

Apprenticeship Council

Report on

New Apprenticeship Programme Proposals

June 2015

Apprenticeship Council
Report to the Minister of Education and Skills

Dear Minister,

The Apprenticeship Council is pleased to report on the outcome of our call for proposals for the development of new apprenticeships. The Council was delighted to receive a very strong response to the call and wishes to thank all those who made proposals along with agencies and other stakeholders who assisted with publicising the call and encouraging industry actors and education and training providers to make proposals.

The Council believes that the number and quality of proposals received means that there is a unique opportunity to broaden apprenticeship in Ireland to meet the skills needs of industry, and deliver real career choice for young people and other learners as they move into and within the workplace. With registrations also increasing in existing trades, this is a good time for apprenticeship in Ireland.

In total, 86 submissions were received in response to the call for proposals and following evaluation of all proposals, 25 are proposed for detailed development. The Apprenticeship Council believes that a significant number of these can be developed into sustainable apprenticeships. A significant body of work, requiring resource support and funding, is now required to develop these proposals further. It will also be necessary to determine the governance arrangements required to ensure the effective development and operation of new apprenticeships.

The Council is ready and willing to take this work forward with proposers and other partners and a direction for the development process is suggested in this report. We have also identified at a high level the resource requirements to move ahead, based on the costs submitted by proposers and on the central resources required to deal with a developing and expanding apprenticeship system.

The Council knows how committed you and Government are to apprenticeship and we hope that this unique opportunity to deliver a broadly-based, high quality and sustainable apprenticeship system for young people, for enterprise and for the economy is fully exploited.

Pat O'Doherty,

Chair of the Apprenticeship Council

1. Background

1.1 Review of Apprenticeship in Ireland

In May 2013, the then Minister for Education and Skills announced a wide ranging review of apprenticeship in Ireland. The review was undertaken by an independent Review Group under the chairmanship of Kevin Duffy. The objective of the review was to “*examine the future of apprenticeship training in Ireland with a greater focus on a work based learning and a closer alignment of the current needs of the Irish labour market*”. The Apprenticeship Review took place in the context of a wider reform programme in education and training, including major structural change in further education and training, the establishment of SOLAS and the development of new national strategies in both further and higher education.

Apprenticeship was defined by the Apprenticeship Review Group as a programme of structured education and training, which formally combines and alternates learning in the work place with learning in an education or training centre, (a dual system i.e. a blended combination of on-the-job employer-based training and off-the-job training) whose completion

- Prepares the participant for a specific occupation
- Leads to an award, recognised under the National Framework of Qualifications from Level 5 to Level 10

The Apprenticeship Review Group stated apprenticeships should comply with the following criteria:

- Industry led
- Occupation specific
- Minimum 2 years in duration
- Learning alternates between the workplace and the formal learning setting
- A minimum of 50% of the apprenticeship is allocated to on-the-job training
- New apprenticeships are substantial in depth and duration, in order to prepare apprentices to work autonomously and competently in a specific occupation
- Apprentices are employed and paid under a Contract of Apprenticeship

A further key recommendation of the Apprenticeship Review Group, with the aim of underpinning a new apprenticeship system, was the establishment of an Apprenticeship Council. It was envisaged the Apprenticeship Council would be assigned the task of expanding apprenticeship into new sectors of the

economy, across a range of qualification levels and mapping out the sectors where new apprenticeships could make a real difference to both employers and employees.

1.2 Apprenticeship Implementation Plan

In June 2014, the Minister for Education and Skills published an Apprenticeship Implementation Plan to renew existing apprenticeships and expand apprenticeship into new sectors. The Plan outlined a three phase approach. Phase 1 involves the review of existing apprenticeships under existing governance structures and the identification of new viable apprenticeships through a call for proposals, phase 2 will focus on the development of proposals into sustainable apprenticeships and phase 3 will see the governance of new and existing apprenticeships brought together and any required legislation enacted.

1.3 Apprenticeship Council

The Apprenticeship Implementation Plan also set out plans to establish an Apprenticeship Council to undertake the call for proposals and oversee their development into sustainable apprenticeships. The Minister established the Council in November 2014 under the chairmanship of Pat O'Doherty, Chief Executive Officer of the ESB. The Council's membership is set out at Appendix 1.

