



2017 CALL FOR APPRENTICESHIP PROPOSALS GUIDANCE DOCUMENT



www.apprenticeship.ie

May 2017

INTRODUCTION

This document provides guidance on a Call for Apprenticeship Proposals which is being launched on Thursday 04 May 2017. The Call will remain open until **17:00 on Friday 01 September 2017.**

All proposals must be made via an online system via **www.apprenticeship.ie**. Proposals cannot be accepted after the deadline of 01 September.

The Call for Proposals template incorporates feedback from the Apprenticeship Council, from a survey of existing apprenticeship consortia carried out in March 2017, and from engagement with a range of groups interested in submitting a proposal this year.

A Handbook on *Developing a National Apprenticeship* is available to assist interested groups. It is available to download on **www.apprenticeship.ie**.

Proposals will be assessed during September-October 2017. Assessment will be completed by a subgroup of the Apprenticeship Council, overseen by an independent process auditor.

Following assessment and short-listing of the initial proposals it is planned that the

assessment subgroup will engage with the short-listed proposers to gather further details on Section 4 of the Call template; the developmental and operational funding sought for the apprenticeship.

Where similar proposals are received in the same or similar industry areas, the assessment subgroup may convene the groups involved, including industry representatives, to discuss the proposals and to explore whether the apprenticeship proposals should be configured differently.

The engagement process with the short-listed proposers will be completed before formal approval of proposals for apprenticeship development.

It is intended that the outcome of the process will be communicated to all parties by early November 2017.

Persons and groups with a query on making a proposal or any aspect of the Call are invited to email **apprenticeship@solas.ie**.



Guidance on making a proposal

To support the assessment of proposals, marks out of 100 will be allocated for each proposal. The template is in four sections. Guidance on each section is set out overleaf.

01

There are no marks allocated to Section 1 of the proposal.

SUPPORTING INFORMATION

Section 1 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.

1.1	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 receive all formal communication on the apprenticeship proposal.</i>
1.2	Proposed co-ordinating education and training provider	<i>The lead education and training provider who will support development of the apprenticeship. There may be a range of providers involved; one of these takes the lead 'co-ordinating provider' role.</i>
1.3	Proposed title of apprenticeship	<i>Working title of the apprenticeship, should reflect the occupational area within which the apprentice will become proficient. It is recommended that proposers avoid reference to academic awards in the proposed title.</i>
1.4	NFQ level of proposed apprenticeship	<i>An apprenticeship can lead to an award at Level 5 - Level 10 on the National Framework of Qualifications.</i>
1.5	Duration of apprenticeship	<i>An apprenticeship can be between 2-4 years in duration.</i>
1.6	Occupation the apprenticeship will lead to	<i>An apprenticeship develops someone to operate competently and independently in a particular occupation. The proposed occupation should be identified here.</i>
1.7	Proposed percentage of time apprentices will learn on the job	<i>An apprenticeship must have a minimum of 50% on-the-job learning.</i>
1.8	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>

02

A possible 50 out of 100 marks will be allocated for this section.

INDUSTRY-BASED RATIONALE

Section 2 seeks details on the rationale for the apprenticeship proposal. There are four elements.

2.1	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 proposal, via a facility to attach letters or other documents of support in pdf format as part of the online proposal. Proposers should identify relevant industry groups/structures which are already in place and provide a summary overview of the involvement of industry supporters/partners in the apprenticeship proposal.</i>
2.2	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.</i>
2.3	Outline occupational profile for the apprenticeship	<i>The occupational profile is a fundamental reference document for an apprenticeship, setting out the key knowledge, skills and competences to be developed by the apprentice in a particular occupation. The proposal should include an outline of the occupational profile for the apprenticeship. It is understood that this profile will be subject to amendment as part of any future development of the apprenticeship programme.</i>
2.4	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>



03

A possible 30 out of 100 marks will be allocated for this section.

EDUCATION AND TRAINING APPROACH

Section 3 seeks details on the proposed approach to education and training within the apprenticeship. There are three elements.

