**Robotics and Automation Apprenticeship (RAA)**

**Admissions Policy**

LMETB

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach

Co-funded by the Government of Ireland and the European Union.

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| **Document Title/Reference** | **Robotics and Automation Apprenticeship (RAA)****Admissions Policy** |
| **Purpose** | The purpose of this policy is to set out the admissions criteria for entry on to the RAA Programme. |
| **Scope** | These guidelines apply to all FET centres delivering the Robotics and Automation Apprenticeship, AMTCE as Coordinating Provider and Collaborating providers. |
| **Contents** | 1. [RAA Apprenticeship Entry Requirements](#_RAA_Apprenticeship_Entry)
2. [Programme access arrangements are as follows](#_Programme_access_arrangements)
3. [Process of applying for RAA Apprenticeship Programme](#_Process_of_applying)
4. [RAA Application process](#_RAA_Application_process)
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| **Related Policies** | LMETB RAA Quality Assurance Policies |
| **Audience & Communication** | Applicable to all staff and learners of LMETB and to those of Collaborating Providers. |
| **Policy/Procedure Owner &****Implementation** | The Policy owner is the CE of LMETB. It is the responsibility of the AMTCE and of the staff of Collaborating Providers to ensure the policy/procedure is implemented. |
| **Monitoring, Evaluation and****Continuous Improvement** | The AMTCE QA Office together with the LMETB QA Office shall be responsible for keeping the policy and procedure up-to-date and for ensuring that only approved versions of the Policy/procedure are accessible via the LMETB website. The Procedure Owner shall periodically review this policy. |
| **Revision History & Commencement Date & Date of Next Review** | Commencement Date: TBCDate of next review: 4 years after above date  |

# Admission Criteria

## RAA Apprenticeship Entry Requirements

The following entry requirements apply:

* Applicants will be required to complete an initial online aptitude test, this is available from Mind Mill https://www.mindmill.co.uk/. The test will be administered by LMETB.
* Applicants must be 17 years or older.
* Applicants must have achieved a passing grade (06/H7) in 5 or more of subjects (to include Maths and English) at Ordinary Level in the Leaving Certificate, or the equivalent.
* For those who may not hold this certification, equivalence may be decided through a Recognition of Learning Procedure (RPL).
* Applicants whose first language is not English must pass an CEFRL English Language Proficiency test to achieve B2 standard.

### Skills and attributes are as follows:

* Must be numerate and literate.
* Have good learning skills.
* Be interested in manufacturing technology and customer service.
* Have the ability to absorb product knowledge.
* Be motivated and analytical.
* Possess effective communication skills, and excellent interpersonal skills.
* Be able to work as a team member, be adaptable and flexible.

## Programme access arrangements are as follows:

* **Interview**: Apprenticeship applicants will be selected by an interview with the prospective employer.
* **Registration**: SOLAS registers successful apprenticeship applicants as the Regulatory Authority for the Apprenticeship.

## Process of applying for RAA Apprenticeship Programme

* Apprenticeship employers must be approved by the RAA National Programme Manager, a Subject Matter Expert and a SOLAS Authorised Officer in advance of accepting apprentices.
* Once employers have been approved to deliver the RAA Programme, they are registered on Apprenticeship Ireland/SOLAS portal by the Authorised Officer. A list of apprentices will be sent to employers to vet and set up for interview when the employer has an apprenticeship vacancy.
* Apprenticeship applicants must be hired by an employer.
* Apprentices are given a formal contract of employment by the employer as part of their RAA programme.
* The SOLAS Authorised Officer then registers the applicant as an RAA Apprentice.
* A workplace mentor will then be assigned to the Apprentice to provide support throughout the programme.

## RAA Application process

1. The SOLAS Authorised Officer registers applicants who have been successful at interview by an employer.
2. Alternatively, candidates may complete an ‘Expression of Interest Form’ on the RAA section of the LMETB/AMTCE website. All other ETBS offering this apprenticeship will have their own section of the website dedicated to the RAA apprenticeship. All applications are vetted by the ETB to ensure they meet the essential criteria. Potential candidates must pass an aptitude test. Once successful, applicants are registered on the Apprenticeship Ireland/SOLAS portal by the Authorised Officer.

The RAA programme welcomes applicants from diverse backgrounds, including candidates with disabilities. All RAA applicants must pass a Colour Vision Test (24 Plate edition) for engineering. Candidates may also be required to undergo a Medical Fitness to Work Assessment; this is at the discretion of the employer.

LMETB will make every effort to provide learning support to Apprenticeship candidates who secure a place on the programme.

Applicant applies to LMETB through a centralised application system [www.raaapprenticeship.ie](http://www.raaapprenticeship.ie/)

Route 2

Applicants eligible must complete Colour Test/ Aptitude Assessment

If Successful

Applicant will undergo an

Interview with LMETB

Applicants are added to a candidate database, which is made available to prospective apprenticeship employers

Applicant secures employment with an employer in Robotics and Automation. Employers can be registered on wwwraaapprenticeship.ie advertising vacancies

Applicant will undergo an

Interview with the Employer

Applicants eligible must complete Colour Test/ Aptitude Assessment

If Successful

Applicant will be registered as an apprentice, via Solas by AO, also Employer, once placement has been secured

Route 1

NPM,AO, SME, have meeting with employer to ensure suitable for apprentice