



APPRENTICESHIPS



Department for the
Economy

APPRENTICESHIPSNI **LEVEL 2/LEVEL 3**

OPERATIONAL GUIDELINES **2013**

Version 5

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APPRENTICESHIPSNI

LEVEL 2/LEVEL 3 Operational Guidelines

ApprenticeshipsNI aims to provide participants with the opportunity to take part in a Level 2/Level 3 apprenticeship where the participant, in paid employment from day one, will work towards achieving an industry-approved Level 2/Level 3 apprenticeship framework.

The *ApprenticeshipsNI* Operational Guidelines are intended to be a comprehensive guide to the apprenticeship Level 2/Level 3 provision, and to provide information on a broad range of topics. However, as it would be impossible to cover every eventuality, Suppliers are advised that staff in the Department's Training Programmes Branch are available to provide guidance and assistance on any aspect of *ApprenticeshipsNI* and to clarify any of the rules which apply.

Whilst the Department has endeavoured to make these guidelines as comprehensive as possible, sometimes amendments may be required to keep the information up to date. Suppliers are included on an emailing list which is used to distribute information on any new developments. To ensure that this list remains accurate, any changes in address or contact name(s) should be notified to:

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AppNI 1	Bank Details and Authorised Signatories
AppNI 2	Milestone Claim Form
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AppNI 4	Existing Employee Application Form
AppNI 5	Application for an <i>ApprenticeshipsNI</i> Certificate
AppNI 6	Application to Rejoin <i>Training for Success/ApprenticeshipsNI</i> Programmes

Definitions

For the purpose of interpreting this document, the terms set out in this section shall have the meanings ascribed to them below:

Adult	A participant aged 25+ at the date of registration on to ApprenticeshipsNI
Initial Assessment period	A period (of up to 12 weeks) prior to the Training Supplier submitting a claim for the Start Payment, by which time both the Delivery Agreement must be completed and Personal Training Plan approved on TMS.
Claim Period	Thirteen four-weekly periods across the financial year in which Training Suppliers must submit claims to the Department's Commercial Services Branch. Details are contained at Annex 6. Suppliers are notified annually of revisions.
Client Management System (CMS)	The Department's central Client Management System (CMS) database. It is used for Claims Processing, Approval Requests and recording Training History. It is linked to Trainee Management System.
Delivery Agreement Apprentice	The Delivery Agreement is the document that sets out the Departments commitment to the employer and apprentice. Annex 5
Direct Entrant Level 3	A participant who holds a Level 2 recognised vocational qualification appearing on a current Level 2 ApprenticeshipsNI framework enters directly to the relevant Level 3 ApprenticeshipsNI framework. OR A participant with appropriate work experience in their occupational area who is deemed competent to work towards achieving a Level 3 ApprenticeshipsNI framework
Directed Training	Training and teaching conducted on the Supplier's premises (off the job), as distinct from practical experience gained on work placement (on the job).
Disability Support Supplier (DSS)	Disability Support Supplier – a supplier contracted by the Department to deliver Disability Support to participants with a disability in Training for Success 2013
Economically Important Sectors	Those sectors identified needed to rebalance the economy, namely: <ul style="list-style-type: none"> • business services (specifically ICT); financial services; • food and drink manufacturing; • advanced manufacturing; • advanced engineering; • life and health sciences; and • the creative industries.

Framework	<p>Sets out the relevant national occupational standards and qualifications</p> <p>Any qualifications specified in an apprenticeship framework must be regulated by Ofqual; underpinned by National Occupational Standards (NOS); and be approved by the relevant Sector Skills Councils (SSC)</p>
Output Related Funding (ORF)	Output Related Funding – funding payable to Suppliers based on the delivery of specified outputs
Personal Training Plan (PTP)	A plan detailing the objectives, milestones and learning needs of a participant and how the Training Suppliers will deliver the framework requirements.
Progressor	<p>A participant who having achieved a Level 2 framework is seeking to progress to a Level 3 framework as a new participation.</p> <p>A participant who holds a recognised vocational qualification appearing on a current apprenticeship framework and is seeking to progress as an apprentice to the relevant higher level framework. They may lack the requisite practical skill to support their transition to the higher level framework.</p>
Priority Skills Areas	As identified by NIAES in Identification of The Priority Skills Areas (Mar 2011)
Qualifications and Credit Framework (QCF)	Qualifications and Credit Framework
Recognised vocational qualification	A vocational qualification appearing on a current targeted apprenticeship framework/pathway

Rejoiner	An individual who had previously been registered on ApprenticeshipsNI and not achieved their target framework who is rejoining provision in the same occupational area under the original entitlement.
Target framework	The appropriate apprenticeship framework and level being pursued by the participant as named in their PTP
Trainee Management System (TMS)	Trainee Management System - a software package to assist Suppliers in the administration arrangements for Training for Success.
Training partners	Organisations that deliver training on behalf of the Training Supplier under a sub-contract arrangement.
Training provision	Both practical and theoretical input delivered by the Training Supplier away from the apprentice's workplace.
Unique Learning Number	A 10-digit reference number used alongside the Personal Learning Record (PLR)
Young Person	A participant aged from 16 to 24 years of age at the date of registration on to ApprenticeshipsNI.
Young Person with a Disability	A person under the age of 22 who has a disability as defined by the Disability Discrimination Act 1995

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ABBREVIATIONS

CCEA	Council for the Curriculum Examinations and Assessments
CMS	Client Management System
CSB	Commercial Services Branch
DFE	Department for the Economy
DHSSPS	Department of Health, Social Services and Public Services
DSSs	Disability Support Suppliers
EEA	European Economic Area
EMA	Education Maintenance Allowance
ERR	Employee Rights and Responsibilities
ESF	European Social Fund
ETI	Education Training Inspectorate
EU	European Union
FE	Further Education
GCSE	General Certificate of Secondary Education
GLP	Group Learning Plan
ILP	Individual Learning Plan
ILT	Information Learning Technology
NIAES	Northern Ireland Adviser on Employment and Skills
NISRA	Northern Ireland Statistics and Research Agency
NMW	National Minimum Wage
NOS	National Occupational Standards
Ofqual	Office of Qualifications and Examinations Regulation Order
ORF	Output-Related Funding
PA	Partnership Agreement
POCVA	Protection of Children and Vulnerable Adults
PTP	Personal Training Plan
QCA	Qualifications and Curriculum Authority
QCF	Qualification and Credit Framework
RRQ	Register of Regulated Qualifications
SCQF	Scottish Credit and Qualifications Framework
SEND0	Special Educational Needs and Disability (Northern Ireland)

ABBREVIATIONS (continued)

SSC	Sector Skills Council
SSP	Specialist Support Providers
TMS	Trainee Management System
TSO	The Stationary Office
UK	United Kingdom

SECTION 1

INTRODUCTION AND AIMS

1.1 INTRODUCTION

The Department for the Economy (DFE) is committed to the development of a highly skilled and innovative workforce that will contribute to the twin goals of social inclusion and economic success for Northern Ireland. The quality and effectiveness of training for young people and adults are crucial elements of that process.

The revised Skills Strategy for Northern Ireland 'Success through Skills 2' looks at the current skills base, examines the skills needed in the future to grow the Northern Ireland economy and highlights the following key areas for action:

- the importance of up-skilling the current workforce;
- the need for higher level skills;
- the need to address sectoral imbalances;
- a need for increased management and leadership skills; and
- the need to attract skilled people to Northern Ireland.

ApprenticeshipsNI is part funded through the Northern Ireland European Social Fund (ESF). The Northern Ireland ESF was established to support the extension of employment opportunities and improve workforce skills and adaptability.

1.2 APPRENTICESHIPSNI

The *ApprenticeshipsNI* programme aims to:

- provide participants with the knowledge, understanding, and competence to work at a high level in their chosen occupation;

- offer quality training to fulfil the requirements of an appropriate apprenticeship framework;
- contribute to raising the skills level of the NI workforce;
- provide opportunities for progression to further and higher education and training; and
- support the direct involvement of employers in training key personnel.

Under *ApprenticeshipsNI*, apprenticeships:

- are open to all people who have reached the minimum school leaving age, and who meet the entry requirements set out by the Sector Skills Council (SSC);
- usually take between two to four years to complete although, unlike traditional apprenticeships, are not time-served;
- are a series of planned on- and off-the-job training and development activities;
- lead to externally regulated Qualification and Credit Framework (QCF) qualifications;
- build upon the basic general competences such as the Essential Skills of Application of Number, Communications and ICT, the latter, where appropriate to the apprenticeship framework;

- are industry-driven and designed to be relevant to the needs of each occupational sector; and
- enable apprentices to acquire high level technical, administrative and first-line management skills.

1.3 KEY ELEMENTS OF APPRENTICESHIPS

- Permanent remunerative employment (a minimum of 21 contracted hours per week with one employer, which includes day release/off-the-job training – directed training must be paid as part of the participant’s contracted hours) for the participant from day one;
- payment to the participant of a wage commensurate with the industry rate for that job and in accordance with the National Minimum Wage (NMW) regulations;
- an apprenticeship framework for the specific occupational area agreed with the relevant SSC, or industry-led representative body comprising directed training, related knowledge, appropriate Essential Skills, and structured workplace training;
- a Personal Training Plan (PTP) that is discussed and agreed between the Supplier, the employer, and the participant detailing the progression route for achieving the agreed qualifications;
- a delivery agreement between the Supplier, the participant, and the employer outlining the roles and responsibilities of each;
- a funding structure which supports training costs, makes payments on achievement of periodic milestones and on achievement of outcomes; and

- support and commitment of the relevant representative organisations, e.g. SSCs, and employers.

1.4 APPRENTICESHIP FRAMEWORKS

Every participant follows an apprenticeship framework, which sets out the relevant national occupational standards and qualifications which must be achieved by the participant. The qualifications provide the evidence that the individual has achieved:

- (a) the competencies required for performance in the particular occupation or job role; and
- (b) the technical skills and knowledge/understanding of the theoretical concepts specifically relating to the occupation or job role, together with knowledge and understanding of the industry and its market.

The Department's commitment to an apprentice/employer is the target framework identified in the Personal Training Plan, which after the initial assessment period cannot be altered until achievement of the target framework, with the exception of a Revised Framework (see 3.2.1.)

Each framework includes the following basic elements:

- induction and modules covering Employee Rights and Responsibilities (ERR);
- a competence based component at Level 2/Level 3
- Essential Skills which must include Communication, Application of Number and ICT, where appropriate to the apprenticeship framework;

- a knowledge-based component, where appropriate to the apprenticeship framework in question (these qualifications cover the technical theory relevant to the occupation and knowledge of the industry and market); and
- other mandatory or optional elements as specified by the particular industry for the occupational area.

The current frameworks are listed at the following link:

<https://www.nidirect.gov.uk/articles/types-apprenticeships>

1.5 REGISTER OF REGULATED QUALIFICATIONS

The Register of Regulated Qualifications, <http://register.ofqual.gov.uk/> contains details of all qualifications that are regulated by the Government's regulatory organisations in England (QCA), Wales (DFELS) and Northern Ireland (CCEA).

1.6 MARKETING

1.6.1 Marketing by the Department

The Department will market *ApprenticeshipsNI* through various media in accordance with its marketing strategy.

1.6.2 Marketing by Suppliers

Guidance for use of *ApprenticeshipsNI* Campaign Identity Guidelines:-

These guidelines have been prepared for Suppliers with responsibility for promoting and delivering *ApprenticeshipsNI*.

Suppliers are free to market *ApprenticeshipsNI* themselves, provided they meet the cost out of their own resources. (Marketing and promotional information must be made available in accessible formats on request.)

Potential participants and employers will be directed to the relevant Supplier by using NI Direct

<https://www.nidirect.gov.uk/services/apprenticeship-training-suppliers>

or by receiving the required information from his or her Careers Adviser.

The guidelines outline how Suppliers should integrate with the Department's advertising campaign, while providing Suppliers with the flexibility to plan and deliver promotional activities at local level, providing a co-ordinated approach, maximising value for money and effectiveness.

All logos, strap-lines and graphic elements detailed within the Campaign Identity Guidelines are the property of the Department for the Economy.

If you require further information or have any questions about the correct use of the *ApprenticeshipsNI* creative materials, please contact Communications Branch, Department for the Economy - Email: marketing@economy-ni.gov.uk

Tel: 028 9025 7515

Communications Branch should also be approached to seek approval on designs featuring the campaign identity, prior to going to print.

Email: marketing@economy-ni.gov.uk

SECTION

2

ELIGIBILITY

2.1 YOUNG PEOPLE

Young people are eligible to enter *ApprenticeshipsNI* provided they fulfil the eligibility criteria at 2.3 AND satisfy all other criteria and restrictions as set out in 2.4.

2.2 ADULTS

Support for adult apprenticeships is restricted to the economically important sectors needed to rebalance the economy. In addition, adult apprentices must fulfil the eligibility criteria at 2.3 AND satisfy all other criteria and restrictions as set out in 2.4.

2.3 ELIGIBILITY CRITERIA

Participants can enter *ApprenticeshipsNI* funded apprenticeships on progression from *Jobskills, Training for Success*, or as direct entrants. Potential participants can be existing or new employees but must satisfy the eligibility criteria below.

To be eligible to enter *ApprenticeshipsNI* funded Level 2/Level 3 apprenticeship provision, a person must:

- have attained the minimum school leaving age. However, a 16 year old who is entitled to leave school after the statutory leaving date of 30th June and a 17 year old who leaves school/Further Education (FE) College during the month of June will not be permitted to enter *ApprenticeshipsNI* until the first Monday of the following September. However, a school leaver/FE College leaver who is 17 years old and who leaves before 1st June can be admitted to *ApprenticeshipsNI* at any time after leaving school/FE College;

- be in or about to take up permanent remunerative employment with a Northern Ireland-based company (also see 2.4.4), and be contracted to work a minimum of 21 hours per week (which includes day release/off-the-job directed training) with one employer. Directed training must be paid as part of the participant's contracted hours (see also 3.6);
- have the potential to successfully complete all the requirements of the appropriate Level 2/Level 3 apprenticeship framework;
- meet any health requirements (e.g. colour vision) specific to the occupation of their choice;
- have achieved any necessary entry academic qualifications (e.g. General Certificate of Secondary Education (GCSE)) determined by the relevant sector for the apprenticeship and approved by the Department;
- pass any entry tests specified by the relevant sector/employer and approved by the Department; and
- satisfy the criteria for existing qualifications as set out in 2.4.1 and 2.4.2.

Employers will apply their own criteria during recruitment. However, only those potential participants who are assessed as capable/committed to achieving the full requirements of an apprenticeship framework should be recruited to the provision.

2.4 PREVIOUS VOCATIONAL QUALIFICATIONS

Para 2.4.1 Level 2 and Level 3

For persons who have previously achieved Level 2 and/or Level 3 recognised vocational qualifications the following applies -:

- (1) A person who has previously achieved a Level 2 recognised vocational qualification which is a mandatory requirement of the current ApprenticeshipsNI Framework/Framework Pathway which they wish to follow at Level 2 may
 - a) undertake a Level 2/Level 3 apprenticeship which is both unrelated to their qualification **and** in a priority skills framework listed in Annex 3 under *ApprenticeshipsNI*, subject to satisfying eligibility criteria; **or**
 - b) enter directly onto the relevant Level 3 ApprenticeshipsNI framework (where this is available); see para 3.2.3 (b).

