



Apprenticeships

# Mentor Guidance



HLA Course Title

## Accounting Technicians Level 5 Diploma Higher Level Apprenticeship

Validated by Accounting Technicians Ireland

**Industry Mentor: Academic Level Required:**

A fully qualified Accountant Or Accounting Technician with 5 years' experience.

**Industry Mentor: Years Experience Required:**

Industry mentor has at least 1 years experience. Industry mentor has at least 5 years experience.

**Specific Equipment, Machinery, Software, or Applications Required within the Business:**

Up-to-date accounting packages.

**Specific Areas the Apprentice Requires Experience in:**

Accounting systems management (e.g., TAS/SAGE), management accounting, budgeting, cash management, computer systems, costing, credit control, payroll administration, purchases accounting, quality control, sales accounting, stock control and tax returns.

HLA Course Title

## Accounting Technology Level 6 (Hons) Degree Higher Level Apprenticeship

Validated by Open University & Awarded by Accounting Technicians Ireland

**Industry Mentor: Academic Level Required:**

A fully qualified Accountant Or A Level 6 in Business, Finance, Accountancy or related area.

**Industry Mentor: Years Experience Required:**

Industry mentor has at least 1 years experience.

**Specific Equipment, Machinery, Software, or Applications Required within the Business:**

Up-to-date accounting packages.

**Specific Areas the Apprentice Requires Experience in:**

3 pillars specialising in: Accountancy, information systems and organisational governance.

HLA Course Title

## FINTECH Level 5 Foundation Degree Higher Level Apprenticeship

Validated by Ulster University

### Industry Mentor: Academic Level Required:

Industry mentor has a Level 5 in Computing, Finance or related qualification.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years experience with the company.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

No specific software/hardware.

### Specific Areas the Apprentice Requires Experience in:

Companies to provide experience in a range of FinTech fields: business analysis, capital markets, cloud computing, database systems, data analytics, investment opportunities and software development.  
Employer to provide computing/finance projects to allow the student to gain the hands-on skills linked to the units that they are studying in the related semester.

HLA Course Title

## Digital Marketing, Advertising & Communications Foundation Degree Higher Level Apprenticeship

Validated by The Open University

### Industry Mentor: Academic Level Required:

Minimum requirement: Degree in Marketing or Business Studies and/or Chartered Institute of Marketing level 4/5.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years experience in Digital Marketing.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

No specific software required.

### Specific Areas the Apprentice Requires Experience in:

The employer needs to have a good knowledge of digital marketing beyond social media platforms, for example; search engine optimisation, mobile marketing, and digital strategy. Apprentice needs experience in up-to-date trends/new technologies within industry and how to apply within the place of work.

Areas: Online advertising, content marketing, social media marketing, digital marketing planning and brand management, digital marketing data and analytics and video/imaging creation.

HLA Course Title

## Digital Marketing, Advertising & Communications Level 6 (Hons) Degree HLA (Top Up)

Validated by The Open University

### Industry Mentor: Academic Level Required

Minimum requirement: Degree in Marketing or Business Studies.

### Industry Mentor: Years Experience Required

Industry mentor has at least 2 years experience in Digital Marketing.

### Specific Equipment, Machinery, Software, or Applications Required within the Business

No specific software required.

### Specific Areas the Apprentice Requires Experience in

Level 6 incorporates research methods and dissertation applicable to work-based learning and the digital marketing industry.

HLA Course Title

## Business Level 5 Higher National Diploma Higher Level Apprenticeship

(Subject to approval)

**Industry Mentor: Academic Level Required:**

Level 5 or higher

**Industry Mentor: Years Experience Required:**

3+ years with 1 years supervisory/management role

**Specific Equipment, Machinery, Software, or Applications Required within the Business:**

No

**Specific Areas the Apprentice Requires Experience in:**

Preferred that apprentice gets an opportunity to experience different functional areas eg:

1. HR
2. Management/Operations Management
3. Finance
4. Marketing
5. Statistics
6. IT

HLA Course Title

## Cloud Computing, Analytics & Security for Industry Level 5 Foundation Degree HLA

Validated by The Open University

### Industry Mentor: Academic Level Required:

Industry mentor has a Level 5 Computing/Software Engineering related qualification.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 3 years experience.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

No specific software/hardware but there needs must be in a role performing IT related duties be they hardware or software related.

### Specific Areas the Apprentice Requires Experience in:

General hardware/software /networking support requirements. E.g. virtualisation, LAN/WAN technologies and systems, and/or working with programming languages to support or create applications.

HLA Course Title

## Computing for Industry Level 6 BSc (Hons) Degree (Top-Up) Higher Level Apprenticeship

Validated by The Open University

### Industry Mentor: Academic Level Required:

Industry mentor has a Level 5 Computing/Software Engineering related qualification plus experience Or Level 6 (BSc Hons) qualified.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 3 years experience.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

Nothing specific but an IT network should be in operation.