The Minister asked the Council to:

- Inform her of the nature of the viable proposals identified through the call;
- Identify what additional measures might be taken to facilitate the development of the identified proposals;
- Identify the resource implications of the proposals; and
- Provide an assessment of the overall interest in apprenticeship or other forms of work based learning.

2. Identifying Viable Proposals

2.1 Inviting Proposals

In January 2015, the Council invited proposals for new apprenticeship programmes from consortia of enterprise, professional bodies and education and training providers. The Council, through its dedicated website and a targeted email campaign, formally initiated the call for new apprenticeship programmes on the 16 January 2015. A series of advertisements were also placed in all national newspapers in support of the invitation for the call for new apprenticeship proposals. A number of representative bodies and state agencies also played an important role in publicising the call and encouraging industry actors and education and training providers to engage with it. Potential proposers were advised of the proposal process and subsequent evaluation process. The closing date for submissions was set as the 31 March 2015.

To facilitate potential advocates of new apprenticeship proposals a briefing session was held at the Clock Tower facility located in the Department of Education and Skill campus on the 26 February 2015 and over 200 delegates attended the event. Presentations were made by the Department of Education and Science, HEA and SOLAS officials, which were followed by an engaging question and answer session. As a consequence of this briefing a 'Frequently Asked Question' section was added to the Apprenticeship Council website.

2.2 Proposal Process

The Council invited industries, professional bodies and education and training providers to carefully consider how apprenticeships of different types could operate in their sectors. In line with the recommendations of the Apprenticeship Review Group, the Council emphasised and promoted the need for strong partnerships between industry bodies and education and / or training providers and that apprenticeships be industry-led.

Potential proposers of new apprenticeship programmes were invited to download the proposal form from the Apprenticeship Council website. The website provided potential applicants with assistance and support in preparing their submissions. The website advised all proposers to email a copy of their completed proposal form in PDF format by the 31st March 2015 deadline. All applicants received a confirmation email acknowledging receipt of their proposals.

2.3 Proposal Form

The standardised proposal form comprised two distinct sections. Part A focused primarily on the level of industry support for the apprenticeship proposal, the rationale and justification, the expected award level and the potential transfer and progression options for the apprentices. Part B focused on the apprentice profile, the duration and alternance structure of the apprenticeship proposal and an indicative overview of the programme syllabus and modules. This level of data provided the Apprenticeship Council with key information on the merit, viability and sustainability, innovation and structure of each proposal.

The proposal form included a guide for completion, information notes and useful links to facilitate submissions. In addition, all consortia were required to complete a separate form that captured information on costs in a standardised format.

Proposers were also informed of the evaluation criteria against which proposals would be assessed. Further detail on these criteria and on the evaluation process is in the section on evaluation.

2.4 Proposals Received

The Apprenticeship Council received 86 separate submissions for new apprenticeships from 48 different organisations. Employer / Industry Association led submissions accounted for 41 of the submissions. Public education and training providers accounted for 45 submissions. Private training providers led 4 submissions while 1 submission was presented by a public training provider based in Northern Ireland. It should be noted, that there is strong industry support for many of the proposals made by education and training providers, and providers are also involved in the bulk of industry-led submissions.

An examination of the submissions demonstrates there is strong demand for apprenticeship training across a range of sectors and across a range of qualification levels. There was a particularly strong interest from the Manufacturing and Engineering sector, representing nearly 28% of the submissions received.

Other areas exhibiting strong interest included the Built Environment, the Tourism and Sport sector and the Financial Services sector. Table 1 below provides an overview of the submissions received by occupational cluster.

Table 1: Overview of Submissions Received

Occupational Cluster	Number
Manufacturing and Engineering	24
Build Environment	12
Tourism and Sport	10
Financial Services	10
Arts Craft and Media	8
Information Technology	6
Transport Distribution and Logistics	6
Business Administration and Management	4
Agriculture, Horticulture Marine and Farming	3
Natural Resources	2
Sales and Marketing	1
Total	86

An analysis of the submissions received revealed that apprenticeships that are 2 years or more in duration accounted for 39% of the submissions. Programme submissions that equated to 4 years in duration represented the next biggest category at 29%. Table 2 provides an overview of the proposed durations for new apprenticeship programmes.

