



A guide for the Automotive Industrial Partnership

***Funding and Programmes
for Skills in Northern Ireland,
Scotland and Wales***



*Produced by Semta
November 2015*



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Introduction



This guide has been produced to help employers understand the funding of programmes within the education and skills system in the devolved nations of Northern Ireland, Scotland and Wales.

These nations make up approximately 15% of the gross value added in the UK, resulting in the breadth and volume of skills provision being narrower than England.

This guide provides a broad perspective of the nations' governments, their priorities and responsibilities for skills delivery.

Business plays a vital role in developing the knowledge and skills of people, whether they are new entrants to the workforce or have years of experience.

Through employment of a knowledgeable and skilled workforce, businesses are both improving their competitive advantage and enabling individuals to become socially and economically active.

The last decade has seen a step change in activity to align the curriculum and outputs of education to the needs of business and the labour market.

Whilst specific terms, government structures and funding may have nuances between different UK nations, all of them support the need to:

- better prepare young people for work*
- develop skills of the workforce in order to improve productivity and competitiveness*

There are programme terms used in this guide that are the same as the Automotive Industrial Partnership for England guide (ie Apprenticeship and Traineeship). However, there are differences in the content and structure across the UK nations.

Training providers can only develop what they do where they understand the needs of the labour market, through dialogue with employers to inform and shape the skills offer.



Skills in Northern Ireland



The illustration sets out the high level overview of the relationship between the government of Northern Ireland and its responsibilities that directly affect education and skills in Northern Ireland.

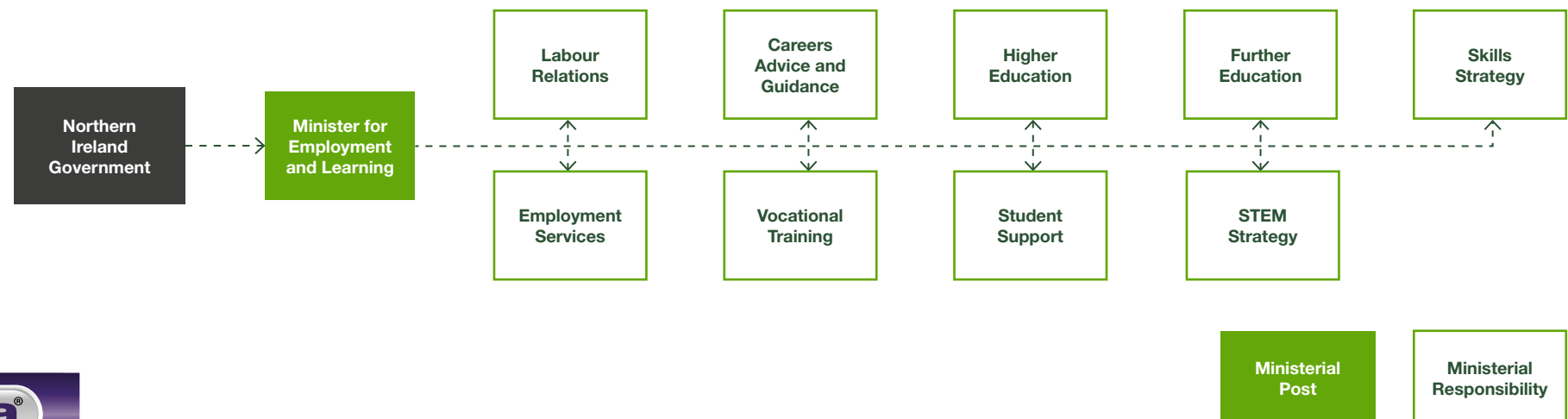
The Northern Ireland Government (Executive) has devolved responsibilities for education and skills within Northern Ireland. The First Minister and Deputy First Minister represent the two largest political parties, with the rest of the ministers being nominated by political parties in the Northern Ireland Assembly – determined by their share of seats in the Assembly. Together they lead on policy development and delivery of public services devolved to the Northern Ireland Government.

The structure of public administration is different to the large government departments seen in Whitehall for England and UK wide functions; ministers are supported with a civil service covering 12 separate ministerial departments for specific areas of responsibility.

