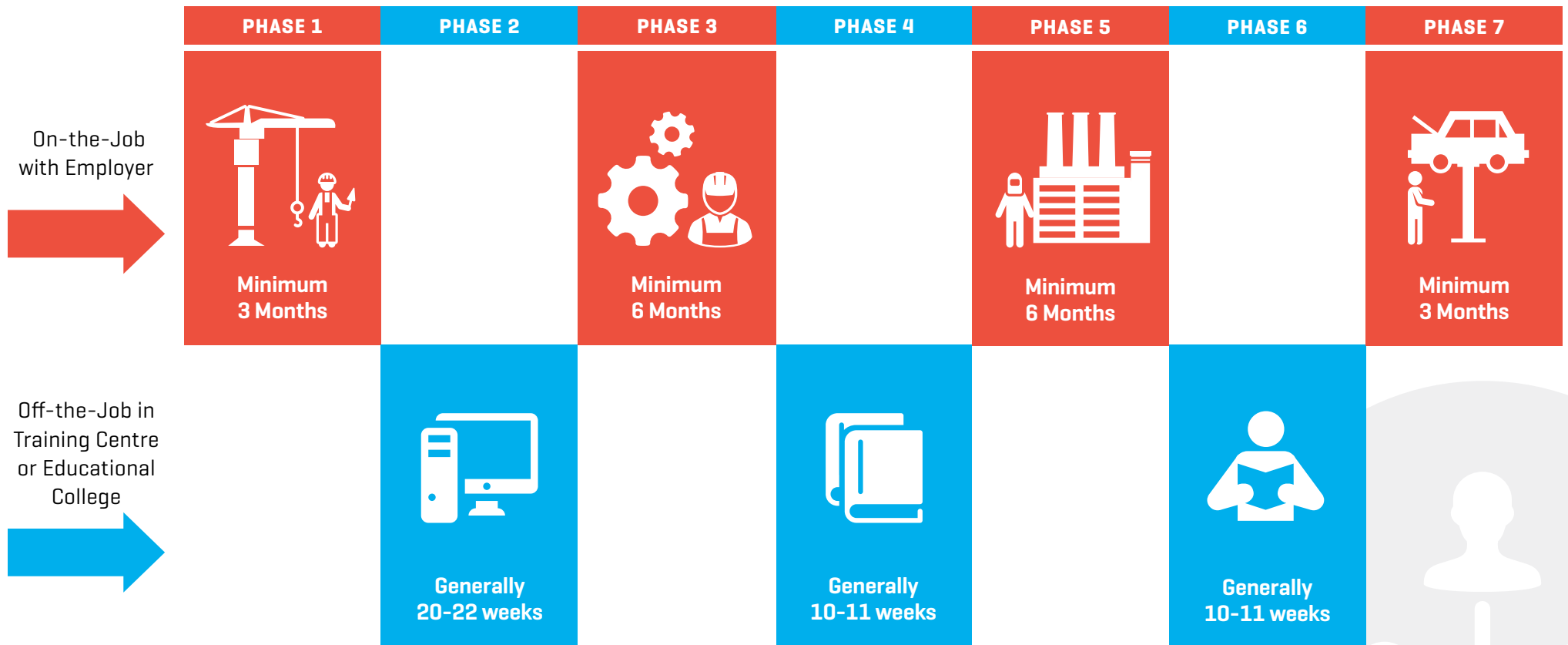
## What is the Apprenticeship Duration?

The duration of an apprenticeship programme is determined by the training, educational and development requirements of each occupation. However, for the majority of crafts the duration of Off-the-Job training phases is as follows:

# APPRENTICESHIP STRUCTURE



Generally, the duration of an apprenticeship is a minimum of four years, however the Print Media apprenticeship programme follows a minimum duration of three years. On successful completion of their apprenticeship, each apprentice will be awarded an Advanced Certificate Craft [Level 6 on the National Framework of Qualifications].