- (2) A person who has previously achieved a Level 3 recognised vocational qualification which is a mandatory requirement of the current ApprenticeshipsNI Framework/Framework Pathway which they wish to follow at Level 3 may:
 - a) undertake a Level 2/Level 3 apprenticeship which is both unrelated to their qualification **and** in a priority skills framework listed in Annex 3 under *ApprenticeshipsNI*, subject to satisfying eligibility criteria; **or**
 - b) undertake training outside of ApprenticeshipsNI to enable them to reach the required skill level. This is subject to the agreement of their employer. (See para 3.13).

2.4.2 Graduates

Graduates are eligible to enter *ApprenticeshipsNI* provision. However, the Supplier and the employer must be satisfied that an apprenticeship is an appropriate career path for the graduate to take.

Graduates may enter *ApprenticeshipsNI* provision in an occupational area that is both unrelated to their degree subject **and** is classified as a priority skills framework (see annexes 1 & 3)

A graduate is defined as a person who has obtained a degree, a Higher National Diploma, a Diploma in Higher Education, or an equivalent qualification awarded by a recognised University or other Institute of Higher or Further Education.

2.4.3 Participants from other States

A person from another State is eligible to undertake a Level 2/Level 3 apprenticeship if he/she satisfies the following criteria:

- is 'settled' in the United Kingdom (UK), and has been ordinarily resident in the UK for at least the three years prior to the start of his/her training; or
- is a national of any European Union (EU) country, or the spouse or civil partner or child of an EU national, and has been ordinarily resident in the European Economic Area (EEA) for at least three years prior to his/her start on a Level 2/Level 3 apprenticeship provision; or

- is an EEA migrant worker, or the spouse or civil partner or child of an EEA migrant worker, who is ordinarily resident in the UK at the start of training and has been ordinarily resident in the EEA throughout the three year period prior to that; or
- is a recognised refugee by the UK Government, or the spouse or civil partner or child of a refugee, or has been granted Humanitarian Protection, or have EU Temporary Protection; or
- is a person who has indefinite leave to enter or indefinite leave to remain.

2.4.4 Participants working outside Northern Ireland

A person beginning employment as a participant with a Northern Ireland-based company who, initially or during the course of the apprenticeship, will be temporarily working for that company outside Northern Ireland is eligible to follow a Level 2/Level 3 apprenticeship.

2.4.5 Ineligible people

The following are not eligible to enter an *ApprenticeshipsNI*-funded Level 2/Level 3 apprenticeship:

- a person taking up, or already in, a self-employment opportunity;
- a public sector employee (the public sector includes all enterprises and activities owned and/or funded by the Government. Suppliers must ensure that public sector employees are **not** enrolled on the *ApprenticeshipsNI* programme);

- a non-EU national who is subject to employment restrictions and/or a time limit on his/her stay in Northern Ireland at the time of application to enter training (this information can be obtained by checking the client's passport);
- a person for whom the employer is claiming financial support from any other Departmental budget or programme; and
- a person following a full-time course of study in either further or higher education.

2.4.6 Eligibility in Doubt

If, at any time, the Department considers there is reason to doubt the eligibility of a participant, the Department shall have the right to suspend all funding. In these cases a Supplier will immediately, and until further notice from the Department, suspend that individual from participation in the provision.

2.5 EXEMPTIONS FROM LEVEL 2 REQUIREMENTS

An exemption from the completion of a Level 2 framework may be met in two ways:-

- a)** where a participant has already gained significant work experience in his/her occupational area, which could be considered as meeting the requirements of the relevant Level 2 framework, as well as demonstrating capacity to achieve a Level 3 standard.

(See para 3.2.3 (a))

- b)** where a participant has previously achieved a Level 2 recognised vocational qualification which is a mandatory requirement of the current ApprenticeshipsNI Framework/Framework Pathway which they wish to follow at Level 2

(See para 3.2.3 (b))

2.6 JOBSKILLS REJOINERS

Participants who were previously registered on Jobskills under MA1 and MA2 and are seeking to rejoin training must be registered on *ApprenticeshipsNI*. They will not be permitted to rejoin as a Jobskills participant. All these cases MUST be referred to Training Programmes Branch for decisions on the amount of time and funding available for these participants.

2.7 APPRENTICESHIPSNI REJOINERS

If an *ApprenticeshipsNI* participant is rejoining provision in the same occupational area, then the Supplier will be allowed the remaining balance of time (up to the limits set out in 4.7) to complete the apprenticeship and claim the available funding.

2.8 ADULT APPRENTICESHIPSNI REJOINERS

Any adult apprentice rejoining ApprenticeshipsNI following an enforced interruption to training may, in exceptional circumstances, be eligible for funding at the 100% rate (until such times as they are classified as a progressor). (See 2.7 and 5.12)

SECTION

3

PROGRAMME DELIVERY

3.1 APPRENTICESHIPSNI FRAMEWORK

A person entering *ApprenticeshipsNI* is required to follow a relevant industry-approved apprenticeship framework (see: ApprenticeshipsNI Frameworks)

3.2 INITIAL ASSESSMENT

Only those who are committed to the completion of the full requirements of apprenticeship framework should participate in the provision.

Assessment of the aptitude and ability of participants to successfully complete a Level 2/ Level 3 apprenticeship is, initially, the joint responsibility of the Supplier and the participating employer.

It is the responsibility of the Supplier to identify the appropriate funding route and framework level being pursued, i.e.:

- (a) Level 3 apprenticeship framework, following a Level 2 en route;
- (b) Level 2 only apprenticeship framework; or
- (c) Level 3 apprenticeship framework (progression route).

3.2.1 Revised Frameworks

Where an apprentice is following the achievement of the Level 3 Framework, with a Level 2 en-route; where the target Level 3 framework is revised in the interim the participant may change to the revised framework provided it is considered feasible to follow and achieve the revised framework content. The participant will be required to complete all the components of the revised training framework. **The PTP must be amended to reflect this change.**

3.2.2 Progression from Level 2 to Level 3

Those participants progressing after the completion of a Level 2 framework must be registered against a Level 3 progression route providing they meet the criteria set out in Section 2.

3.2.3 Exemption from Level 2

As stated in para. 2.5 there are two ways an exemption from completion of a Level 2 framework may be met.

- a)** A participant who has already gained significant work experience in his/her occupational area, which could be considered as meeting the requirements of the relevant Level 2 framework, as well as demonstrating capacity to achieve a Level 3 standard, may seek an exemption from the completion of a Level 2 framework and request direct entry onto a Level 3 framework.

In these cases the Suppliers must ensure that the job role of the participant in question matches the work to be completed at a Level 3 standard for the period of the apprenticeship. This must be reflected in the Personal Training Plan (PTP) and there must be agreement between the individual participant, the employer and the Supplier that the participant is capable of completing a Level 3 framework and that appropriate opportunities will be made available within the workplace.

Where it is unclear whether a participant has met all Level 2 requirements, then the appropriate SSC must be contacted to provide clarity.

- b)** A participant who has previously achieved a Level 2 recognised vocational qualification which is a mandatory requirement of the current ApprenticeshipsNI Framework/Framework Pathway which they

wish to follow at Level 2 may undertake the relevant Level 3 ApprenticeshipsNI framework (where this is available). See Annex 1.

Where the participant requires the requisite practical skills to support their direct entry to the Level 3 framework, suppliers can make application through the AppNI administration mailbox for a discretionary milestone payment by providing a rationale for the up-skilling required and an explanation as to how it will be Delivered. (See also para 5.11.3)

Any up-skilling required must be reflected in the Personal Training Plan (PTP) and there must be agreement between the individual participant, the employer and the Supplier that the participant is capable of achieving a Level 3 framework and that appropriate opportunities will be made available within the workplace.

NOTE

Funding for both of the above exemptions will be provided on the basis of the Level 3 (Progression Route) funding table in Annex 4.

3.2.4 Existing Employees

Assessment of the aptitude and ability of an **existing employee** to successfully complete a Level 2/Level 3 apprenticeship is, initially, the joint responsibility of the Supplier and the participating employer.

1. Existing employees **must** be undertaking a new role within the company.
2. Existing employees must undergo extensive initial assessment to identify existing competences and knowledge.

3. Participants **must not** be enrolled on *ApprenticeshipsNI* if they do not require an extensive course of directed training in order to achieve qualifications.
4. Participants **must not** be enrolled on the *ApprenticeshipsNI* programme if they have extensive prior experience and competence, and competence can be certified through the accreditation or recognition of prior learning.

The PTP and form AppNI 4 must clearly demonstrate the new learning which the participant will achieve. (See 5.3.3)

3.2.5 Essential Skills

It is the responsibility of Suppliers to identify the Essential Skill(s) needs of participants during the first 12 weeks. The Essential Skills details are critical to the Department's information and data management, and it is therefore imperative that all Suppliers have procedures in place, whereby TMS is regularly updated with all information relating to Essential Skills.

3.2.6 Regulated Occupations

Where an *ApprenticeshipsNI* participant is in a regulated position for work, Suppliers must ensure that the relevant checks, as defined by the Safeguarding Vulnerable Groups Order, have been completed by either the employer or the Supplier **before the apprenticeship provision begins**.

3.2.7 Working on Licensed Premises

Participants aged 16-17 may be employed in licensed premises but are **not** permitted to serve alcoholic beverages.

3.3 DELIVERY AGREEMENT

The Supplier will agree and complete a delivery agreement with individual employers, the participants and, where necessary, another Supplier on arrangements for delivery of the full Level 2/Level 3 *ApprenticeshipsNI* framework.

Only those who are committed to the completion of the full requirements of apprenticeship framework should participate in the provision, and a Delivery Agreement, which expresses the responsibilities of the parties and their commitment to the successful completion of the apprenticeship, should be completed by the Supplier in respect of each participant.

If a change of employer occurs during the course of the apprenticeship the Supplier must ensure that a new delivery agreement is created and agreed between the Supplier, new employer and participant.

3.4 PERSONAL TRAINING PLAN (PTP)

The Supplier, employer, and participant must agree, sign, and date a PTP in respect of the participant. The PTP must be signed off by a parent/guardian for participants under 18, for whom support services are required.

A model PTP has been developed by the Department, and is attached at Annex 11. Suppliers may wish to use/adapt this model, to ensure that the above requirements are met.

As a minimum, the PTP on TMS must contain under the relevant PTP page headings:

3.4.1 General Qualification and Objectives

Framework name, framework number, level of framework, employer details, funding category, relevant competence-based qualification reference number, and a statement that a full paper copy PTP has been prepared separately and is available for inspection (for management information purposes, those who leave the provision without a full framework achievement must have data in respect of any part qualification entered in the 'Qualifications Objectives' tab in the PTP, unit reference code number for each mandatory unit and non-mandatory units undertaken and achieved plus the target date of each unit).

3.4.2 Disability Support Arrangements

Details of any identified disability support needs should be indicated through the tick box option.

3.4.3 Essential Skills

Details of Essential Skills assessment or exemption must be recorded.

As a minimum, the hard copy PTP (which must be retained for Departmental inspection) must also contain:

3.4.4 Participant Employment Objectives

- A brief statement of the participant's employment and career objectives.
- Hours of attendance as required by the employer.

- The employer's name, address, and contact number.

3.4.5 Participant Training Objectives

State that the PTP is to be carried out under *ApprenticeshipsNI* arrangements.

Specify a duration which allows the participant a reasonable prospect of successfully completing the apprenticeship. In Level 3 Apprenticeships (with Level 2 en route), 260 weeks is recommended and, in cases where the participant has progressed from Level 2, a period of 130 weeks is recommended. For participants who are following the Level 2 only route, then 130 weeks is recommended.

Hours of attendance as required for "off the job" training

3.4.6 Learning Needs

Include details of initial Essential Skills needs assessment (or exemption e.g. because of GCSE passes held) and, where relevant, other identified Learning Needs. It should be noted that Essential Skills data must also be recorded within the TMS "Courses" tab facility. **Failure to do so will result in loss of funding.**

3.4.7 Method of Assessment

Description of assessment methods used.

3.4.8 Milestones

On the initial PTP, milestone data should be recorded in terms of whole or part units being pursued. It must be noted that PTPs are

living documents and should be updated to reflect achievements en route to the completion of the apprenticeship.

3.4.9 Review

PTPs must be reviewed with the participant every 6-8 weeks, and these reviews must include the employer to ensure that he/she is apprised of progress. If a change of employer occurs during the course of the apprenticeship the Supplier must ensure that the PTP is amended and agreed between the Supplier, new employer and participant.

3.5 REGISTRATION WITH AWARDING ORGANISATIONS

Suppliers must be able to provide clear evidence that, by the end of the first 12 weeks of training, each participant has been registered with the appropriate Awarding Organisation, or application for registration has been made to the appropriate Awarding Organisation for each participant.

Where such evidence cannot be provided, the Department will recover from the Supplier all monies paid in respect of the participants concerned.

Where block registration is used, Suppliers must record the block registrations held and their allocation to individual participants within the 12-week period. In addition, to avoid any delays in receipt of certificates, Suppliers should adhere to any timescales specified by Awarding Organisations for registration of participants. Each participant must be registered with, or applications for registration must have been made to all Awarding Organisations relating to each framework i.e. the Competence Based Qualification or NVQ, the Knowledge Based Qualification or technical certificate and Essentials Skills where applicable within the first 12 weeks of training.

In exceptional cases whereby the Awarding Body prohibits the registration of the qualifications within the 12 week time scale Suppliers should record the circumstances under additional information on TMS and retain the

details on record for inspection. Detail of the targeted qualifications should be recorded on the TMS courses tab.

In case of noncompliance with the above, the Department will take the following action:

- In instances of late registration - recover from the Supplier all monies paid and claimed from the start of participation up to the point of registration.
- In instances of non-registration – recover from the Supplier all monies paid and claimed to the date of inspection.

3.6 DIRECTED TRAINING

It is the Supplier's responsibility to provide directed training for participants and to ensure that this training occurs within the participant's normal contracted hours. Training which occurs outside of these hours or at weekends or nights when the participant is not usually working is not conducive to quality training. If Directed Training takes place outside of the normal contracted hours, appropriate funding will be recovered and the participant will be withdrawn from the *ApprenticeshipsNI* programme.

3.7 ESSENTIAL SKILLS

Exemption/Relaxations/Concessions

Those who are following an ApprenticeshipsNI Training Framework and have achieved one of the qualifications at the same level as outlined in the table below are not required to undertake the Essential Skill qualification at the required level within their ApprenticeshipsNI Training Framework.