Table 2: Overview of Proposed Durations

Proposed Apprenticeship Duration	Number	Percentage
No Recommended Duration	2	2%
≤1 Year	8	9%
≥ 2 Years	33	39%
≥ 3 Years	18	21%
4 Years	25	29%
Total	86	100%

One of the objectives of the call for new apprenticeship proposals was to encourage new apprenticeship submissions that would reflect apprenticeship outcomes across the range of qualification levels. An examination of the proposed accreditation outcomes of the submissions reveals there is a broad support for awards from Level 5 to Level 9. Potential programmes at Level 6 represent the largest cohort of awards at 58%.

The Higher Certificate at Level 6 account for 35% while the Advanced Certificate relates to 23% of the suggested award outcomes. Table 3 provides an overview of the proposed award levels.

Table 3 Overview of Proposed Award Levels

Award Level	Number	Percentage
No Recommended Award	5	6%
Level 5	9	10%
Level 6 Advanced Certificate	20	23%
Level 6 Higher Certificate	31	35%
Level 7	14	16%
Level 8	5	6%
Level 9	4	4%
Total	88*	100%

** A number of submissions proposed different qualification outcomes at different stages of the apprenticeship process*

2.5 Evaluation Process

To manage the evaluation process the Apprenticeship Council established a panel to evaluate all submitted proposals. The panel included representatives of the Department of Education and Skills, the HEA and SOLAS. During the evaluation process, panel members were required to act impartially and independently of any company, agency or other group involved in proposing a new apprenticeship. The evaluation panel's work was monitored by an independent process auditor.

The two primary considerations in the evaluation of proposals were the viability and sustainability of the various submissions. To this end, detailed evaluation criteria under the following headings were agreed by the Apprenticeship Council and specified in the call for proposals:

- I. Evidence of sustainable skill demand
- II. Evidence of learner focus
- III. Evidence of practical commitment to roll out of the new apprenticeship
- IV. Readiness to enter development phase leading to roll out of the new apprenticeship
- V. Cost effectiveness/value for money of the proposal

To ensure the above criteria were consistently and fairly applied in assessing each proposal, the evaluation panel used a marking scheme to evaluate and rank proposals. Appendix 2 outlines the agreed criteria and the marking scheme. The evaluation panel was required to assess each proposal and recommend to the Apprenticeship Council its assignment to one of the following three categories.

2.5.1 Category 1 Proposals

Category 1 proposals include proposals that are deemed to be at an advanced stage of design, planning and industry/education collaboration, ready to enter a detailed development phase. Proposals that received a score of 70 or above were classified as Category 1.

2.5.2 Category 2 Proposals

Category 2 proposals include proposals that are not as advanced in their design, planning and industry/education collaboration but are considered to be of strong merit and worthy of support and developmental funding. Proposals that received a score between 50 and 69 were classified as Category 2.

2.5.3 Category 3 Proposals

Category 3 proposals include proposals that require significant additional planning, design and collaboration before they will attract development funding. Detailed feedback will be provided to proposers who are in this category. This may also include options other than apprenticeship to address the identified skill needs. Proposals that received a score between 0 and 49 were classified as Category 3.

2.6 Evaluation Process Outcomes

Monitored by the process auditor, the Evaluation Panel commenced the process of evaluating the submissions against the agreed criteria and the prescribed marking scheme on the 16 April 2015. The Evaluation Panel also met on the 30 April, the 4 May and finalised the evaluation process at a meeting on 13 May 2015. The full Council considered the report of the Panel at its meeting of 28 May 2015 and agreed the recommended outcome. The outcome of the evaluation process has resulted in the placement of 25 submissions in category 1; 35 in category 2 and 25 in category 3. *Appendices 3, 4 and 5 provide a list of the proposed apprenticeship programmes by the respective categories.*

Table 4 outlines the allocation of submissions by category.