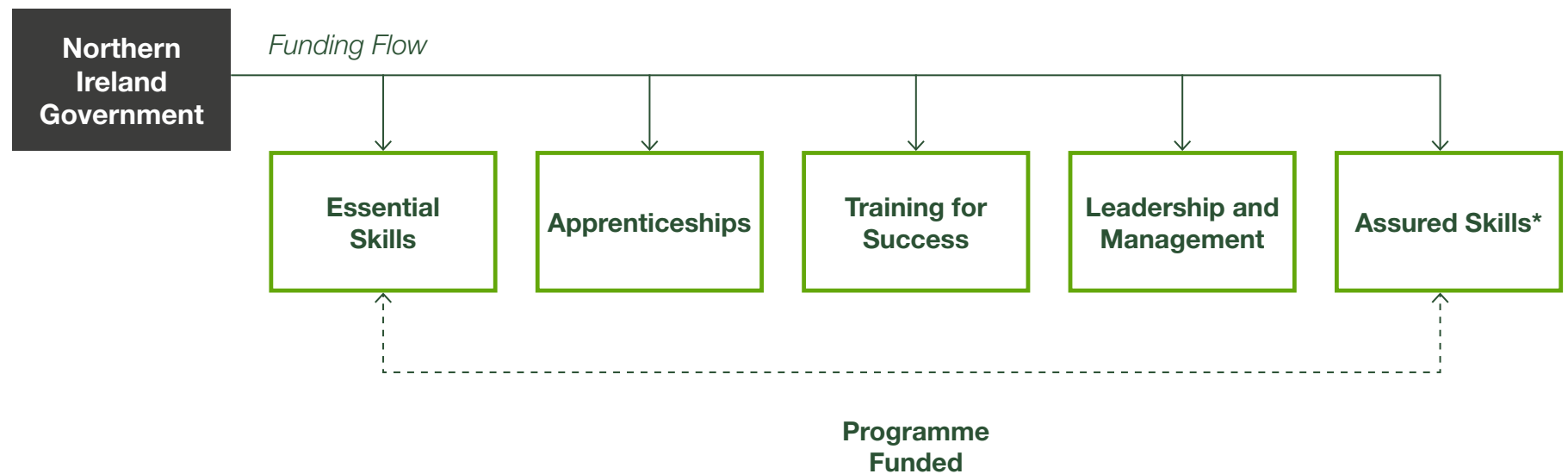
Nlbusinessinfo.co.uk is a free online service provided by Invest Northern Ireland, a service which aggregates the work of individual ministerial departments

which affect employers and business in Northern Ireland.

The Department for Employment and Learning leads a range of skills programmes in Northern Ireland, most of which are under their skills strategy, 'Success through Skills'. The six Further Education colleges in Northern Ireland are the main providers of vocational and technical education and training, from Essential Skills through to Foundation Degrees



The following section provides more detailed information about the programmes and signposting to relevant resources and contacts.



**Assured Skills is delivered with Invest in Northern Ireland*

Essential Skills

Programme	Age	Duration	Pay
Essential Skills	16+	Dependent on needs of individual	Retained benefits/Salary

Essential Skills in Northern Ireland prepare people for work or help those already in work by improving their practical skills in English, Maths and ICT. Each of the three Essential Skills are qualifications in their own right and are delivered by either a local Further Education College or Union Learn.

Training can be arranged 'on site' at an employer location or at a local college campus, with the content of the delivery for the qualifications tailored to the context of the business so that it is work related.

Employers' view on work experience

"The company provides a fully functioning computer site where the ICT and essential skills courses are held. We provide match time for people to participate and, in partnership with the union (BFAWU), provide the appropriate materials. The company sees clearly that those who have participated in the projects so far have grown greatly in confidence and are able to perform a greater degree of functions on the shop floor."