**Qualifications that will provide a concession for ES in Communication/
English/Application of number/Maths**

	Northern Ireland England and Wales	Scotland	Ireland
Essential Skills Level 1	Key Skills Level 1;	Key Skills Level 1;	Level 3 Junior Certificate
	Key Skills Level 2;	Key Skills Level2;	Leaving Certificate Higher level (A-D) Ordinary/Standard level (A-C)
	Essential Skills Wales Level 1;	SCQF Level 4 Intermediate 1 Core Skills	
	Essential Skills Wales Level 2;	SCQF Level 4 Intermediate 2 Core Skills	
	Functional Skills, England Level 1	General and Credit Standard	
	Functional Skills, England Level 2		
Essential Skills Level 2	GCSE (A*-C)	Scottish Standard Grades A-C	Irish Leaving Certificate
	CSE (Grade 1)	SCQF Level 4 Intermediate 2 Core Skills	Level 4 or above Leaving Certificate Higher level (A-D) Ordinary/Standard level (A-C)
	Key Skills Level 2	Key Skills Level 2	
	Essential Skills Wales Level 2		
	Functional Skills, England Level 2		

Or

- * English, English Literature or Mathematics respectively;
GCE 'O Level' (Grades A-C – Prior to 1974 Grade 1-6)
A Level (Grades A-E)/AS Level (Grades A-E)

The relaxation/concession route exempts the participant from the Essential Skill element of the Framework but does not constitute the attainment of an Essential Skill qualification and therefore an Essential Skill funding or Certificate will not be awarded.

Where a learner presents with an ICT qualification that is equivalent to a Level 1/Level 2 on 'The Register of Regulated Qualifications QCF' <http://register.ofqual.gov.uk/> and the outcomes from rigorous initial assessment confirm that the learner can apply his/her ICT skills at this level, then there should be no requirement to undertake the Essential Skill. The Supplier should maintain all the evidence from the initial assessment for evaluation as appropriate. If any requirement for assistance in ICT is identified it should be addressed.

If an apprentice, who has already achieved a Level 2 qualification in English, Mathematics and/or ICT, has a specific identified need in either Literacy, Numeracy and/or ICT, then it is up to the Supplier to ensure that the required support is provided through the professional and technical training to facilitate the achievement of the Full Framework. There should be no requirement to undertake the full Essential Skill qualification in such circumstances.

All applications for ApprenticeshipsNI Certificates must include certified evidence of the requisite Essential Skills or evidence that clearly demonstrates qualifying exemption. It is important that Suppliers ensure the appropriate evidence to support Essential Skills exemptions is provided at the initial assessment in order to prevent difficulties arising when submitting requests for ApprenticeshipsNI Certificates against Apprenticeship Frameworks. If a participant cannot source their Certificate or examination result slip the participant should approach the Awarding Body to provide a duplicate Certificate. If no evidence can be sourced then the Supplier should not record achievement on the participants PTP and the participant must complete the Essential Skill.

The Department has been advised by Council for Curriculum Examination and Assessment (CCEA) that the use of proxy qualifications, as determined by Qualifications Curriculum Authority (QCA), does not apply to Essential Skills. The portfolio and test aspects of the summative assessment for Essential Skills cannot be separated.

3.7.1 Essential Skills Delivery

- Suppliers must deliver an Essential Skills teaching programme which makes full use of the context of the participant's professional and technical area and/or social and personal interests.
- Suppliers must ensure that Essential Skills courses are at least 40 hours duration per Essential Skills area unless the initial assessment process indicates that the participant is capable of achieving their Essential Skills qualification in a shorter period.
- In those instances where the initial assessment process indicates that the participant is capable of achieving their Essential Skills qualification in a shorter period Suppliers must:
 - endorse the initial assessment and confirm the hours of learning required;
 - retain evidence to support the quality of teaching and learning for future inspection; and
 - ensure that Essential Skills achievements for those participants accessing provision of less than 40 hours reach at least a 90% success rate.

Further information on Good Practice in delivery of Essential Skills can be downloaded at <http://www.delni.gov.uk/essential-skills-good-practice-assessment-process.pdf>

3.8 SUPPORT FOR APPRENTICES WITH A DISABILITY (see also 5.6)

Disability support services are available for participants with an auditory, visual, or other physical disability. Support is also available for participants with learning difficulties.

Disability Support Suppliers (DSSs) will be required to work in conjunction with Suppliers delivering *ApprenticeshipsNI*. It is important to ensure that participants with disabilities are not disadvantaged and are given every opportunity to overcome their difficulties and develop using the most appropriate support mechanisms. Suppliers must consider the merits of securing support from a DSS and engage this support as required.

DSSs will work closely with the Department, the Department's Careers Advisers, and Suppliers contracted to deliver the *ApprenticeshipsNI* provision. DSSs will be expected to deliver their services throughout Northern Ireland and may include the following:

- in-depth involvement with the Supplier in the delivery of the participant's PTP;
- counselling to increase and improve a participant's confidence, self-esteem and value, enabling them to progress within their training; and
- pastoral care - DSSs will be required to ensure that appropriate child protection and equality policies are provided and observed.

3.9 ENFORCED INTERRUPTION TO TRAINING

If a participant's period of training is interrupted due to pregnancy, paternity leave, custodial sentence, or care order, then the participant must be withdrawn from the provision. (See 5.10)

3.10 REDUNDANCY/TERMINATION OF EMPLOYMENT CONTRACT

If a participant is made redundant, or their contract of employment terminated, the participant should be withdrawn from *ApprenticeshipsNI* provision. The participant may join (if eligible) *Training for Success*, where full training entitlement will be available.

3.11 PARTICIPANTS (MOVING TO A NEW SUPPLIER)

If a participant on a Level 2 apprenticeship completes the Level 2 and progresses to a Level 3 apprenticeship with another Supplier, the responsibility lies with the new Supplier to refer the individual to the Careers Service for pre-entry guidance, if it is required for the participant. In due course, the Level 2 Supplier must transfer all records relating to the participant to the new Supplier.

3.12 APPRENTICESHIPSNI CERTIFICATE

A Level 2/Level 3 *ApprenticeshipsNI* certificate will be issued by the Department on receipt of form AppNI 5 and copies of certified evidence (including any extra units) from the Supplier. This evidence should confirm that each of the framework components has been successfully completed. (See 5.4).

3.13 Employer Support Outside ApprenticeshipsNI

For a person who has previously achieved a Level 3 vocational qualification, which is a mandatory requirement of the current ApprenticeshipsNI Framework/ Framework Pathway which they wish to follow at Level 3, the Department will offer their employer an opportunity to discuss a range of alternative training supports outside of ApprenticeshipsNI.

NB An ApprenticeshipsNI certificate will not be issued where alternative training outside of ApprenticeshipsNI is undertaken. (See para 3.12)

SECTION

4

COMPLIANCE OBLIGATIONS

4.1 SUPPLIERS' RESPONSIBILITIES

Suppliers must deliver all aspects of the appropriate *ApprenticeshipsNI* framework in line with the following requirements.

4.2 CONTRACTS

The Department of Finance and Personnel's Central Procurement Directorate, on behalf of the Department for the Economy (DFE), will be responsible for issuing contractual documentation relating to *ApprenticeshipsNI* provision.

4.3 TERMINATION OF CONTRACTS

Suppliers, in providing training under the terms of the agreement, do not act as legal agents for the Department.

On contract termination, the Department reserves the right to satisfy itself that all aspects of the training are as they should be, and are up-to-date as at the point of closure. This not only relates to the associated administrative systems as determined by Commercial Services Branch (CSB) but also to the progress, or otherwise, of each participant during their respective training periods, up to the point of transfer to another Supplier.

The Department will take whatever steps are considered appropriate to obtain all the necessary assurances including the involvement of External Verification. In the absence of such assurances, the Department will make appropriate recoveries of funding applicable to the situation, including the cost of verification. Each situation will be dealt with on a case-by-case basis. The closing Supplier must ensure that all the relevant documentation is made available to the new Supplier, so that each participant's record is complete.

Suppliers should refer to their Conditions of Contract for full details.

4.4 GEOGRAPHICAL AREA

Suppliers must not actively promote their services in contract management areas in which they do not hold a contract. Provided training is available, a participant is expected to take up training within the contract management area in which they live.

In exceptional circumstances where a Supplier is working in partnership with an employer who wishes to work across a number of contract areas, the Supplier must submit a case to recruit participants from outside the Supplier's immediate contract area in order to facilitate continuity of provision for the employer. This must be submitted to Quality Performance Branch (QPB) for consideration and must include a supporting letter from the employer.

4.5 APPRENTICESHIPSNI FRAMEWORKS

Suppliers are only permitted to deliver frameworks included in the framework groups outlined in Annex 2 for which they successfully tendered.

4.5.1 Introduction of new frameworks

New *ApprenticeshipsNI* frameworks which are approved for funding will be allocated to the appropriate professional and technical group in Annex 2. The Department will advise **all** contracted Suppliers of these additions. However, only those Suppliers who hold contracts to deliver frameworks within the appropriate professional and technical group may apply for approval to deliver the new framework. This application must be made in writing to the Department's Commercial Services Branch.

4.5.2 Amendments to a Supplier's contracted frameworks

Where a Supplier holds a contract to deliver specific frameworks within a professional and technical grouping (Annex 2) and subsequently wishes to deliver additional frameworks within that group, they must apply in writing for approval to do so through Commercial Services Branch.

4.6 TRAINING ARRANGEMENTS

- Arrangements must be made for the assessment, verification, and accreditation of the competences and knowledge of each participant;
- Suppliers must monitor the training provision against the apprenticeship framework throughout the period of the apprenticeship; and
- Information and/or reports must be supplied to the Department, as required.

4.7 MANAGEMENT INFORMATION

Suppliers will be responsible for entering a participant's personal and training details onto TMS which will, in turn, generate the funding payable to Suppliers at the various milestones and for Output-Related Funding (ORF) purposes, as per the funding tables at Annex 4. Information regarding the start date should be entered onto TMS on the day of start, or as soon as possible thereafter, i.e. only when the individual has actually commenced provision participation.

Suppliers must accurately complete the following information:

- the personal information for the participant;
- the participant's Unique Learner Number, if known;
- funding category choice from the drop-down box in TMS when the PTP is completed;
- the expected end date, for funding purposes:
 - 260 weeks for Level 3 Apprenticeships with Level 2 en route – this funding category must only be used where the final destination for the participant is the achievement of a Level 3 and where the Supplier is providing both the Level 2 and Level 3 training;
 - 130 weeks for Level 2 only; and
 - 130 weeks for Level 3 only;

(it is emphasised that the above timescales are not the maximum for the purpose of completing an apprenticeship, but represent the maximum number of weeks by which the funding must be claimed - full details of the registration process are available to Suppliers in TMS memo format);

- the framework which the participant is following when the PTP is completed;
- the employer of the participant when the PTP is completed; and
- the previous qualifications of the participant.

It is the responsibility of Suppliers to identify the Essential Skill(s) needs of participants during the first 12 weeks (See 3.2.5). The Essential Skills details are critical to the Department's information and data management, and it is therefore imperative that all Suppliers have procedures in place, whereby TMS is regularly updated with all information relating to Essential Skills.

4.8 EQUAL OPPORTUNITIES AND PARTICIPANT ENROLMENT

The Department is committed to delivering its services and provisions in a way that aims to ensure that they are open to all, irrespective of community background, age, gender, marital status, disability, race, political opinion, sexual orientation, or whether or not they have any dependents. Suppliers are expected to operate likewise and each Supplier must therefore have an equal opportunities policy statement.

Suppliers must ensure in the recruitment to, and in the provision of, training that neither they nor their training partners commit an act of discrimination rendered unlawful by the following current pieces of legislation or any amendments to them:

- the Sex Discrimination (Northern Ireland) Order 1996;
- the Fair Employment and Treatment (Northern Ireland) Order 1998;
- the Disability Discrimination Act 1995;
- the Race Relations (Northern Ireland) Order 1997;
- Employment Equality (Sexual Orientation) Regulations (Northern Ireland) 2003;
- the Sex Discrimination Act (Gender Re-assignment) Regulations Northern Ireland 1999;
- the Equality Act (Sexual Orientation) Regulations (Northern Ireland) 2006;
- the Employment Equality (Age) Regulations (NI) 2006; or

- Safeguarding Vulnerable Groups (Northern Ireland) Order 2007.

Copies of the legislation may be obtained from The Stationery Office (TSO). www.tsoshop.co.uk Further information and advice may be obtained from The Equality Commission for Northern Ireland. [Equality Commission Website](#)

4.8.1 Equality Legislation – Section 75

The Department for the Economy's (DFE) monitoring framework now takes account of community background, gender, ethnicity, disability, marital status, race, age, and dependency status. The Department has an obligation to accurately record under Section 75, the participation breakdown of all young people who are submitted onto a DFE programme. By extension, all Suppliers shall collect Section 75 data for all *ApprenticeshipsNI* participants.

4.8.2 European Social Fund

ApprenticeshipsNI is partly funded by the Northern Ireland European Social Fund Programme (ESF) 2014-20. As part of the conditionality of receiving this funding from the European Commission, DFE is mandated to provide monitoring information on all participants in funded ESF programmes.

A Participant Enrolment/Equality Monitoring form (See Annex 6) **must** be completed by/for every participant. This should **not** be forwarded to the Northern Ireland Statistics and Research Agency (NISRA) or Training Programmes Branch. Any forms received by either NISRA or Training Programmes Branch will be returned to the Supplier.

Following completion of the Participant Enrolment and Equality Monitoring Form the relevant data should then be input to the Trainee Management System (TMS) by the Supplier. Once this data has been inputted to TMS the Participant Enrolment and Equality Monitoring Form can be destroyed.

Additionally the Department's European Unit will be issuing Northern Ireland European Social Fund Equality Monitoring Forms to all *ApprenticeshipsNI* Suppliers. These forms (including return reply envelope) should be given to all participants (by the Supplier) who have commenced on *ApprenticeshipsNI* since September 2009, and all future participants starting on the programme, to be completed and returned by the participant in the accompanying prepaid envelope. Additional forms can be obtained by contacting:

European Unit, Department for the Economy
Telephone: 028 90257677, or by emailing
esf@economy-NI.gov.uk

4.9 DELIVERY AGREEMENT

The Supplier will agree and complete a delivery agreement with individual employers, the participants and, where necessary, another Supplier on arrangements for delivery of the full Level 2/Level 3 *ApprenticeshipsNI* framework.

In all cases, the Supplier, employer, and participant must agree, sign, and date a Delivery Agreement. A copy of the completed Delivery Agreement must be issued by the Supplier to all signatories within one week from the commencement of training, and a copy retained for Departmental inspection purposes.

A copy of the required model Delivery Agreement is provided at Annex 5 and can be copied as and when required.

4.10 ESSENTIAL SKILLS

Suppliers are required to deliver the Essential Skills of Literacy, Numeracy, or Communication and Application of Number, or ICT at levels 1 & 2.

4.10.1 Essential Skills Tutor Education

- Essential Skills tutors delivering Literacy/Communication, Numeracy/Application of Number, and ICT must be qualified as set out in the Department's Circular: ES 01/12 – Qualifications Required to Deliver Essential skills in NI. This circular can be downloaded at:
<https://www.delni.gov.uk/sites/default/files/publications/de/1/es-01-12-qualifications-required-to-deliver-essential-skills.pdf>
- Any queries regarding any aspect of Essential Skills qualifications should be forwarded in writing to Training Programmes Branch in the first instance. Further information regarding how Essential Skills is to be delivered is available on the Department's website.

4.11 INSURANCE

Suppliers should refer to Section G of the Conditions of Contract for full details of their liability, indemnity, and insurance requirements.