### What is a Training Allowance?

During Off-the-Job training, all qualifying apprentices are paid an Apprentice Training Allowance and, where appropriate, a contribution towards travel or accommodation costs. For exceptions to this please check with your Training Advisor.

Throughout the On-the-Job training phases apprentices are paid the normal apprentice wage rate by the employer and set by the industry.

### How are Apprentices scheduled for phases 2 – 4 – 6?

Both the apprentice and the employer are notified of the call for training by letter. Therefore it is essential that we are informed of any changes to your personal or employer details. Apprentices are called for Off-the-Job training on the longest waiting basis on the day of scheduling to the nearest available training location to their home address. Acceptance of the training place can only be confirmed by the employer.



**Note:** Update your Training Advisor with any change in your personal or employer details.

### What if I don't attend Off-the-Job Training when called?

To keep your apprenticeship on track it is essential that you attend Off-the-Job training when called. Apprentices will be called to attend their Off-the-Job training up to three times. Be aware that failure to accept an offer of training will unnecessarily prolong your apprenticeship which will have financial repercussions throughout your apprenticeship and delay the awarding of the Advanced Certificate Craft [Level 6 on the National Framework of Qualifications]. Failure to attend after three calls will result in your apprenticeship being automatically suspended.

### Off-the-Job Training

Off-the-Job training introduces the apprentice to the skills and related knowledge of the craft and provides time to practice these further. Continued practice and the development of these skills are done On-the-Job. The total content of each Off-the-Job phase is delivered in a single location to ensure integration of practical training with the necessary theoretical and personal skills.

### Each apprentice is responsible for their own learning throughout their Off-the-Job training phases and must:

- Be responsible for attendance, time keeping and behaviour during all of the Off-the-Job training phases. Be aware that inadequate attendance and lateness during Off-the-Job phases may have financial and disciplinary repercussions including exclusion from assessment events and may result in an apprenticeship being suspended.
- Behave in a responsible and mature manner in both employment and during Off-the-Job training in the Institutes of Technology and approved Colleges of Further Education. Comply with the relevant code of conduct and regulations of the Training Centre, Institute of Technology or College of Further Education while in those locations and be subject to the disciplinary procedures of those providers.
- Undertake all scheduled modular and competency assessments including re-sit assessments. Be aware that breach of the Off-the-Job provider's assessment or examination regulations may result in disciplinary action in accordance with procedures, which may result in delay of completion or in termination of an apprenticeship.

### Apprentice Student Contribution

The Annual Student Contribution is levied on students attending Higher Education Institutions including Institutes of Technology. As part of changes included in the Budget 2014, apprentices will now pay the same contribution as full-time students, but their contribution will be based on the time they spend in the Institutes.

The Student Contribution is payable to the Institute of Technology on the date of registration for the training phase and you should consult the relevant Institute of Technology for payment options.

### When do examination fees apply?

Apprentices are required to pay an examination fee to The Institute of Technology and College of Further Education for repeat exams.

### What is a Modular Assessment?

The training during the Off-the-Job period is modular in nature. Modular training is a system in which the training content is divided into independent units or modules of learning.

Apprentices are required to pass a series of Modular Assessments (tests) throughout their Off-the-Job training. These can include a range of assessment techniques such as Assignment, Project Work, Portfolio, Skills Demonstration, Practical and Theory Examinations.

### Common Modules

During their apprenticeship all apprentices must complete all or a selection of the following modules depending on their craft version requirements:

- Health and Safety Awareness
  - Introduction to Learning to Learn
  - Introduction to ICT
  - Employment Legislation Awareness
  - Environmental Awareness
  - Introduction to Communications
  - Introduction to Team Working
- These modules only apply to the following crafts:  
Plumbing, Metal Fabrication, Carpentry & Joinery,  
Heavy Vehicle Mechanic & Electrical*

These modules are common to all Apprenticeship programmes. The modules are designed to encourage and foster self-learning. The modules have been developed to facilitate an online delivery format.