Table 4: Allocation of Submission by Category

Category	Number
Category 1 - <i>advanced stage of design, planning and industry/education collaboration, ready to enter a detailed development phase</i>	25
Category 2 - <i>not as advanced in their design, planning and industry/education collaboration but are considered to be of strong merit and worthy of support and developmental funding</i>	35
Category 3 - <i>proposals that require significant additional planning, design and collaboration before they will attract development funding</i>	25
Total	85

A comparison analysis of the recommended Category 1 submissions against the total submissions received shows the Manufacturing and Engineering, Tourism and Sport and the Financial Services sectors retaining a strong presence. Table 5 below provides an overview of Category 1 proposals by occupational cluster.

Table 5: Category 1 Recommended Proposals by Occupational Cluster

Occupational Cluster	Number
Manufacturing and Engineering	8
Tourism and Sport	6
Financial Services	5
Information Technology	3
Transport Distribution and Logistics	2
Business Administration and Management	1
Total	25

A similar comparison analysis of the Category 1 apprenticeship durations reveals that apprenticeships that are 2 years or more in duration represent 62% of the recommended proposals. Category 1 apprenticeships that are 3 years in duration account for 31% of the proposals. The 4 year duration apprenticeships within the Category 1 only account for 7% of the recommended proposals. Table 6 provides reflects the proposed durations for the recommended Category 1 apprenticeship programmes.

Table 6: Category 1 Recommended Proposals by Duration

Proposed Apprenticeship Duration	Number	Percentage
≥ 2 Years	16	64%
≥ 3 Years	7	28%
4 Years	2	8%
Total	25	100%

An examination of the potential award outcomes of the Category 1 recommended proposals discloses Level 6 continues to represent the largest cohort of awards at 52%. The Advanced Certificate at Level 6 represents 33% of the proposed award outcomes while the Higher Certificate accounts for 19% of the suggested award outcomes. Table 7 provides an overview of the proposed award levels for the Category 1 recommendations.

Table 7 Category 1 Recommended Proposals by Award Levels

Award Level	Number	Percentage
Level 5	5*	19%
Level 6 Advanced Certificate	9	33%
Level 6 Higher Certificate	5	19%
Level 7	5	19%
Level 8	2	7%
Level 9	1	3%
Total	27	100%

**A number of submissions proposed different qualification outcomes at different stages of the apprenticeship process*

3. Developing the Proposals

3.1 An Overall Direction

In its report, the Apprenticeship Review Group signalled a new direction for apprenticeship. It envisaged a more devolved approach to issues such as curriculum development, employer engagement, quality assurance and awarding qualifications. Indeed, in making the call for proposals, the Minister and the Council are acknowledging the need for wider inputs into the apprenticeship process and the important role that proposers can play in developing new apprenticeships. This approach improves the overall capacity of the system to further develop and sustain apprenticeships.

However, the Review Group was also clear in its characterisation of apprenticeship as a national programme. While some scope was envisaged for flexibility in content and delivery within apprenticeship programmes, the Review Group was clear on issues such as the need for apprenticeship standards to be adopted at a national level, for all apprentices to be included on a national register, for all employers to be approved for the purposes of apprenticeship and for an apprenticeship contract to be developed at a national level. The Apprenticeship Council strongly believes that apprenticeship programmes must be adopted nationally and that only one apprenticeship should exist and be defined for any given occupation.

The Apprenticeship Council also believes that, subject to sustainable demand, apprenticeships must be open to delivery by all approved employers and education and training providers.

The expansion of apprenticeship into new sectors has focused on new areas not covered by existing apprenticeships and proposers were asked to develop proposals with that in mind. During the evaluation process a number of issues arose as follows:

- similar proposals were received from different proposers for the same occupation
- there is potential overlap between proposals and the existing apprenticeships
- separate proposals were received for new apprenticeships in similar occupations at different levels in the qualification framework

It is proposed to resolve these issues during the next phase. Similar proposals will be encouraged to collaborate in the next phase on developing a single proposal for the approval of the Apprenticeship Council. Where potential overlap with existing apprenticeships has been identified, the proposer will be requested to address this in the next phase and the Council, following engagement with the proposer and consideration the existing apprenticeship arrangements, will decide if the proposal is to be taken forward.

Where proposals have identified outcomes at progressively higher levels on the framework, it is intended that these programmes will be developed in the next phase as a single apprenticeship with clearly defined progression options.