Insurance certificates must be held on site for Commercial Services Branch to inspect.

4.12 EMPLOYER/PARTICIPANT RATIOS

Suppliers, in conjunction with employers, will also have responsibility for ensuring the ratio of Level 2/Level 3 participants to other employees within a company is appropriate to ensure that the participant receives adequate training support while on the job. The recommended ratio is:

- 1-5 employees: 1 participant in any one location by occupational area;
- 6-10 employees: 2 participants in any one location by occupational area;
- 11-15 employees: 3 participants in any one location by occupational area;
- etc.

It should be noted that the above ratio is only a guideline, and refers to the Department's recommendation for an employer/participant ratio. The key factor is to ensure that a participant has sufficient training support whilst on the job.

4.13 SICKNESS ABSENCE AND ATTENDANCE

Periods of sickness absence for a participant should be dealt with in line with the relevant employer's individual policy for managing sickness absence. Therefore, if a participant is absent from the provision due to any (including extended) sickness absences, then **he/she must not be removed from the provision, provided all such absences are deemed acceptable by the employer.** If, however, a participant is absent from work and training, in contravention of the employer's managing sickness

absence policy, then he/she must be immediately removed from the provision.

Suppliers **must** ensure that appropriate attendance records are maintained for each participant, to demonstrate attendance at the training element of the apprenticeship. Attendance records shall demonstrate that actual attendance is in line with the attendance arrangements, as set out in the PTP agreement. Departmental staff will monitor *ApprenticeshipsNI* and will visit the Supplier or training partner during the year to examine attendance records. Failure to provide satisfactory documentary evidence to support claims will result in reimbursement being disallowed and/or recovery of payments already made.

Where a participant has not attended the training element of *ApprenticeshipsNI* for 4 consecutive weeks, in contravention of the PTP agreement and without the formal agreement of the employer, then the participant must be **immediately** removed from the provision.

4.14 EU CHARTER FOR REGIONAL AND MINORITY LANGUAGES

The EU Charter for Regional and Minority Languages is a convention designed on the one hand to protect and promote regional and minority languages as a threatened aspect of Europe's cultural heritage, and on the other hand to enable speakers of a regional or minority language to use it in private and public life. Its overriding purpose is cultural.

Article 8 of the Charter relates to requirements for professional and technical training, which may include the provision of training in a regional/minority language (Irish and Ulster Scots in the case of Northern Ireland), should there be a reasonable demand for such provision.

Suppliers will wish to familiarise themselves with the Charter, and the requirements which may arise from it. A copy of the Charter, and additional information, is available at the link below:

4.15 COMMUNITY RELATIONS

The Department would encourage all Suppliers involved in the delivery of its provision to take whatever action they can to improve and encourage good cross-community relations. Whilst Suppliers are free to choose the most appropriate activities for their organisation, consideration should be given to forging close links with other Suppliers and locations that are perceived to be identified with another community.

4.16 NATIONAL MINIMUM WAGE

The National Minimum Wage (NMW) rates were revised from 1 October 2011 by the National Minimum Wage Regulations 1999 (Amendment) Regulations 2011. The age at which the principal rate of the NMW applies was reduced from Age 22 to Age 21 and an Apprentice National Minimum Rate was introduced for the first time.

National Minimum Wage rates

The minimum rate applies to apprentices aged under 19 and apprentices aged 19 and over, but in the first year of their apprenticeship. Further details can be found at:

[National Minimum Wage Rates](#)

National Minimum Wage Helpline – Tel: 0800 917 2368

It is the responsibility of Suppliers to ensure that ALL apprentices are paid in line with these regulations.

4.17 PERFORMANCE INDICATORS

Please see [Annex 7](#) for details of performance targets for *ApprenticeshipsNI*.

SECTION

5

ADMINISTRATION & FINANCE

5.1 INFORMATION SYSTEMS

The Department has developed a software package, Trainee Management System (TMS), to assist Suppliers in the administration arrangements for the *ApprenticeshipsNI* provision.

It is linked to the Department's central Client Management System (CMS) database and will cater for an automated client registration process, with Suppliers being linked to CMS. TMS will have an automated process for payment approval requests which, when actioned, will be rolled up into the Supplier's claims.

5.2 START NOTIFICATION

Start processes under CMS Phase III are automated and information is transmitted from TMS to CMS. On the Monday of each week, JobCentres/Jobs and Benefits Offices/Careers Offices must produce a 'Starts Report' via the 'Non-Immediate Printing' facility. The purpose of the 'Starts Report' is to facilitate the administrative arrangements associated with those who start the *ApprenticeshipsNI* provision.

5.3 PARTICIPANT DETAILS

The Supplier must, within **two weeks** of the commencement of an apprenticeship, have completed the necessary automated start processes of the Level 2/Level 3 apprentice on the TMS computer database provided by the Department. **Failure to do so may delay the issue of payments.**

5.3.1 New Participant

It should be noted that when a new participant i.e. one who has not participated in the programme before, is registered by a Supplier, TMS should be used to indicate that they are

registered under the TfS Level 2/Level 3 apprenticeship strand. This is because at the point of registration, it may not definitely be known to what level the apprenticeship relates. Once the PTP is agreed, it will be the responsibility of the Supplier to indicate the level of the apprenticeship being pursued on the TMS PTP of the participant, i.e.:

- Level 3 apprenticeship framework, following a Level 2 en route;
- Level 2 only apprenticeship framework; or
- Level 3 apprenticeship framework (progression route).

This information will be viewable on CMS and will facilitate the gathering of management information associated with those pursuing a Level 2/Level 3 framework at the outset.

5.3.2 Progressor

Those participants progressing;

- a) after the completion of a Level 2 only framework must be registered against a Level 3 progression route;
- b) who hold a recognised vocational qualification at Level 2 or Level 3 must be registered for the relevant framework at the next higher level (where available under ApprenticeshipsNI). Funding in such cases is restricted to 'single framework' funding model i.e. 'Level 3 progression route';
- c) Suppliers can make application to the APPNI administration mailbox for an additional milestone payment by providing a rationale for the up-skilling required and an explanation as to how it will be delivered.

5.3.3 Existing Employees

In the case of an existing employee, [AppNI 4](#) must be retained by the Supplier for inspection by the Department. If it is discovered that the details contained in this form are incorrect (in relation to employment and contracted hours, for example), then the Department will retain the right to recover all funding in relation to that participant. Furthermore, the participant must be immediately removed from the provision. (See also 3.2.4)

5.4 APPRENTICESHIPSNI CERTIFICATE

A Level 2/Level 3 *ApprenticeshipsNI* certificate will be issued by the Department on receipt of form AppNI 5 and copies of certified evidence (including any extra units) from the Supplier. This evidence should confirm that each of the framework components has been successfully completed.

5.4.1 Submitting Evidence

Suppliers should note the following when submitting evidence:

- the overall certificate for each framework qualification is required as opposed to certificates for units achieved within a framework;
- where there is a requirement within a framework for a current 12 hour paediatric/childcare first aid qualification, then the evidence required is a certificate that actually states 12 hours paediatric/childcare first aid qualification – if a certificate does not show 12 hours and this is what is required in the framework, it will not be accepted as evidence;

- particular attention should be paid to the requirements for Employment Rights and Responsibilities, as different frameworks have different requirements. Where a framework states that delivery of ERR is required then evidence must be sent as part of the application as it is stated in the framework; and
- all applications for apprenticeship certificates must include certified evidence of the requisite Essential Skills or evidence that clearly demonstrates exemption as detailed in 3.7. The evidence provided for the exemption of Essential Skills must either be on a certificate or an examination result slip/statement of results that is clearly from the Awarding Organisation.

The requisite documentation should be forwarded to:

**Training Programmes Branch
Department for the Economy
5th Floor
Adelaide House
39 – 49 Adelaide Street
Belfast
BT2 8FD**

The Supplier should claim Output-Related Funding (ORF) on an ongoing basis as and when the necessary supporting documentation becomes available.

If a participant has changed their name for any reason, for example marriage or by deed poll, documentary evidence of the change should be provided to support their application for an *ApprenticeshipsNI* certificate.

5.4.2 Progressors ApprenticeshipsNI Certificates

It should be noted that apprentices funded as Progressors will receive an ApprenticeshipsNI certificate in relation to the framework achieved.

5.5 NOTIFICATION OF LEAVERS

Leaving processes under CMS are automated; therefore this information is transmitted from TMS to update CMS.

Suppliers must ensure all avenues are explored to determine the destination of leavers before using the “Unknown Destination” option.

The choice of incorrect code can also impact on any application for benefit of the participant concerned and cause unnecessary delay in the processing of his/her claim. The entry of termination coding will be monitored and TMS users are advised to ensure that due care and attention are used when entering Termination Codes.

On the Monday of each week, JobCentres/Jobs and Benefits Offices/Careers Offices must produce a Leavers Report via the Non-Immediate Printing facility. The purpose of the Leavers Report is to facilitate the administrative arrangements associated with those who terminate from the *ApprenticeshipsNI* Provision.

5.6 PARTICIPANTS WITH DISABILITIES

A participant with a disability may be considered to be at a disadvantage in the labour market. Therefore, anyone who has a disability and who is deemed capable of following *ApprenticeshipsNI*

provision may attract a disability supplement. The supplement is payable to help a Supplier provide significant additional input of resources in terms of training time, equipment, or support in order for the person to benefit fully from the training.

Careers staff must ensure that all information pertaining to a client's disability/special need is input into the relevant section of CMS. This will aid the approval of funding to Suppliers for those participants requiring this funding support.

Suppliers must submit requests for approval of funding for participants with a disability/special need via TMS/CMS. Careers staff will consider these requests in consultation with the appropriate Careers Adviser. Careers Advisers must ensure that the participant meets the relevant criteria.

The supplement, in respect of funding bands 1-6 is payable as indicated in the funding tables at Annex 4.

5.6.1 Disability Supplement Monitoring

In relation to Equal Opportunities monitoring within *ApprenticeshipsNI*, some of the processes are automated. At the point of Client registration on TMS, the disability indicator on TMS is not set. The Supplier will require approval for disability supplement funding. The electronic approval process is facilitated by ticking the Claim option within the Payments tab on TMS and by the subsequent approval processes between TMS and CMS.

5.7 RECORDING OF EQUAL OPPORTUNITIES DATA

To facilitate the monitoring of the Department's Equality Policy, the Department is committed to delivering its services and provisions in a

way which aims to ensure that they are open to all, irrespective of community background, gender, marital status, disability, race, age, sexual orientation and dependency status. An essential aspect of the Department's Equality Policy is the monitoring of applicants and participants in the various Department interventions.

It is essential that information relevant to equal opportunities is input into TMS at the point of registration on *ApprenticeshipsNI*. Although equal opportunities data in relation to community background is not viewable on an individual client record in TMS, reports relevant to community background, gender, marital status, disability or race can be run in TMS to facilitate equal opportunities monitoring. It is therefore important that equality monitoring data is as accurate as possible. It should be noted that marital status is a mandatory field in CMS.

5.8 BANK DETAILS AND AUTHORISED SIGNATORIES

Suppliers should notify Commercial Services Branch (CSB) as soon as possible of details of the bank account to which payments are to be made and the names of those authorised to sign *ApprenticeshipsNI* forms on behalf of the Supplier. Any subsequent changes to these details must be notified immediately to CSB via a newly completed AppNI 1 before submission of a claim. Payment of the Supplier claim will only be made if the claim form report is signed by an authorised signatory.

5.9 ACCIDENTS

Suppliers are responsible for investigating accidents, whether they occur on their own premises or on those of training partners. "Reportable" accidents must be reported immediately to the Department of Enterprise, Trade, and Investment, Health & Safety Executive for Northern Ireland on form NI2508 entitled 'Reporting of an Injury or Dangerous Occurrence' which can be downloaded. Suppliers must comply with any statutory requirements to notify the relevant enforcing body of fatalities, certain injuries, diseases or dangerous occurrences. Full details are given in Guidance Booklet RIDDOR (NI) 97. The guidance booklet and form NI 2508 may be downloaded from:

[Health & Safety Executive NI - Reporting an Incident](#)

Suppliers must ensure that all reportable accidents are recorded on the TMS system. Details of where the information to be input can be found under the TMS console tree structure as follows:

- Programmes
- Management
- Client
- Accidents (tab)

5.10 ENFORCED INTERRUPTION TO TRAINING

If a participant's period of training is interrupted due to pregnancy, paternity leave, custodial sentence, or care order, then the participant must be withdrawn from the provision.

Where training has been withdrawn, the Supplier must notify the local JobCentre/Jobs and Benefits Office/Careers Office immediately via AppNI 3 Form A. When the Leaver's Report is produced in the JobCentre/Jobs and Benefits Office/Careers Office via the Non-Immediate Printing facility, the paper record should be noted accordingly.

When the participant resumes training, 'Resumption to Training following an Enforced Interruption' must be completed immediately and forwarded to the local Jobcentre/Jobs and Benefits Office/Careers Office. The start code 'Rejoining' must be used. Form AppNI 3 Form B and AppNI 6 must also be completed and sent to the local JobCentre/Jobs and Benefits Office/Careers Office. It is the role of the Supplier to initiate the application to rejoin.

5.11 FUNDING

There are six funding groups associated with *ApprenticeshipsNI* frameworks as set out in Annex 1. Funding can be drawn down in respect of Level 2/Level 3 apprenticeships in accordance with the funding tables detailed in Annex 4.

It should be noted that, in circumstances where components of a full apprenticeship framework have already been achieved, the funding already made in respect of these components will be deducted from the final payment of the apprenticeship framework.

The following describes the types of funding available and the milestones at which they can be claimed.

5.11.1 Start Payment

A start payment will be paid on approval of the PTP by the Department which **must be claimed within 12 weeks of the start date.**

The start payment can only be claimed when all preliminary documentation has been fully completed and endorsed by the relevant parties i.e. PTP, Training Delivery Agreement, Participant Enrolment Form and, where applicable, an Existing Employee Application Form.

5.11.2 Retention Payment – Level 3 (Level 2 En Route) Apprenticeship

A request for prior approval to claim a retention payment as set out in Annex 4 must be submitted to Commercial Services Branch (CSB) via TMS to CMS. A Supplier may claim this payment **only** when a participant has completed and achieved the Level 2 qualification en route to the Level 3 apprenticeship and prior to claiming Milestone 5; and is continuing in the programme.

5.11.3 Milestone Payments

A request for prior approval to claim milestone payments as set out in the appropriate funding tables in [Annex 4](#) must be submitted to SSB via TMS to CMS.

Suppliers are able to claim a maximum of four milestones per Level 2 or Level 3 framework (or eight milestones if the participant is completing a Level 3 with a Level 2 en route).

Where the participant requires the requisite practical skills to support their direct entry to the Level 3 framework (see para 3.2.3 (b)), suppliers can make application through the AppNI mailbox, (apprenticeships@economy-ni.gov.uk), for a discretionary milestone payment. Suppliers must provide a rationale for the up-skilling required and an explanation as to how it will be delivered.

This must be received in the AppNI mailbox within 12 weeks of the participant's start date and also included in the PTP.

This discretionary milestone payment will be paid on achievement of the four Level 3 milestones as detailed in the Level 3 (Progression Route) funding table in Annex 4.

