

Draft LMETB Robotics and Automation Apprenticeship (RAA)

Admissions Policy

Arna chomhchistiú ag Rialtas na hÉireann agus ag an Aontas Eorpach
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Policy Version Control	
Policy Title	Robotics and Automation Apprenticeship (RAA) Admissions Policy
Policy Reference No.	04/24
Version Number	1
Version Author	LMETB Quality Assurance
Version Update History	
Document Owner	LMETB Quality Assurance
Approved By	QAGMC
Date Approved	30/Apr/2024
Noted By	QAGMC Chair
Date Noted	30/Apr/2024
Review Due Date	3 years from above date

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 all Collaborating providers.
Contents	<ol style="list-style-type: none"> 1. RAA Apprenticeship Entry Requirements 2. Programme access arrangements are as follows 3. Process of applying for RAA Apprenticeship Programme 4. RAA Application process
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	<p>Commencement Date: TBC</p> <p>Date of next review: 4 years after above date</p>

Admission Criteria

Programme access arrangements are as follows:

- Interview: Apprenticeship applicants will be selected by an interview with the prospective employer who will be a SOLAS 'Approved Employer'.
- Registration: SOLAS registers successful apprenticeship applicants as the Regulatory Authority for the Apprenticeships.

Minimum entry requirements are as follows:

- Applicants will be required to complete an initial aptitude test,
- Applicants must be 17 years or older
- Applicants must have achieved a passing grade (O6/H7) in 5 or more subjects (to include Maths and English) at Ordinary Level in the Leaving Certificate
OR
A full QQI Level 5 or higher qualification
- For those who may not hold this certification, equivalence may be decided through a Recognition of Prior Learning procedure.
- Applicants must hold a minimum of a grade B2 CEFR in writing, reading, listening, and speaking or recognised equivalent (Common European Framework of Reference for Languages).
- For those who may not hold this certification, equivalence may be decided through a Recognition of Prior Learning procedure.

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.

International applicants must present the equivalent of a full Level 5 qualification or higher.

Non-EU applicants are subject to work permit regulations. Additional requirements may apply to non-EU/EA. Please refer to [Labour Market Access Permission - Immigration Service Delivery \(irishimmigration.ie\)](http://www.irishimmigration.ie)

For further information of requirements for non-EU applicants see:

- [Coming to study in Ireland](#)
- [ILEP](#)
- [Visa applications](#)
- [Registering your permission](#)

Prior to registration, candidates must furnish all relevant documentation to the Robotics and Automation Apprenticeship National Programme Manager to ensure they meet the entry criteria.

1. 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.

2. 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.