The foregoing illustrates the need to balance the scope of national and devolved roles in order to ensure that future apprenticeship arrangements are cohesive. This is particularly important as the new apprenticeships system is further expanded over the coming years. In this regard, further work and consideration needs to be given to the structural, operational and legislative implications of the arrangements governing new apprenticeships. The Council believes that this should not delay the detailed work of the next phase of developing proposals into sustainable apprenticeships. The Council also notes that the development of certain category 1 proposals, which reflect the alternance training and work based structure of the current apprenticeship model are capable of being undertaken in a reasonably short timeframe and might be accommodated within the existing apprenticeship system.

3.2 Development Work Required

For each new apprenticeship, a wide range of items need to be in place before apprentices can be registered. In some cases, work has begun on these items in the context of the preparation of proposals and in others some building blocks may be in place where programmes were previously delivered through models outside of the apprenticeship system. Some of the key items and decisions are listed below:

- Clear definition of the occupation concerned
- Occupational standards to be met
- Curriculum
- Awarding Body and NFQ Level
- Agreed number of apprentices

- Structure of apprenticeship (on and off the job)
- Employer eligibility criteria
- Apprentice eligibility criteria
- Process for registering apprentices
- Codes of practice for employers and apprentices
- Means of scheduling apprentices to off the job training
- Development of assessment , including results capture and appeals process
- Form of apprenticeship contract
- Quality assurance of on-the-job and off-the-job elements, including monitoring of employers
- Development or adoption of award
- IT support systems

3.3 Next Steps for Proposers

Once the Minister has decided on the allocation of resources (see section 4), the Council recommends that the proposers of apprenticeships receiving support should be requested to form steering groups representative of the industry and education and training partners to take forward the development work required. The Council would give guidance to proposers on the work required and ask proposers to produce and submit a project plan. Any issues with proposals in similar occupational areas or overlap with existing apprenticeships (see section 3.1) will be resolved in this phase of work.

In cases where a single proposer has more than one successful proposal and there are connections between the proposed apprenticeships, a single steering group and project plan may be appropriate. There may also be the opportunity to cluster some proposers to take forward development work on more than one apprenticeship if proposers wish to proceed in this way.

The project plan will address the clear definition of the occupation concerned, the development of a standard for adoption, the development of a curriculum, entry requirements, employer requirements and a structure for the on and off the job elements of the apprenticeship. It is recommended that project plans should be approved by the Council and that development funding would be released to proposers at this stage. The Council plans to give proposers approximately 6 weeks to form steering groups and submit project plans. The time required for development work will vary but the bulk of apprenticeships should be in place during 2016.

3.4 Next Steps for the Apprenticeship Council

In addition to its proposed role in overseeing the development of individual apprenticeships as outlined above, the Council needs to give further consideration, in consultation with the relevant agencies and stakeholder, to the overall governance and system issues arising as the new apprenticeships are developed. The Council has established a sub group to examine these issues and proposes to progress this work in parallel with the development process. Some key principles, such as those outlined in paragraph 3.1, are accepted by the Council but key issues under consideration include:

- How will standards be adopted, revised and consistently applied under a more distributed system than currently exists?
- How will new apprenticeships be governed, both individually and nationally?
- How will new education and training providers and employers access the new apprenticeships once they are in operation?
- How will the apprentice registration process work?
- How will the quality assurance process work, covering training both on and off the job?
- What are the roles and responsibilities of the various players involved in apprenticeships

The Council will also have to examine the new apprenticeship contract and consider issues such as IT support systems which will be required to facilitate diverse models of apprenticeship programme delivery. The implementation of new IT supports will also have an impact on the support resources required.

4. Resourcing New Apprenticeships

4.1 Sequencing of Investment

The primary objectives of the Apprenticeship Council's open invitation for new apprenticeships were to identify apprenticeships that could expand into new sectors of the economy, across a range of qualification levels and mapping out the sectors where new apprenticeships can make a real difference to both employers and employees. The response to the call for proposals for new apprenticeship programmes has exceeded expectations in relation to both the quantity and quality of the received proposals. There is no doubt the proposals classified under category 1 and category 2 will provide the State the opportunity to introduce new apprenticeship into new sectors and across a range of qualification levels.