5.11.4 Output-Related Funding (ORF)

A request for prior approval to claim ORF for the following qualification outcomes must be submitted to SSB via TMS to CMS as soon as possible after the achievement:

- Essential Skills;
- achievement of the competence based Level 2/Level 3 qualification; and

- achievement of the full apprenticeship framework at Level 2 or Level 3, including a knowledge based qualification where required.

A copy of the certified evidence of achievement (i.e. a copy of the certificate from the Awarding Organisation in respect of Essential Skills, or the competence based Level 2/Level 3 qualification) must be forwarded to SSB on the same day as the electronic request is sent from TMS to CMS. A request is not regarded as being received in SSB until both the electronic version and hard copy of the certified evidence is received. All approved requests for payment in respect of qualification achievement will be processed in the next claim submitted to SSB.

Essential Skills must be delivered in line with good practice guidelines (see 3.7). ORF in respect of Essential Skills will be limited to one payment of £100 per participant in respect of each Essential Skill qualification achieved. Payments will normally be made on achievement of Essential Skills at the appropriate level within the Level 2/Level 3 framework in question. However, it is important that participants in an apprenticeship programme should be encouraged to progress. Therefore, those participants who achieve an Essential Skills qualification beyond the level of their framework will still receive the ORF associated with their full apprenticeship framework.

- Where a participant is entered at a level above the framework (i.e. Level 2 under the “Courses” tab, where the framework requires a Level 1 and the participant achieves at Level 1), ORF will be paid as the participant has still met the requirements of their apprenticeship framework.

- As a minimum, a participant must achieve the Essential Skill level required within the framework being followed.

5.11.5 Procedures for Recording Essential Skills Information

All ORF requests received in SSB for specific Essential Skills e.g.:

- Level 1 Communication or Application of Number;
- Level 2 Communication or Application of Number; or
- Level 1 and 2 ICT (if appropriate to the framework).

will be made “valid” (i.e. non paying and counting for statistical purposes only), **unless the Assessed, Targeted and Achieved level, relevant to the Essential Skill have also been recorded under the “Courses” tab in TMS.**

It is imperative that:

- all data associated with the assessed and targeted levels of Essential Skills for new participants with an identified Essential Skills need must be entered into TMS under the “Courses” tab within **12 weeks** of programme commencement; and
- where an Essential Skills need assessment is required for a participant and where the Supplier has failed to complete the assessment and subsequent recording of assessed and targeted levels in TMS under the “Courses” tab within this timeframe, the payment request will also be made “valid” (non-paying) when claimed.

SSB staff will check each Essential Skills outcome/achievement, and payment can therefore only be approved for achievements, on production of the necessary certified evidence of achievement and subject to the 'Courses' tab in TMS being appropriately completed within the required 12 weeks timescale:

- one for achievement of Communication (Level 1 or Level 2);
- one for achievement of Application of Number (Level 1 or Level 2);
- one for achievement of ICT (Level 1 or Level 2), if appropriate.

It is the responsibility of the Suppliers to identify the Essential Skill(s) need of participants in *ApprenticeshipsNI* on a timely basis.

5.11.6 Employer Incentive

The employer with whom the participant completes their apprenticeship is entitled to the employer incentive payment.

On achievement of the full apprenticeship framework and issue of an *ApprenticeshipsNI* Certificate by Training Programmes Branch, an employer incentive will be paid to the Supplier and **must be forwarded to the employer immediately and no later than 4 weeks after receipt of the payment**. The level of funding is determined by the apprenticeship framework funding band.

If the participant changes employer during the course of their apprenticeship the Supplier must ensure that a new delivery

agreement is created and the existing PTP is amended accordingly and signed off by the Supplier, employer and participant.

Where any Employer Incentive payment cannot be fully delivered, the payment must be returned to the Department within three months of the TMS claim period in which the initial payment was made by the Department for the Economy (Commercial Services Branch). Any subsequent request for re-issue of the payment will be considered only on submission of a valid case to Commercial Services Branch. Training Suppliers should be aware that if an Insolvency Administrator initiates a request for (or an intention to request) payment in relation to an insolvent estate within the three month repayment timescale, Training Suppliers must proceed with the payment irrespective of whether the actual payment takes place after the date when the three month repayment point has been reached. Suppliers must retain all related documentation/correspondence for audit purposes.

A cheque may legally be valid for six years from the date of issue. However, most banks reject cheques after six months from the date of issue. Suppliers should maintain a specific record of unpresented Employer Incentive cheque payments when carrying out routine bank reconciliations (usually monthly). These records must be retained for audit purposes. The funding in respect of Employer Incentive cheque payments which have not been encashed for a period of six months from the date of issue must be returned to the Department immediately.

5.12 ADULT APPRENTICESHIPSNI REJOINERS

Any adult apprentice rejoining ApprenticeshipsNI following an enforced interruption to training may, in exceptional circumstances, be eligible for funding at the 100% rate (until such times as they are classified as a progressor). Requests for 100% funding in respect of apprentices rejoining following an enforced interruption to training should be submitted to Training Programmes Branch and will be considered on a case by case basis. If 100% funding is deemed appropriate an approval to claim notification will be issued by Training Programmes Branch and copied to Commercial Services Branch. The first 50% of funding will be generated automatically via the action to be taken by the Supplier as set out in TMS Memo 11/11. The additional 50% should be claimed via the discretionary facility in TMS.

5.13 DISABILITY SUPPORT

Specialist support services are available for participants with an auditory, visual, or other physical disability. It is the Department's intention that participants requiring disability support are given every opportunity to overcome difficulties and to develop using the most appropriate support mechanisms. The need for this support must be specified on the participant's PTP. Suppliers will specify programmes of work and select the most appropriate DSS from Annex 8 to address the needs of an individual as identified in the participant's PTP.

The Department has separate arrangements with DSSs and will arrange payment for these services.

In addition, a disability supplement may be payable to the Supplier to provide additional resources in terms of training time, equipment, or support in order for the participant to benefit fully from training (see notes in Annex 4).

5.14 SUBMISSION OF CLAIMS

Claims must be submitted, as per the claim calendar (see Annex 9) via TMS to CMS, to be received no later than 10 working days after the end of each claim period. A signed copy of the Claim Form Report must be sent to SSB as soon as the claim has been generated on TMS and the completed claim has been transmitted to CMS. **The claim will not be regarded as being received until both the electronic request and signed hard copy have been received.**

Prior to submitting a claim, Suppliers must ensure that they carry out the pre- and post-claim checks contained in the document 'Claims Checking Procedures for Trainee Management System', issued as an attachment to TMS Memo 07/08. Any new Suppliers can be provided with this Memo on request from the TMS Development Unit in SSB. Suppliers must retain details of eligible additional costs for inspection by the Department. Where appropriate, these should include invoices, receipts, participant names, dates, and achievement from Awarding Organisations of qualifications and Essential Skills for ORF purposes. Failure to provide satisfactory documentary evidence of eligible additional costs will result in reimbursement being disallowed and/or recovery of payments already made.

5.15 RETENTION OF RECORDS

Adequate evidence in support of claims must be retained for inspection by the Department. Where appropriate, such evidence must include original invoices and receipts. Failure to provide satisfactory

documentary evidence to support claims will result in reimbursement being disallowed and/or recovery of payments already made.

The training costs incurred under *ApprenticeshipsNI* are part funded by the European Commission. Article 38 of Council Regulation (EC) No 1260/1999 requires that all records related to supported expenditure must be retained for 16 years. Suppliers should therefore keep safely, and ensure their training partners keep safely, all records financial and otherwise relating to *ApprenticeshipsNI*. Suppliers should also ensure that such records are kept in a manner which will enable all *ApprenticeshipsNI* income and expenditure to be identified separately from any other income and expenditure.

5.16 FINANCIAL MANAGEMENT

The Department has a duty to ensure that public money is used efficiently and effectively and that it is properly controlled and accounted for. For this reason, the Department employs a system of financial appraisal and monitoring which centres on the proper use of public money and the delivery of quality training. In addition, the Department will monitor and review the Supplier's performance (see 4.17).

Suppliers must be able to demonstrate that:

- they have the financial resources to fulfil their obligations under the Agreement;
- they operate effective financial systems and controls; and
- they maintain up-to-date accurate financial records.

Departmental officials will monitor *ApprenticeshipsNI* and will visit the Supplier or training partner at frequent intervals (see 5.18 and 5.21,). Officials will wish to examine a variety of records, financial and

otherwise, and will carry out certain test checks in order to form an opinion on the overall quality of administration of the programme. These inspection visits will also include interviews with selected participants and/or their employers. The Department may also require Suppliers at their own expense to:

- have any monthly occupancy/finance statement certified by an independent accountant; and
- provide a report, by an independent accountant, on the financial resources available and the financial systems and controls operated in respect of monies received from the Department for the purposes of the provision.

5.17 ROLE OF COMMERCIAL SERVICES BRANCH (CSB)

A number of DEL business areas are coming together to form a new branch, called 'Commercial Services Branch.' Staff from DEL's Supplier Performance Branch, Supplier Services Branch and the Procurement Unit from Corporate Governance and Business Planning Branch will join together in the new Branch.

There are no planned changes to staff at an operational level so suppliers should continue to contact the usual individual members of staff that they deal with.

CSB will provide the Department with a central and independent inspection and audit advisory service, the main objective of which is to safeguard Departmental funding against losses, including those that might arise from ineligible claims, overpayments, irregularities or frauds. The Head of Branch provides the Accounting Officer with an annual assurance (or otherwise) on the propriety of funding provided to external Suppliers. This assurance is provided by way of an annual report on the effectiveness of the financial control systems within

Supplier organisations and the extent of compliance with Departmental Guidelines and other instructions. The report is based on the findings of an annual programme of inspections agreed by senior management in the Department. In the context of *ApprenticeshipsNI*, CSB also manages the claims processing for the range of provision which Suppliers have contracted with the Department to deliver, as well as actioning requests for prior approval to claim ORF in respect of qualifications, employment, and progression outcomes.

CSB will also focus on contract management and improving quality, the monitoring of Suppliers' performance in relation to compliance with procedures, and meeting the performance standards set out in the appropriate education and training contracts. It will aim to develop regular, consistent and robust reviews of Suppliers' performance to ensure consistently high standards and outcomes and value for money.

5.18 TRAINEE MANAGEMENT SYSTEM (TMS) SUPPORT

ICT & Consultancy Services Branch is now responsible for the design, testing, and implementation of any software packages to facilitate the submission and processing of claims, as well as providing ad hoc training and ongoing support for staff in the various Suppliers. A help-desk facility is provided for Suppliers in relation to TMS software and business issues, and the team involved will refer queries of a more technical nature to the Fujitsu Support Team for resolution. The help-desk team will assist with the development of a range of standard management information reports to support the *ApprenticeshipsNI* provision. These reports contribute to key statistical data published in relation to the provision.

5.19 ROLE OF CAREERS SERVICE

The Department for the Economy's Careers Service is an all-age guidance service that provides impartial careers information, advice, and guidance to people in education, training, employment and to the unemployed. This is delivered through a network of Careers Advisers who are based in JobCentres, Jobs and Benefit Offices and Careers Offices throughout the Province.

Careers Advisers will agree and review a Partnership Agreement (PA) with all *ApprenticeshipsNI* Suppliers. The PA agreement sets out the Careers Service contribution to the careers programme which will contain details of the referral arrangements between the Supplier and the Careers Service.

Within *ApprenticeshipsNI*, the role of the Careers Service will be to provide:

- pre-entry guidance within education;
- a Careers Guidance Interview to participants who have not received Careers guidance intervention prior to registration on *ApprenticeshipsNI*; and
- Careers Information, Advice, and Guidance that is appropriate to each participant's career guidance needs throughout their training period via self-referral, Supplier referral, or as identified by the Careers Adviser.

ANNEXES

Dental Nursing		421
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Fashion and Textiles	116	422
Floristry	14	331
Glass Industry / Glass Industry Occupations	17	335
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Health and Social Care	19	338
Live Events	107	
Music Business	108	442
Jewellery, Silversmithing and Allied Trades	109	443
Nail Services	48	382
Pharmacy Services	50	387
Polymer Processing and Signmaking / Polymer Processing	28	348
Printing Industry / Print Production	29	349
Rail Services	88	-
Set Crafts	-	425
Sign making	-	376
Sound Recording, Engineering and Studio Facilities	111	445
Spa Therapy	-	426
Technical Theatre: Lighting;Sound & Stage	110	444
Group Four		
Animal Care	6	307
Catering and Professional Chefs	90	428
Environmental Conservation	13	330
Equine Industry	20	339
Game and Wildlife Management	89	427
IT and Telecoms Professional	91	429
Laboratory and Science Technicians	56	392
Security Systems	32	354
Trees and Timber	93	430
Vehicle Parts	92	363
Nursing Assistants in a Veterinary Environment / Veterinary Nursing	115	373
Group Five		
Agriculture	4	304
Bus and Coach Engineering and Maintenance	99	432
Construction	8	310
Electrical and Electronic Servicing	94	431
Fencing	95	457
Furniture Production	16	333
Landbased Service Engineering	3	303
Vehicle Body and Paint	96	362
Vehicle Fitting	97	382
Vehicle Maintenance and Repair	98	346
Group Six		
Building Management Systems	-	433
Gas Utilisation, Installation and Maintenance	-	379
Electrical Power Engineering	11	325
Electrotechnical	-	342
Engineering	12	327
Extractives and Mineral Processing	57	394

Fariery	-	434
Heating, Ventilation, Air Conditioning & Refrigeration	24	312
MES Plumbing	25	316
Rail Transport Engineering	100	381
Water Utility Operations	54	390
Wind Turbine Operations and Maintenance	-	435

**ECONOMICALLY IMPORTANT SECTORS
FRAMEWORKS FUNDING GROUPS
25+ Age Band (Adults)**

Group One	Framework Number available	
	Level 2	Level 3
Providing Financial Services	21	343
Group Two		
Food and Drink	59	395
Group Three		
Creative and Digital Media		419
Pharmacy Services	50	387
Polymer Processing and Signmaking / Polymer Processing	28	348
Group Four		
IT and Telecoms Professional	91	429
Laboratory and Science Technicians	56	392
Group Six		
Electrical Power Engineering	11	325
Engineering	12	327

PROFESSIONAL AND TECHNICAL GROUPS

<p>Finance</p> <p>Accounting Book Keeping Payroll Providing Financial Services Providing Mortgage Advice</p>	<p>Motor and Plant</p> <p>Bus & Coach Engineering and Maintenance Land Based Service Engineering Vehicle Body and Paint Vehicle Fitting Vehicle Maintenance and Repair Vehicle Parts Vehicle Sales Rail Transport Engineering</p>
<p>Administration & Management</p> <p>Advice and Guidance Support Business and Administration Marketing Team Leading Management</p>	<p>Retail and Customer Care</p> <p>Contact Centre Operations Customer Service Retail Sales and Telesales Travel Services</p>
<p>Transport & Distribution</p> <p>Aviation Operations on the Ground Driving Goods Vehicles Logistics Operations PCV Driving Bus and Coach Supply Chain Management Rail Services Warehousing and Storage Traffic Office</p>	<p>Leisure and Sport</p> <p>Active Leisure Learning and Well-being</p>
<p>Manufacturing and Processing</p> <p>Extractives and Mineral Processing Food and Drink Furniture Production Polymer Processing and Signmaking Polymer Processing Printing Industry Print Production Signmaking</p>	<p>Agriculture and Land</p> <p>Agriculture Amenity Horticulture Environmental Conservation Equine Industry Game and Wildlife Management Surveying Trees and Timber</p>