When an applicant is formally registered as an apprentice with SOLAS the system will automatically assign a set of Common Modules to the apprentice to access and complete online.

These modules are free to apprentices through eCollege and must be completed by week 16 on phase 3 of the apprenticeship programme, however, in the case of Print Media they must be completed by week 6 of Phase 3.

 You will not be scheduled to phase 4 if the Common Modules are not completed.

Training Centres and Public Libraries are available to apprentices who do not have access to a computer at home or at work.

Each apprentice is responsible for completing the Common Modules and assessments on time.

### Apprenticeship Portfolio

- A portfolio is a collection of work produced by the apprentice over a period of time that demonstrates achievement of a range of learning outcomes.
- The collection will be generated in response to a particular assessment brief.
- The portfolio may consist of documents, with photographs and/or video clips submitted online at [www.apprenticeship.ie](http://www.apprenticeship.ie).
- **All portfolio evidence must be your own work. All cases of suspected plagiarism will be investigated and may be subject to disciplinary procedures of the training provider depending on the outcome.**
- Introduction to your Portfolio will be provided at the beginning of Phase 2.

Portfolio applies to the following crafts:

- Plumbing
- Heavy Vehicle Mechanic
- Electrical
- Metal Fabrication and
- Carpentry & Joinery
- The Apprenticeship Portfolio Assessment commences in Phase 2 and contributes 15% to the overall Award.
- All Portfolio Assessments are submitted online.
- Portfolio evidence is required for:
  - Communications Portfolio
  - Team Leadership Portfolio and
  - Craft Portfolio

### What if I have special requirements or require learning support?

If you have any special requirements and need support with e.g. dyslexia, numeracy, literacy, physical disabilities or medical conditions it is your responsibility to inform your Training Advisor at the time of registration. You also need to bring this to the attention of your Training Provider and provide any necessary evidence before the commencement of Training on Phase 2/4/6/ so that these needs can be catered for when you attend Off-the-Job training.

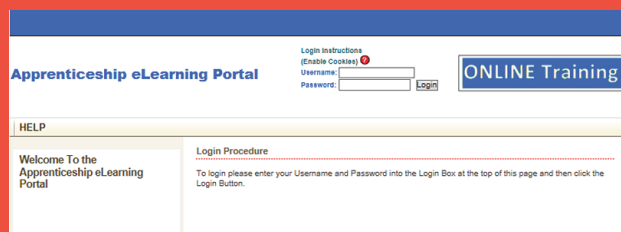
If you require additional learning supports in learning techniques, maths/ science/drawing, practical work you should log on to **[www.solas.ie](http://www.solas.ie)** and go to eCollege or contact a Training Centre, an Institute of Technology, local ETB or seek private tuition.

### What to do if you refer?

A referral is "Where an apprentice has not met the required standard in their assessments".

# ACCESSING ONLINE TRAINING FOR COMMON MODULES

- 1 Open an up to date version of your Web Browser application such as *Internet Explorer, Firefox or Chrome*.
- 2 In the Address bar type **www.apprenticeship.ie** and press Enter. The apprenticeship.ie page is now loaded. From this page the common module course is accessed by inputting your username and password.



- 3 Usernames are generated using the following format: appregnumber e.g. 4611110112
- 4 Your password is Moodle-last three characters of your PPS e.g. Joe Blogs with an Apprenticeship Reg. number of 4611110112 and a PPS number of 1234567E will have a username and password as follows:

**USERNAME** 4611110112

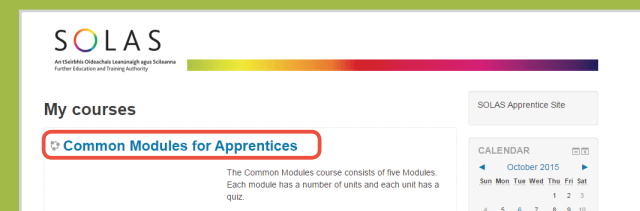
**PASSWORD** Moodle-67e

**Note:** all usernames and passwords are case sensitive and contain no spaces. The last letter in the Password is always lowercase.