### Specific Areas the Apprentice Requires Experience in:

Cloud, programming, networking, IT support; general hardware/software /networking support requirements. E.g. virtualisation, LAN/WAN technologies and systems, and/or working with programming languages to support or create applications.

## HLA Course Title

# Engineering (Technical Design & Manufacture) Level 5 Foundation Degree Higher Level Apprenticeship

**Validated by The Open University**

### **Industry Mentor: Academic Level Required**

Minimum requirement of a Level 5 qualification in an Engineering discipline.

### **Industry Mentor: Years Experience Required**

Industry mentor has at least 5 years' experience.

### **Specific Equipment, Machinery, Software, or Applications Required within the Business**

Company to have access to a range of CAD, manufacturing equipment and software, e.g., 3D/2D CAD, CAM, pneumatics, hydraulics and mechanical testing equipment.

### **Specific Areas the Apprentice Requires Experience in**

Companies to provide experience in a range of mechanical fields in a manufacturing environment with exposure to the processes involved in the design and manufacture of solutions.

## HLA Course Title

# Engineering (Mechatronics) Level 5 Foundation Degree Higher Level Apprenticeship

**Validated by The Open University**

### **Industry Mentor: Academic Level Required:**

Minimum requirement of a Level 5 qualification in an Engineering discipline.

### **Industry Mentor: Years Experience Required:**

Industry mentor has at least 5 years experience.

### **Specific Equipment, Machinery, Software, or Applications Required within the Business:**

Company to have access to a range of mechatronics equipment and software, e.g., PLCs, pneumatics, hydraulics, electrical & electronics, robots / robotics and manufacturing systems.

### **Specific Areas the Apprentice Requires Experience in:**

Experience in a range of mechanical, electronic, and automation projects, including exposure to a wide range of problem-solving activities such as coding, design, build, test, and verification in mechatronic engineering fields is required.

HLA Course Title

## Engineering (Electrical & Electronic) Level 5 Foundation Degree Higher Level Apprenticeship

Validated by The Open University

**Industry Mentor: Academic Level Required:**

Minimum requirement of a Level 5 qualification in an Engineering discipline

**Industry Mentor: Years Experience Required:**

Industry mentor has at least 5 years experience.

**Specific Equipment, Machinery, Software, or Applications Required within the Business:**

Company to have access to a range of electrical and electronic equipment and software, e.g. CAD, PLCs, HMIs, microcontrollers, AC/DC motors and controls, electrical and electronic test equipment.

**Specific Areas the Apprentice Requires Experience in:**

Companies to provide experience in a range of design, build, test, fault finding, code generation/debug/verification in electrical/electronic fields.

HLA Course Title

## Engineering BEng (Hons) Level 6 Degree (Top-Up) Higher Level Apprenticeship

Validated by The Open University

**Industry Mentor: Academic Level Required:**

Minimum requirement of a Level 6 Bachelor of Engineering qualification.

**Industry Mentor: Years Experience Required:**

Industry mentor has at least 3 years experience.

**Specific Equipment, Machinery, Software, or Applications Required within the Business:**

No.

**Specific Areas the Apprentice Requires Experience in:**

Nothing specific but experience is advantageous in design responsibilities, optimisation, system modelling, IT network infrastructure, specifically SCADA, LAN, BMS, or similar estate wide telemetry reporting.

## HLA Course Title

# Construction (Digital Construction Management) Level 5 Foundation Degree Higher Level Apprenticeship

**Validated by The Open University**

### Industry Mentor: Academic Level Required

Minimum requirement of a Level 5 qualification in a construction discipline with experience of BIM/digital technologies.

### Industry Mentor: Years Experience Required

Industry mentor has at least 5 year' experience.

### Specific Equipment, Machinery, Software, or Applications Required within the Business

CAD software, BIM software e.g., Revit, digital software/apps

### Specific Areas the Apprentice Requires Experience in

Companies need to be able to provide apprentices with experience in digital software associated with their job role. The Apprentice will need experience in planning, management, tendering, procurement and use of bills of quantities depending on their job role.

## HLA Course Title

# Construction (Quantity Surveying) Level 5 Foundation Degree Higher Level Apprenticeship

**Validated by The Open University**

### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 5 qualification in a construction related discipline with experience of quantity surveying/cost management/pricing duties.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 5 years experience.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

CATO/Cost X, estimating software, CAD/BIM software, MS Excel.

### Specific Areas the Apprentice Requires Experience in:

Companies need to be able to provide apprentices with experience in digital software associated with their job role. The Apprentice will need experience in planning, management, tendering, procurement and use of bills of quantities depending on their job role. In all the job roles it is important that the company can provide the student with appropriate experience of digital technologies and software to ensure the student gains the skills need for the digital aspects of this course.