Health, Social Care, Children and Young People

Children's Care Learning and Development
 Health and Social Care
 Youth Work

Hospitality

Catering and Professional Chefs
 Hospitality

IT & ICT Services

Creative and Digital Media
 IT and Telecoms Professional
 IT User

Creative

Fashion and Textiles
 Floristry
 Set Crafts

Construction

Construction
 Construction Crafts
 Glass Industry
 Glass Industry Occupations
 Fencing

Hair & Beauty

Barbering
 Beauty Therapy
 Hairdressing
 Nail Services
 Spa Therapy

Building Services Engineering

Building Management Systems
 Gas Utilisation, Installation and Maintenance

Electrical and Electronic Servicing

Electrotechnical

Heating, Ventilation, Air Conditioning and Refrigeration

Plumbing

Plumbing and Heating

Security Systems

Engineering

Engineering
 Farriery

Utility and Utility Services

Electrical Power Engineering

Water Utility Operations

Wind Turbine Operations and Maintenance

Science and Medical Services

Animal Care
 Dental Nursing
 Laboratory and Science Technicians
 Pharmacy Services
 Veterinary Nursing

Services

Cabin Crew
 Cleaning Support Services
 Facilities Management

Housing
 Property Services

Priority Skills Frameworks

16 -24 Age Band Only (Young People)

Group One	Framework Number available	
	Level 2	Level 3
Accounting	1	301
Bookkeeping	63	400
Hospitality	70	406
Payroll	77	408
Providing Financial Services	21	343
Providing Mortgage Advice	-	409
Group Two		
Food and Drink	59	395
IT User	49	341
Group Three		
Creative and Digital Media	xx	419
Pharmacy Services	50	387
Polymer Processing and Signmaking / Polymer Processing	28	348
Group Four		
Catering and Professional Chefs	90	428
IT and Telecoms Professional	91	429
Laboratory and Science Technicians	56	392
Group Five		
Construction	8	310
Electrical and Electronic Servicing	94	431
Group Six		
Building Management Systems	-	433
Gas Utilisation, Installation and Maintenance	-	379
Electrical Power Engineering	11	325
Electrotechnical	-	342
Engineering	12	327
Extractives and Mineral Processing	57	394
Heating, Ventilation, Air Conditioning & Refrigeration	24	312
MES Plumbing	25	316
Rail Transport Engineering	100	381
Water Utility Operations	54	390
Wind Turbine Operations and Maintenance	-	435

ApprenticeshipsNI funding tables

LEVEL 2 ONLY APPRENTICESHIP FUNDING CATEGORIES							
Apprentices (Young Person)							
Funding	1	2	3	4	5	6	Disability Supplement Note 5
	£	£	£	£	£	£	£
Start Payment Note 1	300	300	300	300	300	300	560
Milestone Payments Note 2							
<i>Milestone One</i> Achievement of 20% - 25 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Two</i> Achievement of 40% - 45 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Three</i> Achievement of 60% - 65 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Four</i> Achievement of 80% -85% Apprenticeship Framework Units	350	400	450	650	700	750	200
Output Related Funding Note 3							
Achievement of Essential Skills	300	300	300	300	300	300	0
Achievement of level 2 competence qualification	300	350	400	500	550	600	200
Achievement of Full Apprenticeship Framework	300	350	400	750	800	850	0
Overall Funding available to Supplier	2,600	2,900	3,200	4,450	4,750	5,050	1,560
Employer Incentive – Note 4	500	500	500	750	750	750	0
Overall Available Funding	3,100	3,400	3,700	5,200	5,500	5,800	1,560

1. A start payment will be paid on approval of the PTP by the Department which must be claimed within **12 weeks** of the start date.
2. Milestone payments will be paid on completion of milestones/units of the agreed framework. To calculate the percentage of achievement, the completion of whole units or parts of units within the framework should be considered.
3. Output Related Funding will be payable on achievement of:
 - Essential Skills;
NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the level 2 apprenticeship framework in question. ORF is limited to one payment of £100 per participant in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the apprenticeship framework being undertaken.
 - the competence based level 2 qualification; and
 - full apprenticeship framework, i.e. including the knowledge based qualification when required.
4. On completion of the full apprenticeship framework, the full framework funding will include an employer incentive which **must be paid to the employer immediately**. The level of funding is determined by the apprenticeship framework funding band.
5. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

LEVEL 3 (PROGRESSION ROUTE) APPRENTICESHIP FUNDING CATEGORIES							
Apprentices (Young Person)							
Funding	1	2	3	4	5	6	Disability Supplement Note 5
	£	£	£	£	£	£	£
Start Payment Note 1	200	200	200	200	200	200	560
Milestone Payments Note 2							
<i>Milestone One</i> Achievement of 20% - 25 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Two</i> Achievement of 40% - 45 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Three</i> Achievement of 60% - 65 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Four</i> Achievement of 80% -85% Apprenticeship Framework Units	350	400	450	650	700	750	200
Output Related Funding Note 3							
Achievement of Essential Skills	300	300	300	300	300	300	0
Achievement of Level 3 competence qualification	700	750	800	900	950	1,000	200
Achievement of full Level 3 Apprenticeship Framework	900	1,050	1,200	1,700	1,850	2,000	0
Overall Funding Available to Supplier	3,500	3,900	4,300	5,700	6,100	6,500	1,560
Employer Incentive Note 4	500	500	500	750	750	750	0
Overall Available Funding	4,000	4,400	4,800	6,450	6,850	7,250	1,560

1. A start payment will be paid on approval of the PTP by the Department which must be claimed within **12 weeks** of the start date.
2. Milestone payments will be paid on completion of milestones/units of the agreed framework. To calculate the percentage of achievement, the completion of whole units or parts of units within the framework should be considered.
3. Output Related Funding will be payable on achievement of:
 - Essential Skills;
NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the level 3 apprenticeship framework in question. ORF is limited to one payment of £100 per trainee in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the apprenticeship framework being undertaken.
 - achievement of the competence based level 3 qualification; and
 - achievement of full apprenticeship framework, including the knowledge based qualification when required.
4. On completion of the full apprenticeship framework, the full framework funding will include an employer incentive which **must be paid to the employer immediately**. The level of funding is determined by the apprenticeship framework funding band.
5. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

LEVEL 3 (LEVEL 2 EN ROUTE) APPRENTICESHIP FUNDING CATEGORIES Apprentices (Young Person)							
Funding	1	2	3	4	5	6	Disability Supplement Note 6
	£	£	£	£	£	£	£
Start Payment Note 1	300	300	300	300	300	300	560
Milestone Payments Note 2							
<i>Milestone One</i> Achievement of 20% - 25 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Two</i> Achievement of 40% - 45 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Three</i> Achievement of 60% - 65 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Four</i> Achievement of 80% - 85% Apprenticeship Framework Units	350	400	450	650	700	750	200
Output Related Funding Note 3							
Achievement of Level 2 competence qualification	600	650	700	900	950	1,000	200
Retention / Start Payment Note 4	200	200	200	200	200	200	560
Milestone Payments Note 2							
<i>Milestone Five</i> Achievement of 20% - 25 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Six</i> Achievement of 40% - 45 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Seven</i> Achievement of 60% - 65 % of Apprenticeship Framework Units	350	400	450	650	700	750	200
<i>Milestone Eight</i> Achievement of 80% -85% Apprenticeship Framework Units	350	400	450	650	700	750	200
Output Related Funding Note 3							
Achievement of Essential Skills	300	300	300	300	300	300	0
Achievement of Level 3 competence qualification	700	750	800	900	950	1,000	200
Achievement of full Level 3 Apprenticeship Framework	900	1,050	1,200	1,700	1,850	2,000	0
Overall Funding Available to Supplier	5,800	6,450	7,100	9,500	10,150	10,800	3,120
Employer Incentive Note 5	1,000	1,000	1,000	1,500	1,500	1,500	0
Overall Available Funding	6,800	7,450	8,100	11,000	11,650	12,300	3,120

1. A start payment will be paid on approval of the PTP by the Department which must be claimed within **12 weeks** of the start date.
2. Milestone payments will be paid on completion of milestones/units of the agreed framework. To calculate the percentage of achievement, the completion of whole units or parts of units within the framework should be considered.
3. Output Related Funding will be payable on achievement of
 - Essential Skills;
NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the level 3 apprenticeship framework in question. ORF is limited to one payment of £100 per trainee in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the apprenticeship framework being undertaken.
 - Achievement of the competence based level 2 and level 3 qualification;
 - Achievement of full apprenticeship framework, including the knowledge based qualification when required.
4. Retention / start payment – payment will be made to a Supplier when a participant progresses to a level 3 from a level 2 apprenticeship under *ApprenticeshipsNI*. The retention payment will be made on the approval of the competence based level 2 qualification, subject to the individual continuing on the programme.
5. On completion of the full apprenticeship framework, the full framework funding will include an employer incentive which **must be paid to the employer immediately**. The level of funding is determined by the apprenticeship framework funding band.
6. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

ApprenticeshipsNI

LEVEL 2 ONLY APPRENTICESHIP FUNDING CATEGORIES							
Apprentices (Adult)							
Funding	1	2	3	4	5	6	Disability Supplement Note 5
	£	£	£	£	£	£	£
Start Payment Note 1	150	150	150	150	150	150	280
Milestone Payments Note 2							
Achievement of 20% - 25 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 40% - 45 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 60% - 65 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 80%-85% of Apprenticeship Framework Units	175	200	225	325	350	375	100
Output Related Funding Note 3							
Achievement of Essential Skills	150	150	150	150	150	150	0
Achievement of NVQ level 2	150	175	200	250	275	300	100
Achievement of Full Apprenticeship Framework	150	175	200	375	400	425	0
Overall Funding available to Supplier	1,300	1,450	1,600	2,225	2,375	2,525	780
Employer Incentive – Note 4	250	250	250	375	375	375	0
Overall Available Funding	1550	1,700	1,850	2,600	2,750	2,900	780

1. A Start Payment will be paid on approval of the PTP by the Department which must be claimed within **13 weeks** of the start date.
2. Milestone payments will be paid on completion of milestones/units of agreed Framework. To calculate percentage achievement, the completion of whole units or parts of units within the Framework should be considered.
3. Output Related Funding will be payable on achievement of
 - Essential Skills;
NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the Level 2 Apprenticeship Framework in question. ORF is limited to one payment of £50 per apprentice in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the Apprenticeship Framework being undertaken.
 - NVQ Level 2;
 - Full Apprenticeship Framework, i.e. including the Technical Certificate when required.
4. On completion of the full Apprenticeship Framework, an Employer Incentive will be paid to the Supplier which **must be forwarded to the employer immediately**. The level of funding is determined by the Apprenticeship Framework Funding Band.
5. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

LEVEL 3 (PROGRESSION ROUTE) APPRENTICESHIP FUNDING CATEGORIES							
Apprentices (Adult)							
Funding	1	2	3	4	5	6	Disability Supplement Note 5
	£	£	£	£	£	£	£
Start Payment Note 1	100	100	100	100	100	100	280
Milestone Payments Note 2							
Achievement of 20% - 25 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 40% - 45 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 60% - 65 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 80% -85% Apprenticeship Framework Units	175	200	225	325	350	375	100
Output Related Funding Note 3							
Achievement of Essential Skills	150	150	150	150	150	150	0
Achievement of NVQ Level 3	350	375	400	450	475	500	100
Achievement of full Level 3 Apprenticeship Framework	450	525	600	850	925	1,000	0
Overall Funding Available to Supplier	1,750	1,950	2,150	2,850	3,050	3,250	780
Employer Incentive Note 4	250	250	250	375	375	375	0
Overall Available Funding	2,000	2,200	2,400	3,225	3,425	3,625	780

1. A Start Payment will be paid on approval of the PTP by the Department which must be claimed within **13 weeks** of the start date.
2. Milestone payments will be paid on completion of milestones/units of agreed Framework. To calculate percentage achievement, the completion of whole units or parts of units within the Framework should be considered.
3. Output Related Funding will be payable on achievement of
 - Essential Skills;
NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the Level 3 Apprenticeship Framework in question. ORF is limited to one payment of £50 per trainee in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the Apprenticeship Framework being undertaken.
 - Achievement of NVQ Level 2 and Level 3;
 - Achievement of Full Apprenticeship Framework, including the Technical Certificate when required.
4. On completion of the full apprenticeship Framework, an Employer Incentive will be paid to the Supplier which must be forwarded to the employer immediately. The level of funding is determined by the Apprenticeship Framework Funding Band.
5. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

LEVEL 3 (LEVEL 2 EN ROUTE) APPRENTICESHIP FUNDING CATEGORIES							
Apprentices (Adult)							
Funding	1	2	3	4	5	6	Disability Supplement Note 6
	£	£	£	£	£	£	£
Start Payment Note 1	150	150	150	150	150	150	280
Milestone Payments Note 2							
Achievement of 20% - 25 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 40% - 45 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 60% - 65 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 80% - 85% Apprenticeship Framework Units	175	200	225	325	350	375	100
Output Related Funding Note 3							
Achievement of NVQ Level 2	300	325	350	450	475	500	100
Retention / Start Payment Note 4	100	100	100	100	100	100	280
Milestone Payments Note 2							
Achievement of 20% - 25 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 40% - 45 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 60% - 65 % of Apprenticeship Framework Units	175	200	225	325	350	375	100
Achievement of 80% -85% Apprenticeship Framework Units	175	200	225	325	350	375	100
Output Related Funding Note 3							
Achievement of Essential Skills	150	150	150	150	150	150	0
Achievement of NVQ Level 3	350	375	400	450	475	500	100
Achievement of full Level 3 Apprenticeship Framework	450	525	600	850	925	1000	0
Overall Funding Available to Supplier	2,900	3,225	3,550	4,750	5,075	5,400	1,560
Employer Incentive Note 5	500	500	500	750	750	750	0
Overall Available Funding	3,400	3,725	4050	5,500	5,825	6,150	1,560

- A Start Payment will be paid on approval of the PTP by the Department which must be claimed within **13 weeks** of the start date.
- Milestone payments will be paid on completion of milestones/units of agreed Framework. To calculate percentage achievement, the completion of whole units or parts of units within the Framework should be considered.
- Output Related Funding will be payable on achievement of
 - Essential Skills;

NB Essential Skills should be delivered in line with best practice guidelines and payments will be made on achievement of Essential Skills at appropriate level within the Level 3 Apprenticeship Framework in question. ORF is limited to one payment of £50 per trainee in respect of **each** Essential Skill of Communication, Application of Number and ICT as required by the Apprenticeship Framework being undertaken.
 - Achievement of NVQ Level 2 and Level 3;
 - Achievement of Full Apprenticeship Framework, including the Technical Certificate when required.
- Retention/Start Payment** – payment will be made to a Supplier when:
 - an apprentice progresses to a Level 3 from a Level 2 Apprenticeship under *ApprenticeshipsNI*;
 - an apprentice, who already holds a relevant Level 2 qualification, joins *ApprenticeshipsNI* to complete a Level 3 Apprenticeship Framework.