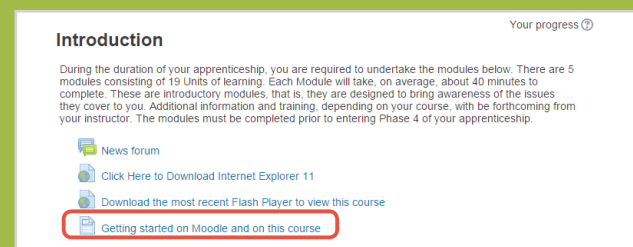
- 5 Once your username and password has been entered click the "login" button.

# YOU CAN NOW ACCESS ONLINE TRAINING FOR COMMON MODULES

- 1 Click Common Modules for Apprentices



- 2 Click on a course topic  
*[It is a good idea to start with the Getting Started Tutorial]*



- 3 Click on Play to advance through the course  
*For Help and Support log on to [www.ecollege.ie](http://www.ecollege.ie) and click help.*



**i** If an apprentice is referred on their **Phase 2** Off-the-Job training you will be contacted to repeat the failed assessment except for Print Media and Farriery. In the case of Print Media and Farriery please contact the relevant training provider to arrange a repeat assessment.

**i** If an apprentice is referred on their **Phase 4 or 6** Off-the-Job they must contact the relevant training provider to arrange a repeat assessment.

Failure to attend any assessment event after three occasions will result in SOLAS automatically suspending the apprentice's apprenticeship.

The Institutes of Technology and the Colleges of Further Education charge an examination fee for repeat examinations.

### What is the Appeals Procedure?

Under current legislation if an apprentice fails to reach the minimum qualifying standard for an assessment after 3 attempts, the apprentice's apprenticeship will be terminated. However, an apprentice or their employer can apply to SOLAS to appeal this decision and a fee will be applicable.

### What if I need to change Employer?

Any company employing apprentices must be approved by SOLAS. It is therefore essential that a change of employer form is completed and returned to your Training Advisor as soon as you take up new employment. Change of Employer forms are available from your Training Centre. Inform your Training Advisor before you start with a new employer as this can prevent unnecessary delays in your apprenticeship.

## What are the requirements for awarding an Advanced Certificate Craft (Level 6 on the National Framework of Qualifications)?

### Apprenticeship Completion

Your apprenticeship commences on the date of registration and is completed on the date the Educational Training Board Results Approval Panel recommend to SOLAS the approval of the apprentice for certification. In order for this to take place the apprentice must have successfully achieved the required qualifying standard, completed all of the alternating On-the-Job and Off-the-Job Phases of his/her apprenticeship, and served the minimum apprenticeship period as specified by SOLAS from time to time. The Advanced Certificate Craft (Level 6 on the National Framework of Qualifications) is awarded to apprentices who achieve the required standard. This is recognised nationally and internationally as the requirement for craftsperson status.

## Progression Options

The Level 6 Advanced Certificate Craft affords you additional opportunities such as:

- Company based progression
- Cross-skilling
- Up-skilling
- Further education
- Management
- Self-employment

Progression opportunities for craft people are available on the Quality and Qualifications Ireland website [www.qqi.ie](http://www.qqi.ie) or [www.solas.ie](http://www.solas.ie).