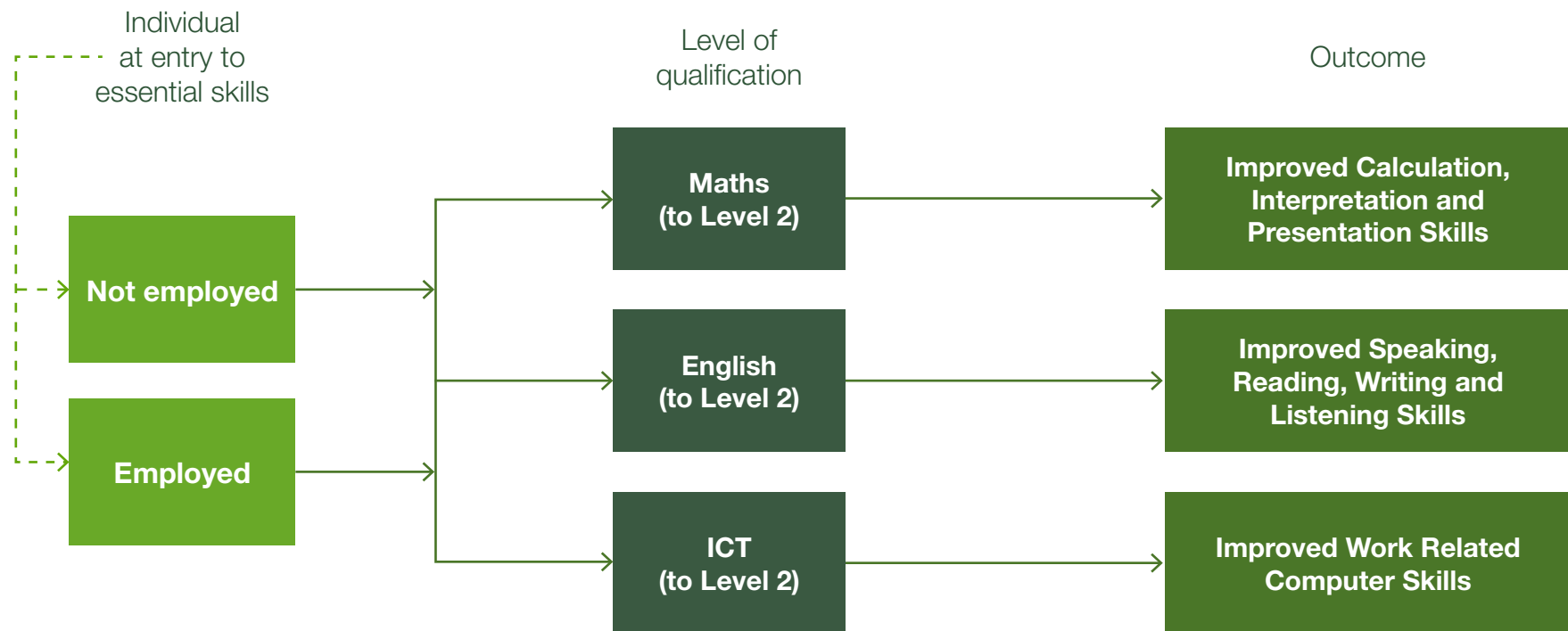
Moyra Rafferty, HR Manager, Irwins Bakery

"The flexible approach to site based learning resulted in a high employee interest whilst ensuring minimum disruption to the operational/day to day workings of the company's business. KNI will certainly support further Essential Skills courses, as the benefits are immediate and assist with employee development, retention and recruitment."

Lawrence Flavelle, Director, KNI

Essential Skills

To find out more about Essential Skills, or to get involved, contact the **Department for Employment and Learning** advice line on **0300 200 7876**



Apprenticeships

Programme	Age	Duration	Pay
Apprenticeships	16+/25+	Typically 2-4 years	Employer paid salary

An Apprenticeship is a structured work-based programme that develops an individual's knowledge, essential skills and competence in a specific job. There are approximately 100 Apprenticeship Frameworks available, open to individuals* who are aged 16 or over, live in Northern Ireland and are employed, or about to take up paid employment as an apprentice with a Northern Ireland based company.

Apprentices receive a paid wage and have a contract of employment with their employer. They typically gain experience and training 'on the job' for 4 days per week and attend 1 day a week 'off the job' with their Apprenticeship training supplier.

There is no template or standard qualification components for Apprenticeship Frameworks in Northern Ireland.

Each Apprenticeship is occupationally relevant and has been designed by a sector skills council/body and agreed with the Department for Employment and Learning.

A network of Apprenticeship Training Suppliers manages the apprentice's training and assessment programme, with financial support being available from the Northern Ireland Government towards the cost of training and assessment.

Occupationally specific Apprenticeship Frameworks are available at 2 different levels; levels that are appropriate to the breadth and depth of knowledge and skill individuals require in order to be competent in a specific job role.

