Facilitating an HLA in the Workplace

HLA	Industry mentor; Academic level required.	Industry mentor; how many years' experience does a mentor need to have?	Is there specific equipment, machinery, software or applications the company needs to have?	Are there specific areas the HLA will need experience in e.g. TAX, Programming etc
Accountancy	A full qualified Accountant or Accounting Technician with 5 years' experience	1 Years 5 Years	Up-to-date accounting packages e.g. SAGE	9 out of the following areas: • 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 • Tax returns
Mechatronics	Minimum requirement of a Level 5 qualification in an Engineering Discipline.	5 Years	Ideally a company should have access to a range of Mechatronics Equipment and Software. E.g. CAD, CAM, PLCs, Pneumatics, Hydraulics, Electrical & Electronics, Mechanical Testing and Manufacturing.	Companies should aim to provide experience in a range of Mechanical and Electrical/Electronic fields.

Digital Construction	Minimum requirement of a Level 5 qualification in a Construction discipline with experience of BIM/ Digital Technologies	5 Years	CAD software BIM software e.g. Revit, Digital Software/Apps	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, use of Bills of Quantities prepending on their job role. In all the job roles it is important that the company can provide the apprentice with appropriate experience of Digital technologies and Software to ensure the apprentices gain the skills needed for the digital aspects of this course
Digital Marketing, Advertising and Communication (DMAC)	Minimum requirement; Degree in Marketing or Business Studies. and/or Chartered Institute of Marketing level 4/5	Ideally the mentor in the work placement and SRC should have at least 2 years' experience of Digital Marketing	Should the employer wish to take video footage, the equipment requires certain software and hardware which will be advised by the course co-ordinator and mentor. Essential software includes, Adobe Premier Pro for editing of videos as well as Adobe Photoshop to create promotional materials.	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 – however it is also important to note that the employer should be keen to learn this alongside the apprentice as the industry changes so rapidly. Areas: - Online advertising - Content marketing - Social Media Marketing - Digital marketing planning and brand management - Digital Marketing data and analytics - Video/Imaging creation
Hospitality	Minimum requirement of a Level 5 qualification in Hospitality and Catering	At least 2 years' experience as a hospitality manager. This experience would include front of house service experience,	No specific software is needed. The employer would be offering the apprentice employment in a restaurant, bar, café,	The employer needs to have a good knowledge of the hospitality industry. Employers need to be able to provide apprentices experience associated with their job role. The job role will vary depending on the nature of the hospitality business. The apprentice will gain

		and/or experience running and managing a bar and a busy restaurant.	events, or suitable hospitality establishments.	experience in employability skills, facilities, events and food and beverage operations.
Cloud Computing, Analytics and Security for Industry	Ideally the industry mentor should have a Level 5 Computing/Software Engineering related qualification	Ideally the industry mentor should have at least 2 years' experience with the company.	No specific software/hardware but there needs to be enough computing projects to allow the student to gain the hands-on skills linked to the units that they are studying in the related semester.	Software Development dept, Infrastructure dept, programming etc It is envisaged that the employer will be able to provide the required support in the curriculum areas like Cloud, Cyber & Data Analysis in line with the employer main core business function.
Computing	Level 5 or above in Computing infrastructure or related field.	Ideally at least 2.	No specific software/hardware but there needs to be a role performing IT related duties be they hardware of software related.	General Hardware/Software /Networking support requirements. E.g. virtualisation, LAN/WAN technologies & systems, and/or working with programming languages to support or create applications.
Science – Chemical	Minimum requirement of a Level 5 qualification in Science or Minimum requirement of a Level 3 qualification in Science	2 Years 5 Years	Analytical equipment such as IR, UV-vis, HPLC, dissolution, disintegration, hardness testing, friability testing, disintegration.	General calibration of equipment, standard analytical procedures.
Science – Life	Minimum requirement of a Level 5 qualification in Science or	2 Years 5 Years	Biological analysers, which will vary among companies. Microbiological equipment and	General calibration of equipment, standard analytical procedures.

	Minimum requirement of a Level 3 qualification in Science		immunological, such as SDS-PAGE and ELISA	
Technical Design & Manufacture	Minimum requirement of a Level 5 qualification in an Engineering Discipline.	5 Years	Ideally a company should have access to a range of CAD, Manufacturing Equipment and Software. E.g. CAD, CAM, Pneumatics, Hydraulics or Mechanical Testing equipment.	Companies should aim to provide experience in a range of Technical Design and Manufacturing fields.