



# Becoming a National Apprenticeship Employer

As part of the Accounting Technician Apprenticeship programme, there are formal requirements for approval of an employer's suitability to train apprentices and for registration of apprentices. SOLAS is responsible for delivering on these requirements and draws on a network of 'Authorised Officers' (AOs) located in the Education and Training Boards (ETBs) around the country to do this.

SOLAS Authorised Officers (AOs) will be carrying out employer site visits to assess your regulatory compliance with the apprenticeship programme. In order to get approval to train apprentices in a particular occupation, employers must demonstrate that they have the capacity and the ability to provide quality, relevant on-the-job training to apprentices as per the requirements of the national apprenticeship system.

SOLAS AOs will be in touch with recommended employers to schedule a suitable date and time for this on-site visit. Upon approval, you will be registered as a National Apprenticeship Employer.

Below is an outline of the SOLAS process for registering employers for an apprenticeship programme.

- Employer applies for approval to train apprentices.
- The SOLAS Authorised Officer assesses the employer's regulatory compliance and carries out on-site visits.
- The SOLAS Authorised Officer will complete the SOLAS Employer Suitability to Train form on the day of the site visit.
- If the employer is deemed suitable to train, the SOLAS Authorised Officer recommends the employer to SOLAS for approval.
- Upon approval, the SOLAS Authorised Officer registers the employer as suitable to train on the Accounting Technician Apprenticeship.
- If the employer is deemed not suitable to train, the AO will work with the employer to identify what requirements remain to be met and the employer can be re-assessed.