

MSLETB EMPLOYER SERVICES

www.msletb.ie



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Bord Oideachais agus Oiliúna
Mhaigh Eo, Shligigh agus Liatroma
Mayo, Sligo and Leitrim
Education and Training Board

"Education and Training Opportunities for Life and Living"

Apprenticeships



From bright ideas to work-ready

Talent → **Diversity** → **Resilience**

Apprenticeship is an exciting and proven way for employers to develop talent for their company and industry. Apprenticeships are designed by industry-led groups, supporting growth and competitiveness.

Apprentices earn while they learn and build valuable work-ready skills in a chosen occupation. Apprenticeships open up exciting and rewarding careers, with learning grounded in the practical experience of undertaking a real job.

Recruiting an apprentice?

What is involved?

Apprentices are recruited directly and employed by approved employers for the duration of the programme. The training takes place both on the job, in the workplace, and off the job, in a designated education facility. For Information on becoming an approved employer please see www.apprenticeship.ie

What are the benefits?

- The Apprenticeship programme is carefully designed to meet the current and future needs of industry
- Prepares the participant for a specific occupation
- Leads to a qualification nationally recognised on the National Framework of Qualifications from Level 5-Level 10.



Next steps

Contact your local Training Adviser in MSLETB. The Advisor will give you all the relevant information about Apprenticeships and advise you on how to register your business or register an Apprentice. For your information an Apprenticeships brochure has been included in this pack

Ring 071 9159500 and ask for "Apprenticeship" Services to Business

National Career Traineeships

Get involved!



What is a Career Traineeship?

A Career Traineeship is a work-based learning model tailored to the needs of Irish industry and local business. A significant element of the programme involves experiential Work Based Learning in the workplace under the guidance of a supervisor

Competencies, which have been developed in collaboration with employers, must be demonstrated in the workplace by the trainee and signed off by a designated Workplace Supervisor.

Trainees can be recruited from the live register or can be an existing member of staff joining the programme as part of a workforce development intervention.

What are the benefits for you?

By participating in Career Traineeship programme, you will:

- Have direct involvement in shaping the trainee and potential future employee.
- Have direct involvement in shaping the programme of training
- Give a trainee the opportunity to gain relevant workplace learning for their career
- Enhance the performance of your organisation by offering a traineeship to motivated individuals with a commitment to pursuing a career in the industry
- Bring in fresh talent and new thinking.

What do we need from you?

We want you to provide:

- Examples of current best practice and career pathways in your industry
- Feedback during the development of the training programme
- Managed and structured work based learning opportunities for learners.

Who will be involved?

Employers, Learners, MSLETB, Partners, Industry Experts.

**For more information
see www.sligotrainingcentre.ie**



Workforce Development



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Skills for Work Programme

Skills for Work is an award winning national programme aimed at providing training opportunities to help employees deal with the basic skills demands of the workplace. The initiative is funded by the Irish Government under the Department of Education and Skills, and is delivered by MSLETB in Mayo, Sligo and Leitrim. For more information, see cover.

Specifically Tailored Further Education and Training (FET) Programmes.

MSLETB supports employers and enterprise through the development of those who are in employment through new and/or specific interventions in addition to our existing FET provision options.

These interventions provide for:

Employee access to FET via their employers – employee participation as a result of their employer's participation in FET skills development.

Direct Employee Access – employee direct engagement via enrolment in employee development options.

Training is provided at a mutually agreed times. It can be Modular, Flexible, delivered on a part-time basis during the day or in the evenings.

There are charges for these specific interventions. Fees are determined on a case by case basis and are determined by the economic cost to deliver the training, the ability of the employer, employee to pay the fees and the benefits of developing skills for the economy.



Skills for Work



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What is Skills for Work?

Skills for Work is a national programme to deliver training courses for full time or part time employees. The programme is particularly targeted at low skilled workers who, without the opportunity to participate in this training, may not have the confidence to embrace change in the workplace. This initiative is funded by the Irish Government under the Department of Education and Skills, and delivered locally through MSLETB

How does a company avail of this opportunity?

Your first step is to contact the Skills for Work Coordinator, who help you to identify suitable participants and agree on the course content and delivery schedule. Courses generally run for 35 hours with the option of daytime, evening or weekend delivery. All programmes are delivered by qualified tutors to groups of between 6-8 students.

Who are the typical participants in Skills for Work programmes?

In every workforce, there are employees who do not have the necessary confidence in their own skills to put themselves forward for general training opportunities and/or take on new roles and tasks which is a feature of the modern day workplace. Typically, Skills for Work participants would have left school before completing the Leaving Certificate. The Skills for Work Co-ordinator meets with all the participants prior to the commencement of the programme to determine their suitability for the course.

What is the standard of the programme delivery?

MSLETB is a quality assured QQI provider of FET from levels 1-6 on the National Framework of Qualifications. The ethos of the ETB is one of an open, friendly and welcoming learning environment with professionally trained tutors.

How would Skills for Work benefit your business?

- Develop and grow a skilled and qualified workforce.
- Higher productivity: - Trained staff are more productive
- Improve organisational flexibility
- Better team performance
- Increased quality and output
- Increased ability to handle on the job training



For more information and range of courses available visit our website

www.skillsforwork.ie

Thinking About Hiring



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Training for Employment

We can recommend candidates from existing or past programmes that could meet your needs. If you need to train potential employees for your business speak to us about possible training interventions, particularly the traineeships, that we can offer.

We may also be running courses that suit your current needs that offer work experience or work based learning opportunities. By giving a trainee the opportunity to gain relevant workplace experience it gives you an opportunity to assess a potential employee for your business.

Identifying skills, Recruitment and Employer Support

Do you need help identifying the skills you require for your business or enterprise? - We can work with you to conduct an 'Occupational Skills Analysis' and then map the skills you require to an existing programme or collaboratively develop/modify a programme that best suits your needs.

Recruitment

Need help recruiting? - We can assist /advise you about the services offered from Intreo such as their free recruitment services Jobs Ireland, www.jobsireland.ie which supports thousands of employers of all sizes and across all business sectors to advertise jobs from entry level through to senior executive. You can use this web service to manage all aspects of the recruitment cycle – from advertising a job, through candidate identification and selection to job offer.

Employer Supports

Intreo services provide support to employers, including pre-screening and cash incentives for recruiting people from the Live Register

MSLETB can work with you through local and national Intreo services to help meet your current or future skills needs.

Collaboratively we will continue to work with you to develop your workforce and to train people to meet your current future employment needs.