Apprenticeships

There are 2 levels of apprenticeship available:

- *better prepare young people for work Level 2 Apprenticeship Framework, a majority of new apprentices follow a Level 2 Apprenticeship*
- *better prepare young people for work Level 3 Apprenticeship Framework, for both those progressing from Level 2 or for direct entry*

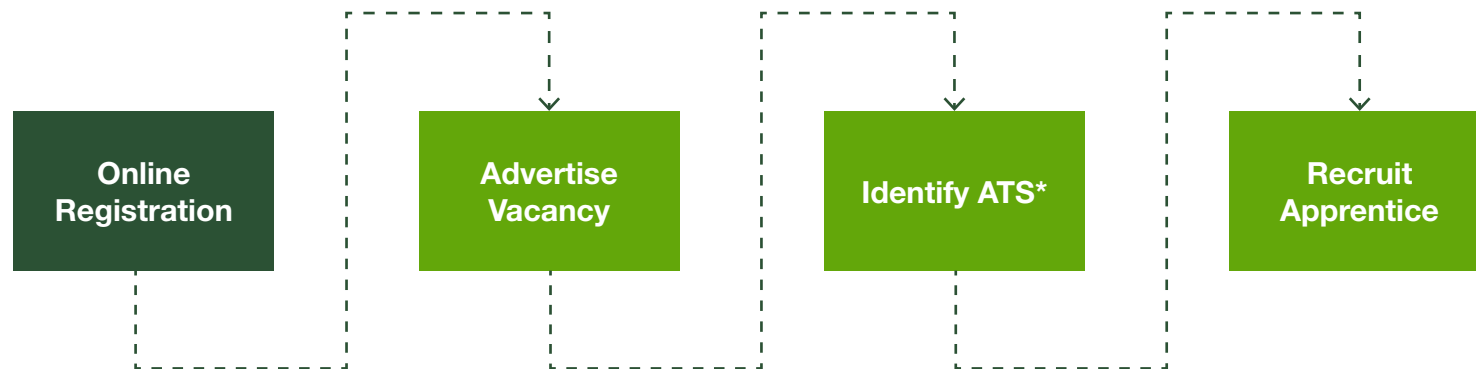
When planning an Apprenticeship with an Apprenticeship Training Supplier in Northern Ireland, employers should think about how the following are planned and conducted for their apprentices:

- *On and off the job training – who does what and when*
- *Assignment of a skilled and motivated mentor*
- *Involvement of management in the review of apprentice progress*
- *Use of projects or specific work tasks*

Apprenticeships

A directory of the different Apprenticeship Frameworks available in Northern Ireland can be found by [here](#):

The process to recruit an apprentice in Northern Ireland is:



Employers can advertise Apprenticeship vacancies through the Employers Online NI portal, which can be found [here](#).

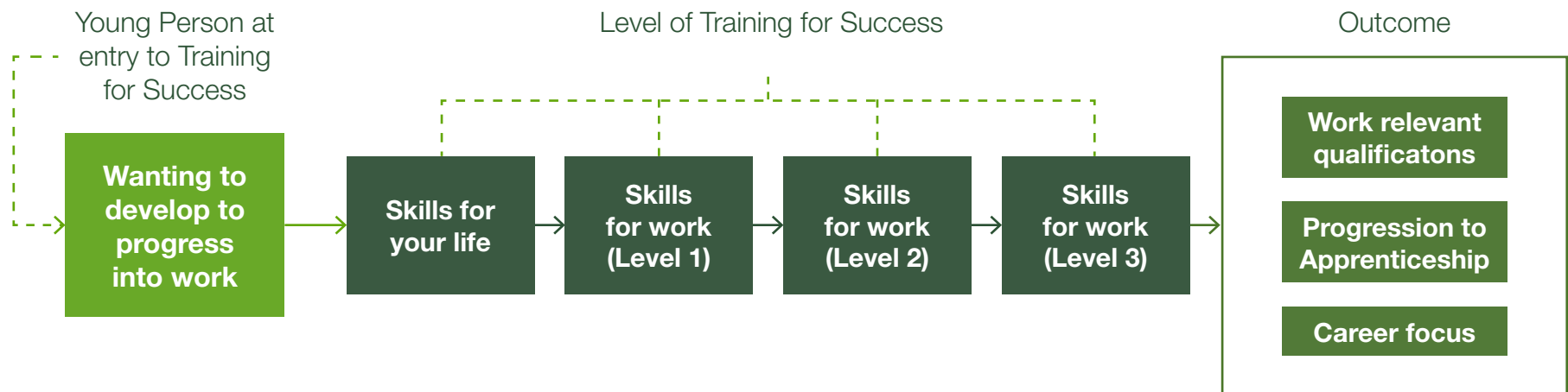
Training for Success

Programme	Age	Duration	Pay
Training for Success	16-17	Up to 2 years	Education Maintenance Allowance

Training for Success offers a broad range of development for young people to better prepare them for work and receive an Education Maintenance Allowance if they qualify.

Training for Success develops individuals in four areas; personal and social development, employability skills, professional and technical skills and essential skills in communication, application of number and ICT.