Given the excellent but unanticipated response, in moving forward with development and investment, the Council believes that some prioritisation will be required in order to manage the efficient delivery of apprenticeships. The initial phase of development should focus on the 25 category 1 proposals, with the pipeline of category 2 proposals being developed as work has progressed on the category 1 proposals. The Council plans to formally invite category 1 proposers to establish consortia steering groups to commence the development of their proposals into apprenticeship programmes. The Council also plans to provide feedback to category 2 proposers on their proposals suggesting issues that will need to be addressed before their proposals can be considered for detailed development. The Council will continue to engage with category 2 proposers without seeking formal project plans at this point in time and will consider how best to proceed with category 2 proposals based on progress and lessons learned from category 1 implementation. It is not planned to progress category 3 at this point in time. The analysis in this section of resources required to progress and implement new apprenticeships focuses on the category 1 proposals.

4.2 Development Costs

The call for proposal process required all proposers to identify the estimated costs of developing their apprenticeship proposals, the estimated net capital cost and the estimated operational costs. It is recommended the allocation of development costs should only be committed after the consortia steering groups have had their submitted project programme development plans approved by the Apprenticeship Council. Appendix 6 provides a breakdown of the category 1 estimated proposed apprenticeship programme development, capital and delivery costs submitted by the respective proposers to the Apprenticeship Council.

3 Capital Costs

The level of expected capital investment required to support the implementation of new apprenticeship programme is very much determined by the proposed programme type. In many instances the requirements to develop the skills, knowledge and competence of an apprentice will be depended on the apprentice interacting and engaging with contemporary technologies/manufacturing equipment, in other disciplines less so. In a small number of submissions the proposers indicated a willingness of the consortia to assist the State reduce its capital investment by actively donating capital to support the delivery of their proposed apprenticeship programmes. It is suggested category 1 consortia steering groups be asked to explore options that could reduce the State's capital commitments.

It is recommended the commitment to release capital funding will ultimately depend on the outcomes of the consortia steering groups' apprenticeship programme development work being approved by the Council and validated by the relevant awarding body.

4.4 Running Costs

The operational costs associated with an apprenticeship are very much determined by the programme consumables required to develop the skill sets of the apprentices. The consortia steering groups need to be cost conscious when designing the practical element of programmes to assist the apprentices' learning and development process. It is recommended that the release of set up and operational funding will depend on the outcomes of the consortia steering groups' apprenticeship programme development work being approved by the Council and validated by the relevant awarding body.

For comparison reasons the estimated set up and delivery costs documented in Appendix 6 are based on a 16:1 ratio. To initially manage the inflow of apprentices into a new apprenticeship it is recommended that a cap is placed on the number of apprentice registrations. Consequently, the actual set and delivery cost will be determined by the number of apprentice registrations that will be sanctioned for the initial planned roll out of a particular new apprenticeship programme. While proposers have indicated potential registration numbers, these will need to be validated and tested. Approved initial registration numbers will be determined as development work progresses, ensuring quality learning and employment outcomes for apprentices and a good return on the State's investment.

4.5 System Costs

There will be a resource requirement for SOLAS, the HEA, the QQI and the Education and Training Boards to support existing apprenticeships and the systematic phased roll out of new apprenticeships, and a significant amount of work will be required over the next number of years to integrate existing and new apprenticeships. However, the final determination on the specific resource requirements for the principle players in supporting apprenticeship will be subject to decisions on the future governance and operations requirements for apprenticeship. When the Council has concluded its deliberations regarding the future governance and operations arrangements for apprenticeship it is recommended the respective organisations identify their additional specific resources requirements. Some initial additional resources may be required to support the Council in its engagement with the development process. This will be discussed with the Department.

