Southern Regional College | Apprenticeships

The Role of the HLA Employer

HLA apprentice becomes an employee of your company where you issue them with a contract of employment - minimum of 21 hours per week (including directed training element).

HLA apprenticeship wage should be commensurate with the industry rate for the job and in accordance with the national minimum wage. HLA Apprenticeship do not attract the apprenticeship rate of pay.
Reference: https://www.nidirect.gov.uk/articles/national-minimum-wage-and-living-wage

Study leave paid allowance is at the discretion of the employer.

If you are claiming financial support from any other departmental budget or programme this funding cannot be used to pay the HLA apprentice wage.

Programme duration is 2/3 years, depending on the HLA being followed.

Recommended that apprentices are not contracted to work for more than 37 hours per week.

If your company is offering the HLA opportunity to an existing staff member, the employer must provide evidence to support the transfer into the new role.

Each employer is required to assign an in-house mentor to the HLA during the course of their foundation degree.

Provide the appropriate experience to support the HLA during the course of their foundation degree.

Directed training in college/virtual online classes must be paid as part of the apprentices contracted hours of work. i.e. 4 days in work + 1 day in college = 5 days pay.

Insurance – the minimum level of cover for Employer's Liability Insurance must be in line with the legal requirements under the Employer's Liability (Defective Equipment and Compulsory Insurance) (Northern Ireland) Order 1972. The minimum level of cover is £5 million.

This HLA programme is subject to Audit by the Department For the Economy (DfE) Inspection Team.