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| 3.1 | Core teaching and learning methodologies to be used | <i>Proposers are requested to set out the core teaching and learning methodologies that will be used to deliver the apprenticeship, for example online, blended learning, integration of leading industry-standard processes, use of latest industry equipment as part of the on-the-job learning, assessment approaches, use of mentoring, buddy systems and so on.</i> |
| 3.2 | How the apprenticeship will be quality assured both on- and off-the-job | <i>In this section proposers should outline the approach to assuring the quality of the apprenticeship both on- and off-the-job. Proposed mechanisms to support quality assurance should be set out, for example use of mentors, external assessors, additional support for on-the-job components from education and training providers.</i> |
| 3.3 | Proposed access, transfer and progression arrangements underpinning the apprenticeship | <i>All learning leading to an award on the National Framework of Qualifications is required to include details of eligibility/entry requirements, arrangements for Recognition of Prior Learning (RPL) by prospective apprentices, transfer arrangements if any, and progression paths into the apprenticeship and after completion. Proposers should include details here of the approach envisaged.</i> |
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04

QUALITY OF FUNDING PROPOSAL

A possible 20 out of 100 marks will be allocated for this section

Section 4 seeks details on proposed funding for the apprenticeship – firstly the contribution sought to support development of the apprenticeship and secondly the rationale for the apprenticeship proposal.

Important note: The amount of funding sought is not being assessed – rather the quality of the proposal (4.1) at this early stage of the process.

4.1 Funding proposal – overview of approach and considerations

Proposers should set out the approach used to compile the funding element of the proposal, firstly development funding and secondly operational funding. Consultation with both education and industry partners should underpin the proposed approach.

Based on the experience of 2015-2017 it should be noted that consortia in general drew down between €50,000-€80,000 as a contribution to apprenticeship development costs.

Operational costs vary significantly between different apprenticeships, with some requiring initial capital funding to get underway. In other cases an infrastructure for off-the-job training is already in place.

Following assessment of the proposals it is planned that the assessment team will engage with a short list of proposers on the detail of funding proposals prior to formal approval of proposals for development.

To complete Section 4 proposers should complete the two tables (A) and (B) below. As set out above the quantum of funding in these tables will not form part of the assessment of Section 4. The information is required, however, to supplement the information set out in 4.1 above.

TABLE A Apprenticeship programme development - Proposed funding contribution

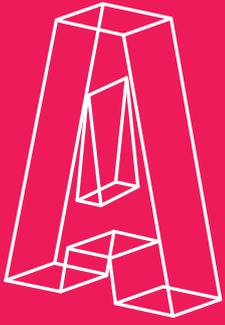
(i)	Funding contribution to project co-ordination	€
(ii)	Programme development funding, occupational profile, curriculum and assessment development, administration criteria	€
(iii)	Funding for programme validation application	€
(iv)	Total contribution to development funding sought	€



GENERATION APPRENTICESHIP

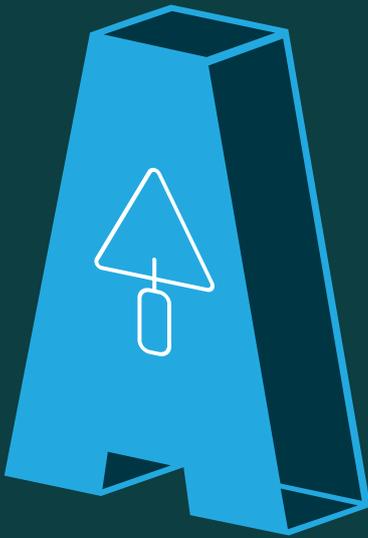
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TABLE B Apprenticeship operational funding – Proposed funding YEAR 1		
a.	Capital equipment funding required for roll out of apprenticeship programme	€ <i>Set out what capital equipment is required. Indicate whether this is an initial capital cost requirement in Year 1 or ongoing</i>
b.	Off-the-job learning funding Year 1	€
c.	Apprenticeship co-ordination funding Year 1	€ <i>Include funding to enable consortium to co-ordinate and monitor the apprenticeship programme(s)</i>
d.	Total rollout costs Year 1 (20% of a, + b + c)	€ <i>Include 20% of (a) (capital equipment costs) to reflect proportion of capital costs allocated to Year 1 as a proportion of costs over a 5-year period</i>
e.	Target apprenticeship numbers Year 1	€
f.	Cost Year 1 per apprentice (Divide d/e above)	€



GENERATION APPRENTICESHIP

2017 Call for Proposals now Open



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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