For more information contact the **Department for Employment and Learning** helpline on **0300 2007876**.



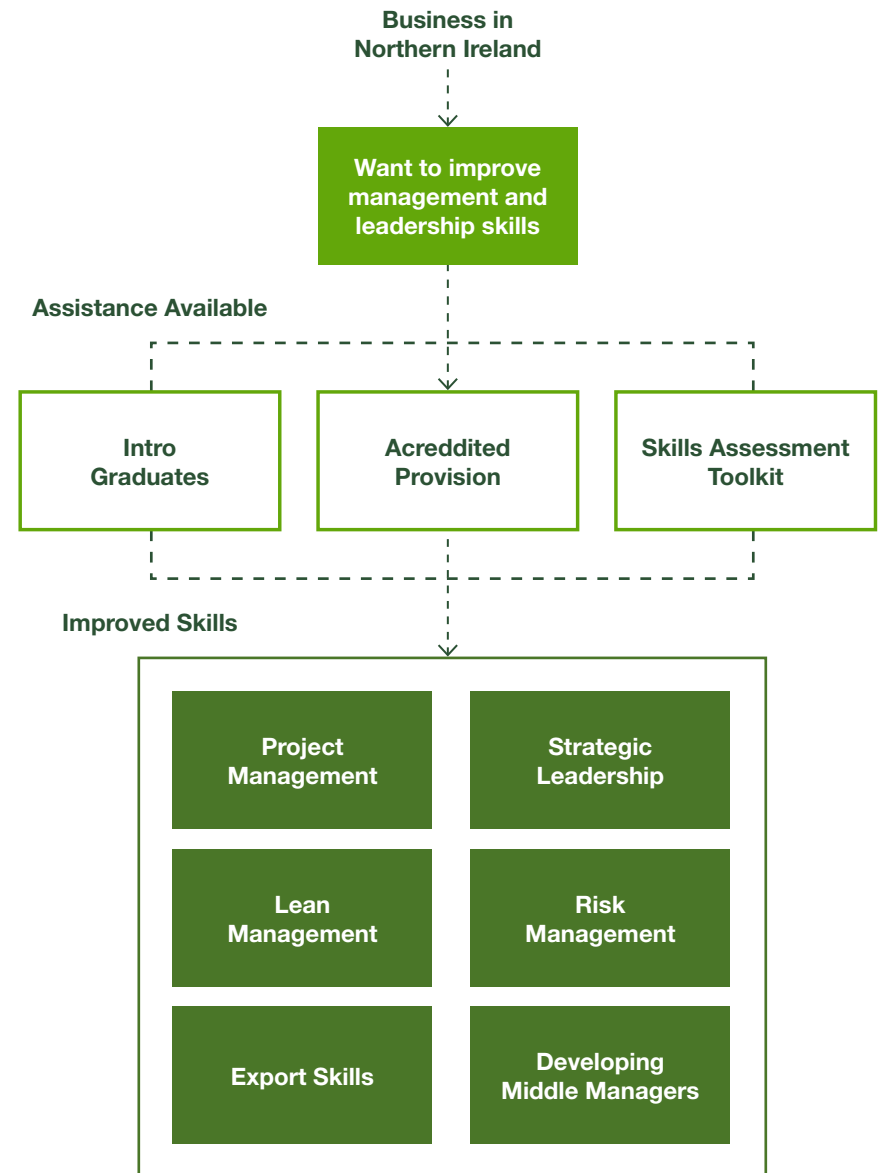
Management and Leadership

Programme	Age	Duration	Pay
Management and Leadership	18+	Dependent on needs of individual	Employer paid salary

The Management and Leadership Development Programme offers accredited training to help employers meet the specific development needs of new and existing managers and leaders at all levels. There is a suite of training options eligible* for financial support available to employers based in Northern Ireland.

The training options are provided by organisations that work with the Department for Employment and Learning. The content of accredited training available through the Management and Leadership Development Programme can be accessed [here](#).

To discuss specific requirements, contact the **Management and Leadership Programme Manager** on **028 90905345**.



Management and Leadership

INTRO Graduate Programme

The INTRO Graduate Programme exists to speed up the development of graduate managers, helping them to become more productive within their organisations. The programme results in a professional management diploma which participants are required to complete.

The Toolkit generates a tailored report, identifying areas for development along with signposting to relevant training resources and events. Impact of training interventions can be measured by completing the Toolkit once training has taken place.