## Definition of Commonly Used Terms

### SOLAS

Further Education and Training Authority  
An tSeirbhís Oideachais Leanúnaigh agus Scileanna

### ETB

Education & Training Board

### IT

Institute of Technology

### Stakeholder

Parties involved in the apprenticeship partnership process

### AIP

Apprentice Induction Programme

### On-the-Job

Relates to the time an apprentice spends training with their employer

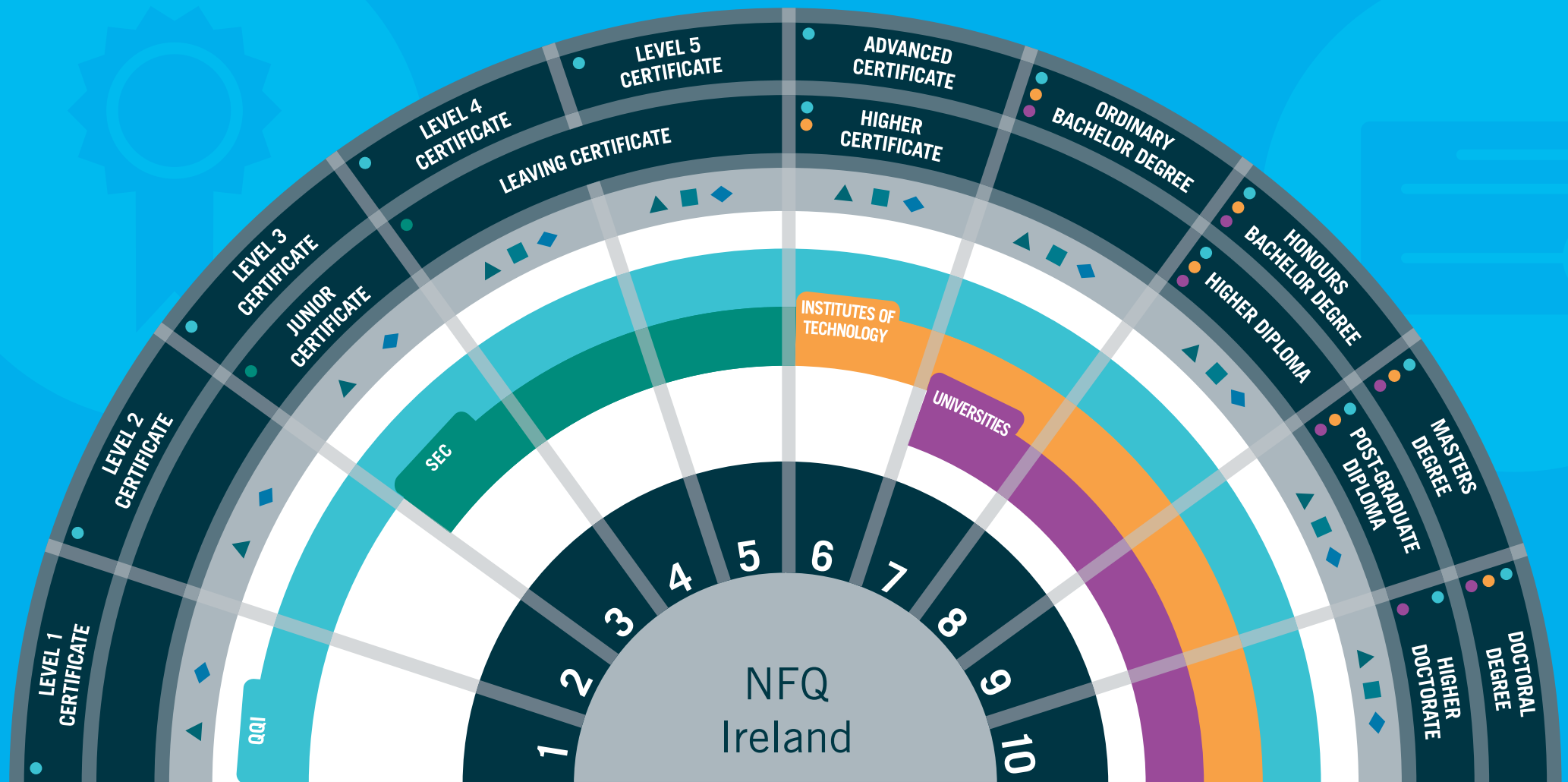
### Off-the-Job

Relates to the time an apprentice spends training in College

### PPE

Personal protective equipment

# NATIONAL FRAMEWORK OF QUALIFICATIONS





# EDUCATION AND TRAINING BOARDS (ETB) APPRENTICESHIP CONTACT DETAILS

**Dublin & Dun Laoghaire  
Education & Training Board**  
**Baldoyle Training Centre**  
Baldoyle Industrial Estate  
Baldoyle, Dublin 13  
**T** 01 816 7400  
[www.dublintrainingcentres.ie](http://www.dublintrainingcentres.ie)

**Loughlinstown  
Training Centre**  
Wyattville Road  
Loughlinstown  
Co Dublin  
**T** 01 204 3600  
[www.dublintrainingcentres.ie](http://www.dublintrainingcentres.ie)

**City of Dublin Education &  
Training Board**  
**Ballyfermot Training Centre**  
Ballyfermot Hill  
Ballyfermot  
Dublin 10  
**T** 01 605 5900  
[www.cityofdublin.etb.ie](http://www.cityofdublin.etb.ie)

**Cavan & Monaghan Education  
& Training Board**  
**Church View Square**  
Cavan  
**T** 049 435 3900  
[www.cmetb.ie](http://www.cmetb.ie)

**Cork Education &  
Training Board**  
**Cork Training Centre**  
Rossa Avenue  
Bishopstown, Cork  
**T** 021 485 6200  
[www.corktrainingcentre.ie](http://www.corktrainingcentre.ie)

**Donegal Education  
& Training Board**  
**Letterkenny Training Centre**  
Ballyraine Industrial Estate  