HLA Course Title

## Construction BSc (Hons) Level 6 Degree (Top-Up) Higher Level Apprenticeship

Validated by The Open University

### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 6 qualification in a construction discipline with experience in the construction management/surveying disciplines.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 5 years' experience.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

CAD software, BIM software e.g. Revit, digital software/apps/  
programming software such as Microsoft Project or similar.

### Specific Areas the Apprentice Requires Experience in:

The apprentice to have a junior management level of responsibility, this may be as assistant site manager, site or consultant quantity surveyor or other relevant discipline. Core areas include, management, supervision, health and safety, environmental responsibilities and progress monitoring. These areas will be agreed with the workplace supervisor.

HLA Course Title

## BSc (Hons) Quantity Surveying (Top Up Degree)

(Subject to approval)

### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 6 qualification

### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years' experience

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

No

### Specific Areas the Apprentice Requires Experience in:

Experience in Advanced Construction Economics,  
Construction Contracts and Administration, Project Management and Professional Ethics and Research.

HLA Course Title

## Sport and Exercise Level 5 Foundation Degree Higher Level Apprenticeship

Validated by The Open University

### Industry Mentor: Academic Level Required:

The mentor in the work placement to have a good knowledge of sport and exercise with key aspects of coaching, nutrition, performance analysis, psychology and physiology.

### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years' experience of sport and exercise.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

Specific software and equipment will be linked to the job role. Any specific equipment will be determined by the employer. There is no formal requirement from the College.

### Specific Areas the Apprentice Requires Experience in:

The employer needs to have a good knowledge of sport and exercise and up to date knowledge on aspects within this field.

Areas: Sports analysis, sports psychology, strength and conditioning, physical education, sports nutrition and sports coaching.

## HLA Course Title

# Hospitality, Tourism and Events with Specialisms - Hospitality Level 5 Foundation Degree Higher Level Apprenticeship

## Validated by Ulster University

### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 5 qualification in Hospitality and Catering.

### Industry Mentor: Years Experience Required:

At least 2 years experience as a hospitality manager, duty manager, or assistant manager. This experience would include front of house service experience, and/or experience running and managing a bar and a busy restaurant.

### Specific Equipment, Machinery, Software, or Applications Required within the Business:

No specific software is required.

### Specific Areas the Apprentice Requires Experience in:

Companies to provide experience in a range of areas e.g., restaurant, bar, café, events, HR management, finance, facilities operations.

HLA Course Title

## Applied Science – Analytical Pathway Level 5 Foundation Degree Higher Level Apprenticeship

### Subject to revalidation

#### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 5 qualification in Science Or Minimum requirement of a Level 3 qualification in Science

#### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years experience. Industry mentor has at least 5 years experience.

#### Specific Equipment, Machinery, Software, or Applications Required within the Business:

Lab-based company: access to a range of analytical equipment such as IR, UV-vis and HPLC.  
Non-lab based company: access to the specific software required.

#### Specific Areas the Apprentice Requires Experience in:

General analytical skills.  
Companies need to be able to provide students experience associated with their job role. The job role will vary depending on the nature of the business.

HLA Course Title

## Applied Science – Bioscience Pathway Level 5 Foundation Degree Higher Level Apprenticeship

### Subject to revalidation

#### Industry Mentor: Academic Level Required:

Minimum requirement of a Level 5 qualification in Science Or Minimum requirement of a Level 3 qualification in Science

#### Industry Mentor: Years Experience Required:

Industry mentor has at least 2 years experience. Industry mentor has at least 5 years experience.

#### Specific Equipment, Machinery, Software, or Applications Required within the Business:

Lab-based company: access to a range of biological analysers, which will vary among companies. Microbiological equipment and immunological, such as SDS-PAGE and ELISA  
Non-lab based company: access to the specific software required.

#### Specific Areas the Apprentice Requires Experience in:

General analytical skills.

Companies need to be able to provide students experience associated with their job role. The job role will vary depending on the nature of the business.

## ILM Level 3 Certificate in Effective Coaching and Mentoring Units

For those wishing to upskill chosen mentors within their business to support higher level apprentices, SRC delivers the following qualification\*. (Businesses with less than 250 staff may be eligible for funding to support this)

### ILM Level 3 Certificate in Effective Coaching and Mentoring Units:

#### Suggested Content

- Understanding good practice in coaching within an organisational context
- Understanding good practice in mentoring within an organisational context
- Undertaking an extended period of coaching within an organisational context
- Reflecting on coaching skills within an organisational context

**Please contact the HLA team if you are interested E: [hla@src.ac.uk](mailto:hla@src.ac.uk)**

\*this is not a mandatory requirement for mentors in the workplace