4.6 Investment Requirement for 2015, 2016 and 2017

The pace of development of apprenticeship proposals into new apprenticeships will be determined by a number of variables including the current state of readiness of the proposal, the suggested accreditation arrangements, the availability of designated providers to commence the delivery of the programme, the number of apprentice registrations and the proposed cycle of the alternance model and whether or not this is based on the academic year. The vast majority of the category 1 proposals have the capacity to become operational apprenticeships throughout 2016 with perhaps a small number of not becoming operational until the first quarter 2017. It is recommended that the Apprenticeship Council reviews the transition of apprenticeship proposals into new apprenticeship programmes with the view of authorising the development of category 2 proposals, if the development pace of category 1 proposals is ahead of expectations.

Appendix 1
Apprenticeship Council Membership

Chairperson

Pat O'Doherty *ESB*

Council Members

Eamon Devoy *Technical Engineering and Electrical Union*

Tony Donohue *IBEC*

William Egerton *Dromone Engineering*

Sandra Guilfoyle *Jones Engineering*

Bill Kelly *Kelly's Resort Hotel and SPA*

Ray Kelly *SOLAS*

Patricia King *SIPTU*

Tommy Moloney *C&T Crampton*

Jim Murray *Institutes of Technology Ireland*

Martin 'Brien *Cavan and Monaghan ETB*

Trish O'Brien *Quality and Qualifications Ireland*

Phil O'Flaherty *Department of Education and Skills*

Noreen O'Hare *Microsoft Ireland*

Mary-Liz Trant *Higher Education Authority*

Appendix 2
Assessment Template

New Apprenticeship Proposal - Evaluation Areas and Associated Criteria			Initial Mark
1	Evidence of sustainable skills demand (20/100 marks)	<p>Demand for the new apprenticeship envisaged in the future</p> <p>Clear identification of the main occupational needs to be addressed</p> <p>Evidence of labour market needs and future strategic economic priorities, supported by evidence-based studies</p>	
2	Evidence of learner focus in proposal (20/100 marks)	<p>Apprenticeship will lead to an award on the NFQ Levels 5-10</p> <p>Clear opportunities set out for trainee and/or qualified apprentices to progress to the next occupation and learning level ('Key requirement')</p> <p>Clarity on the depth and transferability of the skills to be acquired</p> <p>The entry levels proposed, with a clear, learner-focused rationale for same</p>	
3	Evidence of practical commitment to roll out of the new apprenticeship (20/100 marks)	<p>Numbers to be trained</p> <p>Extent to which proposers are representative of the industry</p> <p>Capacity to support quality training facilities, occupational, academic and/or successive apprenticeship progression opportunities for apprentices participation in training of trainers, capacity of provide required range of experience, co-ordination with other employers etc</p> <p>Willingness of employers to recruit and meet the relevant costs associated with apprenticeships</p>	
4	Readiness to enter development phase leading to roll out of the new apprenticeship (20/100 marks)	<p>Willingness of employers and education and training providers to engage collaboratively in development and delivery of apprenticeships</p> <p>Clarity on the format and structure of the programme proposed</p> <p>A marketing plan in place to promote the new apprenticeship(s)</p>	
5	Cost effectiveness/value for money of the proposal (20/100 marks)	<p>Cost effectiveness of the proposal with reference to existing apprenticeship costs and relative to other proposals received</p>	

Appendix 3 - Category 1 Classification

Proposer	Apprenticeship Title	Award Level						Durations			Annual Registrations
		L5	ACL6	HCL6	L7	L8	L9	≥2	≥3	4	
Accountant Technician Ireland	Higher Apprenticeship in Accountancy		1					1			80
Association of Craft Butchers of Ireland	Butchery and Fresh Food Retail		1					1			60
Combilift	OEM Technician		1						1		50
Dawson Travel	Travel Professional			1					1		24
Donegal ETB	Advanced Craft Welder		1							1	150
Donegal ETB	Craft Welder	1							1		150
Eircom	Telecommunications Field Technician		1					1			80
Fasttrack to IT	Network Engineering	1	1					1			100
Fasttrack to IT	Software Developer	1	1					1			100
Financial Services Ireland	IFS Generalist			1				1			120
Financial Services Ireland	IFS Advanced Specialist					1		1			30
Financial Services Ireland	IFS Specialist				1			1			60
Flour Confectionary and Bakers Association	Baker		1					1			50
Irish Hotels Federation & Restaurants Association of Ireland	Commis Chef		1					1			70
Irish Medical Device Association	Manufacturing Engineer				1					1	40
Irish Medical Device Association	Manufacturing Technician	1		1					1		64
Irish Road haulage Association	HGV Driver	1							1		70
IT Tralee	Sous Chef					1		1			16
IT Tralee	Chef de Partie				1			1			16
IT Tralee	Commis Chef			1				1			16
IT Tralee	Executive Chef						1	1			16
Limerick IOT	Field Service Engineer – Electrical Technology				1			1			16
National Institute of Transport and Logistics	Warehouse and Distribution Operative	0	0	0	0	0	0	1			50
Plastics Ireland	Polymer Processing Technician			1					1		40
Zurich Insurance	General Insurance Practitioner				1				1		100
		L5	ACL6	HCL6	L7	L8	L9	YR2	YR3	YR4	Registrations
Relevant Totals		5	9	5	5	2	1	16	7	2	