Letterkenny, Co Donegal  
**T** 074 912 0500  
[www.donegaletb.ie](http://www.donegaletb.ie)

**Galway & Roscommon  
Education & Training Board**  
**Galway Training Centre**  
Industrial Estate  
Mervue, Co Galway  
**T** 091 706 200  
[www.gretbtrainingcentre.ie](http://www.gretbtrainingcentre.ie)

**Kerry Education &  
Training Board**  
**Tralee Training Centre**  
Monavalley Industrial Estate  
Tralee, Co Kerry  
**T** 066 714 9600  
[www.kerryetbtrainingcentre.ie](http://www.kerryetbtrainingcentre.ie)

**Kildare & Wicklow Education  
& Training Board**  
**Administrative Offices**  
Áras Chill Dara  
Devoy Park  
Naas, Co Kildare  
**T** 045 988 000  
[www.kwetb.ie](http://www.kwetb.ie)

**Limerick & Clare Education  
& Training Board**  
**Limerick Training Centre**  
Raheen Business Park  
Limerick  
**T** 061 487 900  
[www.limericktrainingcentre.ie](http://www.limericktrainingcentre.ie)

**Longford & Westmeath  
Education & Training Board**  
**Athlone Training Centre**  
Garrycastle  
Athlone, Co Westmeath  
**T** 090 642 4200  
[www.athlonetrainingcentre.ie](http://www.athlonetrainingcentre.ie)

**Louth & Meath Education  
& Training Board**  
**Regional Skills &  
Training Centre**  
Dundalk Training Centre  
Coes Road  
Dundalk, Co Louth  
**T** 042 935 5700  
[www.rstc.ie](http://www.rstc.ie)

**Mayo, Sligo & Leitrim  
Education & Training Board**  
**Sligo Training Centre**  
Ballytivnan, Sligo  
**T** 071 915 9500  
[www.sligotrainingcentre.ie](http://www.sligotrainingcentre.ie)

**Waterford & Wexford  
Education & Training Board**  
**Waterford Training Centre**  
Industrial Park  
Cork Road, Waterford  
**T** 051 301 500  
[www.wwetbtraining.ie](http://www.wwetbtraining.ie)

Version 5  
January 2016