AIP employers who are interested in recruiting graduates into their business can benefit from up to £2,250 of funding from the Department for Employment and Learning towards the cost of training, with the employers contributing £800 plus a graduate salary.

*For more information call **028 9090 5345**.*

Assured Skills

Working with Invest Northern Ireland, the Assured Skills programme is designed to help attract new foreign direct investment (FDI) companies by assuring them that the skills they need to be successful are available in Northern Ireland. Assured Skills also provides assistance to indigenous companies wishing to expand and, through an Enhancing Capability strand, to consortia of local companies with similar skills needs.

Funding is provided on a project by project basis, up to a maximum of €2M, to FDI or indigenous companies who are creating new jobs.

*Employers who are exploring inward investment to Northern Ireland or expanding existing operations should contact their nearest Invest Northern Ireland office, either locally or worldwide, in the first instance – please see **www.investni.com/contact-us/our-offices.html**.*

*Further information about **Assured Skills**, including video case studies, are available at **www.delni.gov.uk/assuredskills** or by contacting Assured Skills on **028 9090 5250**.*

Skills in Scotland



The illustration below sets out the high level overview of the relationship between the Scottish Government and its responsibilities that directly affect education and skills in Scotland.

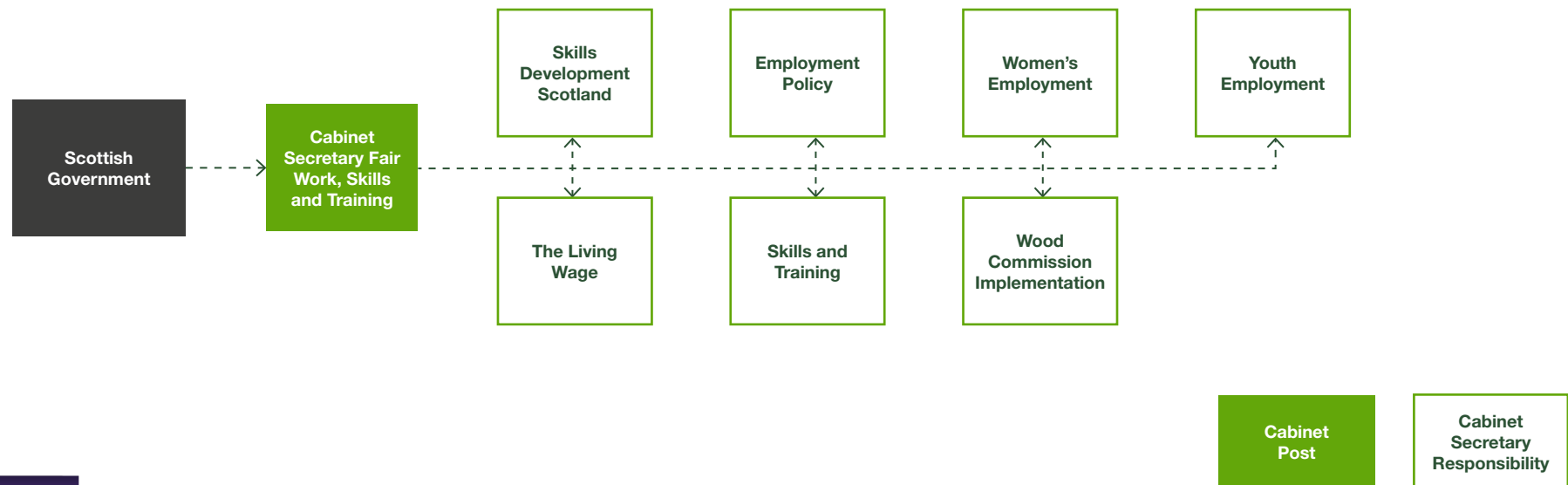
The Scottish Government has devolved responsibilities for education and skills within Scotland.

The First Minister for Scotland along with 9 Cabinet Secretaries are the Scottish Cabinet, they are supported by a couple of specific parliamentary roles and

10 Ministers who report to a Cabinet Secretary.

Together they lead on policy development and delivery of public services devolved to the Scottish Government. The structure of public administration is different to the large

government departments seen in Whitehall for England and UK wide functions, there are 6 separate directorates in the Scottish Civil Service which are each led by a Director General post holder.