The Retention Payment will be made on the approval of the NVQ Level 2, subject to the individual continuing on the programme.

5. On completion of the full Apprenticeship Framework, an Employer Incentive will be paid to the Supplier which **must be forwarded to the employer immediately**. The level of funding is determined by the Apprenticeship Framework Funding Band.
6. A supplement may be payable in respect of people with a disability to help a Supplier provide significant additional input of resources in terms of training time, equipment or support in order for the young people to benefit fully from the training.

Annex 5

DELIVERY AGREEMENT

1. Employer Details

Company Name (Print) _____
 Nature of Business _____
 Address: _____

 Postcode _____
 Telephone Number _____
 Name of Contact (print) _____
 Position _____
 Contact for Learner _____
 Position _____
 Duration of Placement _____
 Start date of Apprenticeship _____
 Expected completion date _____
 Framework _____

2. ApprenticeshipsNI Participant's Details

Name (Print) _____
 Address _____

 Postcode _____
 Date of Birth _____
 National Insurance Number _____
 Contact Number _____

3. Supplier's Details

Supplier _____
 Address _____
 Postcode _____
 Telephone Number _____
 Contact Name (print) _____

4. Employer Responsibilities

- 4.1 To employ the *ApprenticeshipsNI* participant for the duration of the apprenticeship on the terms and conditions set out in a separate Contract of Employment
- 4.2 To provide the experience, facilities, and training necessary to achieve the training objective as discussed and agreed with the *ApprenticeshipsNI* participant and specified in the Personal Training Plan.
- 4.3 To pay the *ApprenticeshipsNI* participant the appropriate rate for the job, in line with National Minimum Wage Regulations and provide permanent remunerative employment (a minimum of 21 contracted hours per week with one employer, which includes day release/off-the-job training directed training must be paid as part of the participant's contracted hours) for the participant, from day one.
- 4.4 To comply with all relevant legal and contractual responsibilities in respect of health and safety, and to take steps to ensure equality of opportunity, regardless of community background, gender, marital status, disability, race, political opinion, sexual orientation, age, or dependents.

5. ApprenticeshipsNI Participant Responsibilities

- 5.1 To comply with the terms and conditions of the apprenticeship, including any conditions of employment laid down by the employer as referred to in paragraph (4.1) above.
- 5.2 To discuss and agree the Personal Training Plan with the Employer and Supplier and, on a regular basis, jointly review progress towards the achievement of objectives.
- 5.3 To be diligent and punctual in work and training; and to strive consistently and conscientiously towards achieving each of the objectives set out in the Personal Training Plan.
- 5.4 To behave at all times in a responsible manner and in accordance with health and safety requirements; and to promote the best interests of the employer.
- 5.5 To demonstrate commitment to the principles of identifying and recording achievement throughout the *ApprenticeshipsNI* training.

6. Supplier's Responsibilities

- 6.1 To monitor the training of the *ApprenticeshipsNI* participant and confirm that the Supplier's quality assurance requirements, including health and safety obligation, are being met.
- 6.2 To use reasonable endeavours to arrange suitable alternative employment for the remainder of the apprenticeship, in the event that the *ApprenticeshipsNI* participant's contract with the employer is terminated due to redundancy.
- 6.3 To make any agreed payments to the employer for the duration of the apprenticeship, in accordance with the funding arrangements set out in the contract between the Supplier and the Department.

6.4 To assist the *ApprenticeshipsNI* participant to identify and record their achievement throughout the apprenticeship period.

We, the undersigned, have read this Agreement and accept the terms contained within it. It is understood that the Agreement does not constitute the basis of a contract of employment between any of the participating persons or organisations. A copy of this Agreement will be held by each of the undersigned

Signed _____ Name (Print) _____ Date _____
(Employer)

Signed _____ Name (Print) _____ Date _____
(Participant)

Signed _____ Name (Print) _____ Date _____
(Supplier Authorised Signatory)



Annex 6

Northern Ireland European Social Fund Programme 2014 - 2020

Participant Enrolment Form (Priority 2 Employed)

ApprenticeshipsNI

1. GENERAL DETAILS

Name: _____

Address: _____

Post Code: _____ Tel. No: _____

Date of Birth Your age today

Are you: Male Female

2. PERSONAL DETAILS

Annex 23 of Commission Regulation (EC) No 1828/2006 requires specific information to be collected on each individual that participates in the Northern Ireland ESF Programme. Some of the required information is included in this section.

Which one of the following groups do you consider you belong to?

White Black African Bangladeshi

Chinese Black Caribbean Pakistani

Indian Black Other Irish Traveller

Mixed Ethnic Group Other Ethnic Group

The above information will also be used to report to the European Commission on the number of participants from minority groups participating in the programme. For the purposes of the NI ESF Programme a 'minority group' is defined as belonging to any of the above Groupings with the exception of the White grouping (Section 75 of the Northern Ireland Act 1998 – Department for the Economy Equality scheme).

Do you belong to any of the following groups?

Lone parent Migrant Other disadvantaged

Lone Parents: Any lone parent with dependant children (children aged under 16 and those aged 16-18 who have never married and are in full-time education).

Migrants: A migrant is someone from outside the UK and Ireland who is resident here for a period of at least 12 months (one year).

Other disadvantaged: This can include, for example drug and alcohol misusers or ex-prisoners.

Do you have a disability or health condition?

Yes No

Disability or health condition refers to participants who have a current disability covered by the 1995 Disability Discrimination Act, defined as a disabled person as someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

National Insurance Number:

Qualifications

What is the highest qualification (or equivalent) that you held on joining the Training for Success or ApprenticeshipsNI programme?

Below NVQ Level 1 NVQ Level 1 NVQ Level 2
NVQ Level 3 NVQ Level 4 No qualifications

Other - please detail

Please tick one of the boxes to show the highest level qualification you have. The qualification you have received may be equivalent to a specific NVQ level. Use the table at the end of this Enrolment form to find out the level of your qualification.

3. PARTICIPANT DECLARATION

I declare that the details given on this form are true to the best of my knowledge.

Signed _____ Date _____

Equality Monitoring

The following data is also captured in respect of the Department for Employment & Learning equality monitoring policy. Completion of information is voluntary - Personal details will be treated in strict confidence and the information provided will **NOT** be used for any purpose other than the monitoring described above.

What is your Marital Status?

Divorced Living with Partner Married
Separated Single Widowed
Not Stated

Number of dependants?

If so, please list below.

Name	Date of Birth	Age	Sex
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

What is your religious affiliation?

Roman Catholic Protestant
Other Unknown/Refused

My sexual orientation is towards someone:

Of the same sex Of the opposite sex Of the same sex and of the opposite sex

GUIDANCE NOTE

The information collected in this enrolment form is required to enable the Department for the Economy to satisfy the Statutory requirements of Commission Regulation (EC) No. 1828/2006.

The Department collects information from its customers in order to facilitate the delivery of its services. The information we collect about you will depend on the nature of your business with us and may be used for any of the Department's legitimate purposes.

Information held by us may be used to check information provided by you, or information about you that has been provided by a third party. **We may get information about you from certain third parties, or give information to them in order:**

- to check the accuracy of information;
- to prevent or detect crime or to protect public funds in other ways;
- to protect public funds;
- for research and statistical purposes; or
- for other reasons permitted by law.

These third parties may include other government departments and agencies, authorities administering social security, employers, educational bodies, academic bodies, research providers, health service providers, law enforcement agencies, training providers, job brokers, partners or agents authorised by the Department to undertake any function on its behalf.

CONFIDENTIALITY STATEMENT

We will not disclose information about you to anyone outside the Department unless the law permits disclosure or unless we have your consent to do so.

The Department is the Data Controller for the purposes of the Data Protection Act 1998. As such the Department is responsible for ensuring security and accuracy of the personal data we hold. If you want to know more about what information we have about you, or the way we use such information, please contact us.

COMPLETION INSTRUCTIONS

1. GENERAL DETAILS

Please include the following details.

- Your name, address, postcode and telephone number.
- Your date of birth and age.
- Your gender

2. PERSONAL DETAILS

Annex 23 of Commission Regulation (EC) No 1828/2006 requires specific information to be collected on each individual that participates in the Northern Ireland ESF Programme. Some of the required information is included in this section.

Which one of the following groups do you consider you belong to?

Please tick the box the relevant box to indicate which groups you feel you belong to.

- White
- Black African
- Black Caribbean
- Black Other
- Bangladeshi
- Chinese
- Pakistani
- Indian
- Irish Traveller
- Mixed Ethnic Group
- Other Ethnic Group

(Section 75 of the Northern Ireland Act 1998 – Department for the Economy scheme)

Do you belong to any of the following groups?

Please tick relevant box if you feel you belong to any of the following groupings;

Lone Parents: Any lone parent with dependant children (children aged under 16 and those aged 16-18 who have never married and are in full-time education).

Migrants: A migrant is someone from outside the UK and Ireland who is resident here for a period of at least 12 months (one year).

Other disadvantaged: This can include, for example drug and alcohol misusers or ex-prisoners.

Do you have a disability and health condition?

Please tick relevant box to indicate if you have a disability or health condition.

Disability and health condition refers to participants who have a current disability covered by the 1995 Disability Discrimination Act, i.e. someone who has a physical or mental impairment that has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.

National Insurance Number

Please insert your National Insurance Number.

Qualifications

What is the highest qualification (or equivalent) that you hold?

Please tick one of the boxes to show the highest level qualification you have. The qualification you have received may be equivalent to a specific NVQ level. Use the table at the end of this Guidance Note to find out the level of your qualification.

ACADEMIC/VOCATIONAL QUALIFICATION LEVELS

Level	NQF Level	Academic NVQ qualification name	Vocational qualification name
Non-NVQ Level 0	Entry Level	RSA Word Power RSA Number Power CLAIT	
Level 1	NQF Level 1	GCSE/SCE/O-level grades below C (or fewer than 5 at grades A-C) CSE grades below 1 1 AS level	BTEC/SCOTBTEC/SQA - First Certificate BEC/SCOTBEC – General Certificate/Diploma City & Guilds – Operative Awards CPVE - Year 1 (Technician) LCCI/RSA/PEI – Elementary/First Level RSA – Vocational Certificate Foundation GNVQ/GSVQ NVQ/SVQ Level 1

Level 2	NQF Level 2	5 or more GCSE/SCE/O-level grades at A-C CSE grade 1 1 A level pass 2 or 3 AS levels	BTEC/SCOTVEC/SQA – First diploma BEC/SCOTBEC/BTEC/SCOTVEC/SQA General Certificate/Diploma <i>with Credit</i> City & Guilds – Higher Operative/craft LCCI – Certificate/ Second level PEI - Stage 2 Pitmans – Intermediate Level 2 Diploma Certificate RSA – Diploma Intermediate GNVQ/GSVQ NVQ/SVQ Level 2 ECDL
Level 3	NQF Level 3	2 or more A level passes 4 or more AS Levels	BEC/SCOTBEC BTEC/ SCOTVEC/SQA - National OND/O TEC/SCOTEC – Certificate/Diploma City & Guilds – Advanced Craft LCCI - Third Level Diploma Pitmans – Level 3 Advanced Higher Certificate RSA - Stage 3 Advanced Diploma Advanced GNVQ/GSVQ Access to Higher Education Courses Advanced awards in ESOL and foreign languages NVQ/SVQ Level 3
Level 4	NQF Level 4	Teaching qualifications (including PGCE) First degree	BEC/SCOTBEC/ BTEC/ SCOTVEC/SQA – HND/HNC TEC/SCOTEC – Higher Certificate/Diploma LCCI – Advanced level RSA - Advanced Certificate/Higher Diploma Diploma in Higher Education Nursing (SRN) Certificate in Higher Education NVQ/SVQ Level 4

ApprenticeshipsNI - Performance Indicators

ApprenticeshipsNI – Performance Indicators

2016/17

Level 2 Apprenticeships

- To ensure that as a minimum **60%** of those participants who commence a Level 2 Apprenticeship during the training period 1st April 2016 – 31st March 2017 will achieve a Full Framework by 31st March 2019.

Level 3 Apprenticeships

Level 3 via Level 2

- To ensure that as a minimum **65%** of those participants who commence a Level 3 Apprenticeship during the training period 1st April 2016 - 31st March 2017 will achieve a NVQ Level 2 by 31st March 2019, thereby demonstrating that significant progress is being made towards the attainment of the Full Apprenticeship Training Framework. A minimum Full Framework achievement of **62%** by 31st March 2021 is anticipated.

Level 3 - Progression Route

- To ensure that as a minimum **62%** of those participants who commence a Level 3 Apprenticeship (and have already satisfied the Level 2 requirement prior to entry) during the training period 1st April 2016 - 31st March 2017 will achieve a Full Framework by 31st March 2020.