Appendix 4 – Category 2 Classification – Removed

Appendix 5 – Category 3 Classification - Removed

Appendix 6 – Guide to Estimated Development, Capital and Deliver Costs

Proposer	Apprenticeship Title	Development Costs	Capital Costs	Annual Cost Per Apprentice	Overall Set Up Cost Based on 16:1 Ratio	Annual Costs Based on 16:1 Ratio
Accountant Technician Ireland	Higher Apprenticeship in Accountancy	€0	€5,400	€3,000	€53,400	€48,000
Irish Medical Device Association	Manufacturing Engineer	€85,000	€0	€7,000	€197,000	€112,000
Irish Medical Device Association	Manufacturing Technician	€85,000	€0	€7,000	€197,000	€112,000
IHF & RAI	Commis Chef	€40,000	€0	€2,714	€83,424	€43,424
FIT	Network Engineering	€12,500	€0	€100	€14,100	€1,600
FIT	Software Developer	€12,500	€0	€100	€14,100	€1,600
Eircom	Telecommunications Field Technician	€5,000	€0	€7,500	€125,000	€120,000
Financial Services Ireland	IFS Generalist	€53,333	€0	€2,875	€99,333	€46,000
Financial Services Ireland	IFS Advanced Specialist	€53,333	€0	€2,875	€99,333	€46,000
Financial Services Ireland	IFS Specialist	€53,333	€0	€2,875	€99,333	€46,000
Flour Confectionary and Bakers Association	Baker	€76,250	€0	€6,142	€174,522	€98,272
Zurich Insurance	General Insurance Practitioner	€15,000	€0	€3,800	€75,800	€60,800
Plastics Ireland	Polymer Processing Technician	€200,000	€125,000	€4,333	€394,328	€69,328
DETB	Advanced Craft Welder	€50,000	€31,500	€0.00	€81,500	€0.00
DETB	Craft Welder	€50,000	€31,000	€0.00	€81,500	€0.00

Proposer	Apprenticeship Title	Development Costs	Capital Costs	Annual Cost Per Apprentice	Overall Set Up Cost Based on 16:1 Ratio	Annual Costs Based on 16:1 Ratio
Association of Craft Butchers of Ireland	Butchery and Fresh Food Retail	€55,000	€0	€6,000	€96,000	€151,000
Combilift	OEM Technician	€5,000	€175,000	€9,700	€335,200	€155,200
Irish Road Haulage Association	HGV Driver	€5,000	€500,000	€7,700	€628,200	€123,200
ITT	Sous Chef	€12,500	€12,500	€3,800	€85,800	€60,800
ITT	Chef de Partie	€12,500	€12,500	€3,000	€73,000	€48,000
ITT	Commis Chef	€12,500	€12,500	€3,000	€73,000	€48,000
ITT	Executive Chef	€12,500	€12,500	€3,367	€78,872	€53,872
Dawson Travel	Travel Professional	€10,000	€10,000	€3,000	€68,000	€48,000
Limerick IOT	BA Engineering in Electrical Technology	€50,000	€55,000	€13,750	€325,000	€220,000
National Institute of Transport and Logistics	Warehouse and Distribution Operative	€15,000	€85,000	€1,200	€119,200	€19,200
Grand Total		€981,249	€1,067,900	-	€3,710,345	€1,770,696