

How to get involved

- 1. Organise a meeting with Mfg Eng Apprenticeship team.
- 2. Decide on which programme (L6 or L7) & how many apprentices you will recruit.
- 3. Identify suitable employees to act as mentors.
 - For L7, mentor has min L7 qualification + 4yrs experience & holds position of technical responsibility
 - For L6, mentor has min L6 qualification + 4yrs experience
- 4. Managers & mentors familiarise themselves with the programme.
- 5. Send completed commitment form & mentor forms to Ibec for approval.
- 6. When mentor is approved then contact Solas to register company to employ an apprentice.
- 7. Solas conducts site visit to confirm company is suitable to train.
- 8. Start the selection & recruitment process.
- 9. Short list candidates & interview.
- 10. Once candidates are selected, send details to Solas & Ibec.
- 11. Ibec will send out link for apprentice to Apply to the college.

When offered a place, students then Register before they start in college.
- 12. Apprentices attend induction / mentors complete mentor training.
- 13. Apprentices begin the apprenticeship Industry Block and college cycle will follow.