Disability Support Suppliers

NAME	CONTACT	ADDRESS	TELEPHONE
Disability Action	Eamonn Donaghy	Portside Business Park 189 Airport Road Belfast BT3 9ED	Tel: (028) 9029 7880 Fax: (028) 9029 7881 eamonndonaghy@disabilityaction.org 028 9029 7874
Sensory Learning Support	James Somerville	85 Jordanstown Road Newtownabbey BT37 0QE	(028) 9086 3541 Mob: 07837516686 mail@slsservice.org.uk
The Cedar Foundation	Mr Kieran Molloy	1a Woodside Road Industrial Estate Woodside Road Ballymena BT42 4QJ	(028) 2565 9111 K.Molloy@cedar-foundation.org
Ulster Supported Employment Ltd. (USEL)	Mr Arthur Savage	182-188 Cambrai Street Belfast BT13 3JH	Tel: 028 9035 6600 Fax: 028 9035 6611 Mob: 07739348817 asavage@usel.co.uk

TIMETABLE FOR APPRENTICESHIPSNI 2016/17

CLAIM PERIOD	WEEK COMMENCING	WEEK ENDING	TO BE IN SUPPLIER SERVICES BY
1	07/03/2016	03/04/2016	15/04/2016
2	04/04/2016	01/05/2016	13/05/2016
3	02/05/2016	29/05/2016	10/06/2016
4	30/05/2016	26/06/2016	08/07/2016
5	27/06/2016	24/07/2016	05/08/2016
6	25/07/2016	21/08/2016	02/09/2016
7	22/08/2016	18/09/2016	30/09/2016
8	19/09/2016	16/10/2016	28/10/2016
9	17/10/2016	13/11/2016	25/11/2016
10	14/11/2016	11/12/2016	23/12/2016
11	12/12/2016	08/01/2017	20/01/2017
12	09/01/2017	05/02/2017	17/02/2017
13	06/02/2017	05/03/2017	17/03/2017

DISABILITY / SPECIAL NEEDS CODES

Code	Disability Category
21	VISUAL ('L')
22	PHYSICAL / MOBILITY ('M')
23	HEARING ('N')
24	LEARNING ('P')
25	MENTAL HEALTH ('Q')
26	HIDDEN / OTHERS (E.G. SPEECH / HEART) ('R')

Code	Special Needs Categories
1	LITERACY PROBLEMS
2	NUMERACY PROBLEMS
3	LITERACY AND NUMERACY PROBLEMS
4	LINGUISTIC PROBLEMS
5	BEHAVIOURAL PROBLEMS
6	SERIOUS BEHAVIOURAL PROBLEMS
7	LACKING MOTIVATION
8	IN CARE BACKGROUND
20	DYSLEXIA
0	Other

PERSONAL TRAINING PLAN

PARTICIPANT DETAILS

Name	<input type="text"/>	Address	<input type="text"/>
Client Reference No	<input type="text"/>		<input type="text"/>
DOB	<input type="text"/>	Postcode	<input type="text"/>
Gender	<input type="text"/>	Home Tel No	<input type="text"/>
NI Number	<input type="text"/>	Mobile Tel No	<input type="text"/>
Disability	Yes No	Contact Tel No	<input type="text"/>
Parent/Guardian	<input type="text"/>	E-mail Address	<input type="text"/>

FRAMEWORK DETAILS

FRAMEWORK Name	<input type="text"/>	FRAMEWORK Duration	<input type="text"/>
Start Date	<input type="text"/>	Expected End Date	<input type="text"/>
Hours of Attendance	<input type="text"/>		<input type="text"/>

PARTICIPANT BACKGROUND

Qualifications & Achievements

Qualifications/Awards	Awarding Organisation	Level/Grade	Date	Copy Received (yes/no)

Previous Work Experience/Employment

Employer	To	From	Duties

Hobbies and Interests

Career/Employment Objectives

RESULTS OF INITIAL AND DIAGNOSTIC ASSESSMENTS

Essential Skills

Literacy	Reading	Writing	Speak/Listen

Competency Level/Development Considerations

Numeracy	Number	Handling Data	MSS

Competency Level/Development Considerations

ICT	Keyboard Skills	Programs/Applications	Hardware

Competency Level/Development Considerations

Occupational Skills

Skill	No Development	Limited Development	Developed	Well Developed
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4
	1	2	3	4

Learning Needs/Identified Barriers To Employment from the Baseline Interview

Comment (Summative evaluation of personal profile including preferred learning style/s and additional learning Needs)

TRAINING ARRANGEMENTS

Target Qualification

Qualification Unit Title:	RRQ:	Tutor/Location	Target Date
Milestone Targets		Delivery Method	
1 (25%-30%)			
2 (50%-55%)			
3 (75%-80%)			
4 (Full Achievement)			

Essential Skills

	RRQ	Target Level	Tutor/Location	Target Date
Literacy				
Numeracy				
ICT				

Other Enhancements/Qualifications/Courses

Qualification Unit Title	RRQ	Tutor	Location	Target Date

Other Support Arrangements (including Disability Support)

Descriptor	Responsible	Desired Outcome

Review and Monitoring (Complete new sheet for each Review)

	Date	Review	Date	Targets
Targeted Qualification				
Essential Skills				
Occupational Skills				
Other				
Action required				

Participant, Employer and Training Supplier MUST sign below

Participant		Date	
Employer		Date	
Training Supplier Representative		Date	

Learning Pathway Amendments

Date	Issue/s	Action/Intervention	Outcome/s

Progression/Career Development

Guidance and advice on progression routes and careers has been given	Yes	No
--	-----	----

List Skills/Experience gained from Work Based Learning to date
Qualifications achieved from PTP (final review)
Access the self-assessment exercise appropriate to you FE http://www.bbc.co.uk/radio1/onelife/work/index.shtml Select What job, What are you like and Careers Quiz. HE https://www.careersserviceni.com

Select Where do I start, Not sure what you want to do, then Career Development Tools

What are the next steps for you?

Learner		Date	
Tutor		Date	

INDUCTION

Please list indicators that are appropriate (insert organisation name and occupational area)

I have been advised that my Training Supplier is in full compliance with Section 75 of the Northern Ireland Act 1998 and 2004 SENDO legislation

I have received a general induction to the Supplier's premises, including emergency exits, fire drill, assembly points, and domestic facilities

I have received a formal induction about my training, including terms and conditions (including sickness, hours of attendance, holidays, and travel conditions and allowances)

I have attended formal induction and assessment for the outcomes detailed in my Personal Training Plan

I have attended formal induction and assessment for Essential/Key Skills

I have read and agree with the statements regarding what is expected of me

I have started to complete a Progress File

I have been informed about issues relating to Health & Safety

I have received information on learner support services

I have received information on the Supplier's complaints and formal appeals procedure.

I am aware of my key contact person

I have received information on progression routes and career opportunities.

When learner enters work placement, further induction is to be completed.

Learner Sign/Date		Organisation Sign/Date	
----------------------	--	---------------------------	--

BANK DETAILS AND AUTHORISED SIGNATORIES

Please use CAPITAL letters

Supplier Details:

Name of Supplier: _____

Address: _____

Postcode: _____

Start date of provision: _____

Details of Bank Account *(to which payments are to be made):*

Name of Bank: _____

Address: _____

Postcode: _____

Account No:

--	--	--	--	--	--	--	--

Account Name: _____

Bank Sort Code:

--	--	--	--	--	--

Authorised signatories:

I _____ *(name CAPITAL letters)* authorize the following to sign *ApprenticeshipsNI* forms on my behalf. Their signatures are binding on this supplier.

Name	Position	Specimen signature

Signed: _____

Position: _____

Date: _____

Declaration by Supplier: I declare that the information given is correct and any changes will be notified.

Signed: _____

Position: _____

Date: _____

Name (CAPITAL letters): _____

Please send the completed form to: Department for Employment & Learning, Commercial Services Branch, ^{2nd} Floor, Adelaide House, 39 – 49 Adelaide Street, BELFAST, BT2 8FD

AppNI 2

**ApprenticeshipsNI
MILESTONE CLAIM FORM (See Notes Overleaf)**

From: (Provider) _____

To: Commercial Services Branch

Participant Name: _____ Client ID No.: _____

Start Date: _____

ApprenticeshipsNI Framework Number _____

Title _____

(Insert Number & Full Title of ApprenticeshipsNI Framework the Participant is Following)

Framework Funding Category: ____ (Insert 1-6 as relevant)

Milestone Payment No: _____

<p>This Milestone contains certified evidence of qualification achievement from a recognised Awarding Organisation <i>(if YES Please list qualification(s) Achieved below)</i></p>	<p>*Yes/No</p>
---	----------------

*Delete as appropriate
Qualifications Achieved (All Supporting Documentation to be sent with Claim)

Declaration:

I certify that the above information is correct and where the milestone **does not** contain certified evidence of achievement, all supporting evidence has been retained and is available for inspection as required.

Signed _____
(Authorised Signatory)

Date _____

NAME _____
(CAPITAL Letters)

NOTES

APPRENTICESHIP MILESTONES FURTHER INFORMATION

Participants may be undertaking the following apprenticeship framework routes

1. Level 2/3 Registered on a level 2 framework only
2. Level 2/3 Registered on a level 3 framework only (with level 2 en route). Milestone 5 should only be claimed after a participant has completed and achieved the level 2 qualification en route to the level 3 and is continuing in the programme.
3. Level 3 Registered as a progression having achieved a competence based level 2 or NVQ 2 in a level 2 framework or alternate provision (e.g. *Jobskills* Traineeship), or having achieved sufficient experience to warrant the appropriate Sector Skills Council to exempt them from level 2 requirements (see paragraph 2.4)

In 1. Supplier should claim Milestones 1-4 using this form

In 2. Supplier should claim Milestones 1-8 using this form

In 3. Supplier should claim Milestones 1-8 using this form – **NOTE: Milestone 1 must not** be claimed prior to a competence based level 2 qualification or a level 2 framework Certificate/*Jobskills* Traineeship framework Certificate being issued by Training Programmes Branch. Where a competence based level 2 qualification/NVQ level 2 has been achieved outside of *Jobskills* or *Training for Success*, a copy of the competence based level 2/NVQ level 2 Certificate must be forwarded to Commercial Services Branch along with the Milestone Claim Form. Similarly, where a participant has been exempted by a Sector Skills Council from level 2 requirements (see [section 2.4](#)), confirmation of this exemption from the SSC must be forwarded to SSB along with the Milestone Claim Form.

Form A

AppNI 3

ENFORCED INTERRUPTION TO TRAINING FORM

To: _____ JobCentre / Jobs and Benefits Office / Careers Office

Participant Name (Print): _____ D.O.B: ___/___/___

Address: _____

Postcode: _____

*(1) This Supplier has made every effort to find a suitable, alternative placement for the above-named participant, without success.

*(2) The above participant has had an enforced interruption to training due to

Therefore, training will be suspended with effect from ___/___/___ (date) and is expected to resume on ___/___/___ (date).

* Delete as appropriate

Signed: _____
(Supplier Authorised Signatory)

Date: ___/___/___

Supplier: _____



APPRENTICESHIPS



Form B

AppNI 3

RESUMPTION TO TRAINING FOLLOWING ENFORCED INTERRUPTION

To: _____ JobCentre / Jobs and Benefits Office / Careers Office

Participant Name (Print): _____ D.O.B: ___/___/___

Address: _____

Postcode: _____

This Supplier notified you on Form A dated ___/___/___ that the above named participant was expected to resume training on ___/___/___ following an enforced interruption due to:

He / she resumed training today ___/___/___ (date).

Taking account of the balance of training period due, the revised expected end date has been calculated as ___/___/___ (date).

Signed: _____
(Supplier Authorised Signatory)

Date: ___/___/___

Supplier: _____

EXISTING EMPLOYEE APPLICATION FORM
(This Form must be retained by the Training Supplier)

To be completed by employer in respect of an existing employee applying for a place on a provision. The information provided on this form may be made available to other Departments / Agencies for the purposes of preventing or detecting crime.

(All sections must be completed by the Supplier)

PROVISION TO BE FOLLOWED: _____

QCF NUMBER: _____ **RRQ** _____

(i) PERSONAL DETAILS OF EMPLOYEE

SURNAME (and Maiden Name, if appropriate)

FORENAMES

TITLE: Mr / Miss / Mrs / Ms (delete as appropriate)
____/____/____

Date of Birth

HOME ADDRESS

Post Code

Telephone Number

Mobile Number

NI Number: ____/____/____/____/____

ApprenticeshipsNI Level: _____

Framework Number: _____

Framework Title: _____

(ii) TRAINING

Has the employee previously participated in *Training for Success / Jobskills /*

DECLARATION

To be completed by Employer

I certify that the information contained in this form is correct. _____ is employed by our organisation and is contracted to work _____ hours per week. I understand the requirements of my employee _____ undertaking an *ApprenticeshipsNI* apprenticeship. I understand that upskilling and the taking on of additional responsibilities are key requirements of the *ApprenticeshipsNI* provision. I will release the employee _____ for additional directed training as required. I will inform my supplier of any changes with the information given e.g. job role, contracted hours etc. I certify that all the legal requirements regarding the employment of the applicant have been adhered to.

NAME & ADDRESS OF EMPLOYER:

NAME (BLOCK CAPITALS): _____

TEL NUMBER: _____

SIGNED (EMPLOYER) _____ DATE: ___/___/___

POSITION WITHIN COMPANY _____

To be completed by Employee

The information contained in this form is correct. I understand that I am being upskilled by my employer, that I will be following training which will lead to my acquiring an apprenticeship qualification and I agree to undertake whatever directed training is required as part of the framework.

SIGNED (EMPLOYEE) _____ DATE: ___/___/___

To be completed by Supplier

The information contained in this form is correct. I have explained to the employer and employee the requirements of *ApprenticeshipsNI* provision, the upskilling requirement and the likely number of day releases required. I confirm that an appropriate contract is in place. Any changes with the information given e.g. job role, contracted hours etc, will be notified to the JobCentre / Jobs and Benefits Office.

NAME & ADDRESS OF SUPPLIER: _____

NAME (BLOCK CAPITALS): _____

SIGNED (FOR SUPPLIER): _____ **DATE:** ___/___/___

POSITION WITHIN SUPPLIER: _____

For Official Use	
Checked	
Approved	

APPLICATION FOR APPRENTICESHIPSNI CERTIFICATE

(Note: The Department reminds Training Suppliers of their obligation under the Data Protection Act 1998 relating to the processing of personal data.)

Part A:

TRAINING SUPPLIER DETAILS

Name: _____

Tel No: _____

Address: _____

_____ **Post Code:** _____

Apprentice's Full Name (Block Capitals)

Does the participant's name on this form correspond with/match the name on the evidence supplied? YES/NO If no, please provide documentary evidence for name change evidence/reason for name change

Date of Birth **Level 2 Start Date**

National Insurance Number **Level 3 Start Date**

Client ID: _____

Name of Employer(s): _____

Address of Employer(s): _____

The above-named person has completed an Apprenticeship in:

Apprenticeship Framework Title (e.g. Retail)

Apprenticeship Framework No (e.g. 31):

Apprenticeship Framework Issue No (e.g. Issue 3, 08/09):

DEL USE ONLY	Initials	Date
Checked:		
Approved:		

Serial Number:

Part B:

Please confirm which level you are applying for: **Level 2** **Level 3** **Level 2/3**

The following certificates, which are a true copy of the original, are attached:-

Please tick appropriate box(es)

Competence Based Component **Knowledge Based Component**

Essential Skills: Application of Number Communication ICT

Additional Certificates
(Please Specify)

Please make sure that the evidence provided matches the issue number as stated on the first page, if not, this will be returned which may impact on funding deadline.

Part C:

CERTIFICATION OF RELATED KNOWLEDGE – EMPLOYMENT RIGHTS AND RESPONSIBILITIES

This is to certify that: (tick appropriate box)

The above-named apprentice completed Employment Rights and Responsibilities as stipulated in the above-named Apprenticeship framework and that I hold acceptable evidence to this effect

The above-named framework does not have a requirement for knowledge in Employment Rights and Responsibilities

Part D:

DECLARATION

I have read over the claim information and declare that it is complete and accurate. I understand that providing wrong or deliberately misleading information is an offence, and such information may be used against me in any subsequent criminal investigation. I also understand that the information provided on this form may be made available to other Departments/ Agencies for the purposes of preventing or detecting crime.

SIGNED: _____
(Authorised person within Supplier)

Position within Supplier: _____

NAME :(Block Capitals) _____

Date: ____ / ____ / ____

Application to Rejoin *ApprenticeshipsNI*

AppNI 6

NOTE: This form must be submitted to the local JobCentre/Jobs and Benefits/Careers office at the earliest opportunity preceding transfer.

From (Name of Supplier):
To (JobCentre/Jobs and Benefits/Careers office):

The following persons wish to rejoin *ApprenticeshipsNI*

TO BE COMPLETED BY SUPPLIER							For Office Use		
Client ID	Surname	First Name	Previous Programme	New Component	New Component Start Date	New SOC	New RRQ	Number of Weeks	New Participation Number

Supplier Signature _____

For Office Use

Name (CAPITALS) _____
(Name)

Careers Service Signature _____

Date ____/____/____

Date ____/____/____

cc: Supplier/Commercial Services Branch and retain copy for JobCentre/Jobs and Benefits/Careers office.