*The Scottish government has published a Skills Strategy, entitled '**Skills for Scotland: Accelerating the Recovery and Increasing Sustainable Economic Growth**' which aligns with the Scottish Governments Economic Strategy and makes clear the nations commitment to training and skills in order to compete globally through higher skilled and better paid jobs, high productivity, fairness and high quality public services.*

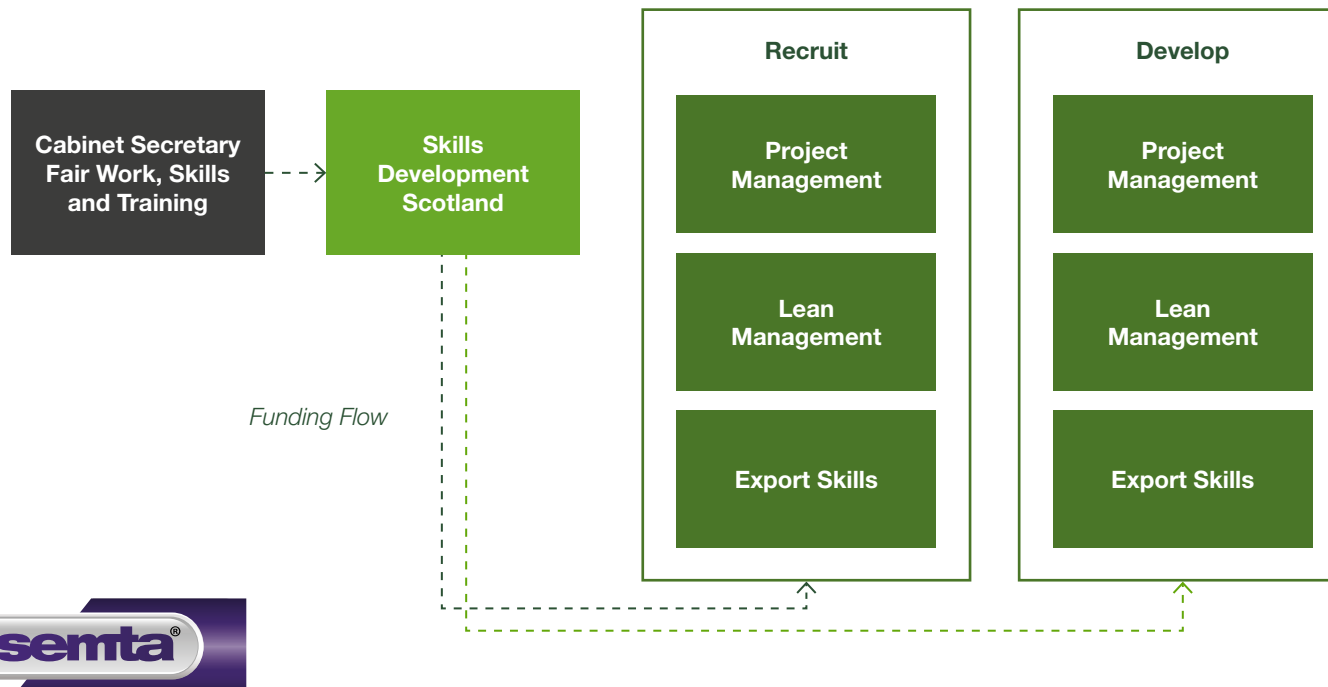
*A copy of the **Skills Strategy** which can be found [here](#).*

Skills Development Scotland (SDS) is a limited company that is the national skills body supporting people and business in Scotland.

SDS work with other organisations across Scotland to deliver key services for people and businesses, specific support for businesses is provided through a brand called **Our Skillsforce**.

Find out more [here](#) or call **0800 783 6000**.

Our Skillsforce - skills related business support



'Engage with Education' activities

- 1. Providing Work Experience** – giving a young person a taste of the world of work.
- 2. Taking on a Graduate** – giving a graduate or intern the opportunity to bring a fresh perspective to a business.
- 3. Work with Schools** – promote business to young people, bringing industry to the classroom.
- 4. Work with Further and Higher Education** – connect with young people in Further or Higher Education.

Flexible Training Opportunities

Programme	Business Size	Duration	Funding Available
Flexible Training Opportunities	<100 employees	Dependent on needs of Business	Up to £3,000

Flexible Training Opportunities provide small Scottish business (those employing less than 100 employees) with up to £3,000 towards employee training cost; with SDS providing up to 50% of employee training activities up to a maximum of £1,000 per employee. **The funding can be used for:**

- Training
- Master classes
- Qualifications
- Workshops

Employers based in Scotland and employing Scottish people can register their interest in the Flexible Training Opportunities by creating an online account [here](#).

Low Carbon Skills

Programme	Business Size	Duration	Pay
Low Carbon Skills	<100 employees	Dependent on needs of Business	Up to £5,000

The Low Carbon Skills Fund provides small Scottish business (those employing less than 100 employees) with up to £5,000 towards employee training costs in areas such as renewable energy and low carbon technologies, energy efficiency, waste management and re-use, and reducing carbon in supply and energy management. SDS will provide up to 60% of employee training activities up to a maximum of £1,000 per employee. **The funding can be used for:**

- Training in renewable energy, low carbon technologies and microgeneration.
- Training in energy efficiency, environmental and clean technologies.
- Training in waste management and re-use.
- Training in reducing carbon in supply and energy management.

Employers based in Scotland and employing Scottish people can register their interest in the Low Carbon Skills Fund by creating an online account [here](#).

Employer Recruitment Incentive

Programme	Age	Duration	Funding Available
Employer Recruitment Incentive	16-29	Up to 1 year	Up to £3,963

The **Employer Recruitment Incentive** is available to Scottish businesses who want to recruit young people. The programme helps young people with additional support needs into employment, with the aim of reducing youth unemployment by 40% by 2021.

The Employer Recruitment Incentive delivers the Scottish Government's commitment to help unemployed people who are facing significant challenges, by encouraging employers to recruit young people aged 16-29 into sustainable employment. Funding of up to £3,963 is available to employers, with an additional £500 where they pay the Living Wage.

The Employer Recruitment Incentive is available to contribute to the additional costs of recruiting and sustaining a young person in employment for a year, it can be used in a number of ways including, additional supervisory costs, training, initial travel to work costs or wages. Employers based in Scotland and employing Scottish people can register their interest in employing young people through the Employer Recruitment Incentive by contacting the Local Authority in the area they wish to recruit.

Contact details for each of the 32 Scottish Local Authorities can be found [**here**](#).

Employer Recruitment Incentive

Age of Young Person	Eligibility of Young Person	Eligibility of Employer	Job Type
16-24	Eligible for Modern Apprenticeship	<50 employees in Scotland	Modern Apprenticeship
16-29	Additional Support Needs*	Any Sized Employer in Scotland**	Employment or Modern Apprenticeship
16-24	Barriers to Employment***	Any Sized Employer in Scotland**	Employment or Modern Apprenticeship

**definition of Additional Support Needs contained within application guidance*

***except of Public Sector employers*

****definition of Barriers to Employment contained within application guidance*

Work Readiness

Programme	Age	Duration	Pay
Work Readiness	16-19	10 Weeks	Training Allowance

For employers interested in recruiting young, new talent into their business, the Certificate of Work Readiness has been developed using key attributes that employers look for when employing staff.

The Certificate is achieved through a mixture of work experience and employer assessments, with 16-19 olds being able to demonstrate they have reached an employer defined standard.

The Certificate of Work Readiness is a good way for employers to recruit 'work ready' staff without having to employ the young person from day one.

Delivery of the Certificate of Work Readiness is completed with a majority of time in the workplace with the support of a third party training provider who will provide support and liaison with the business throughout the 10-week period. Young people typically visit their training provider for one day a week.

*Employers who wish to provide work experience and assessments to young people as part of the **Certificate of Work Readiness** may contact a local advisor by calling **0800 7836000**.*

Modern Apprenticeship

Programme	Age	Duration	Pay
Modern Apprenticeship	15-25	Minimum 1 Year	Employer Paid Salary + Contribution to Training Cost

Modern Apprenticeships provide a structured work-based programme that develops an individual's knowledge, essential skills and competence in a specific job.

Modern Apprenticeships are available in Scotland for 15-25* year olds who live in Scotland, and employers can use the Modern Apprenticeship programme to either employ a new member of staff or to train existing employees.

Modern Apprentices receive a paid wage and have a contract of employment with their employer, with the employer also making a contribution towards the cost of training, with SDS making up most of the cost of training which it funds through a network of contracted training providers.

Each Modern Apprenticeship is occupationally relevant and has been designed with employers and accredited by the Scottish Qualifications Authority Accreditation (SQAA). Modern Apprenticeships consist of Scottish Vocational Qualifications (SVQs) relevant to the occupation of the apprentice.

There are 4 levels available:

- Modern Apprenticeship (Foundation) Level 1/2
- Modern Apprenticeship (Technical) Level 4
- Modern Apprenticeship Level 2/3
- Modern Apprenticeship (Professional) Level 5

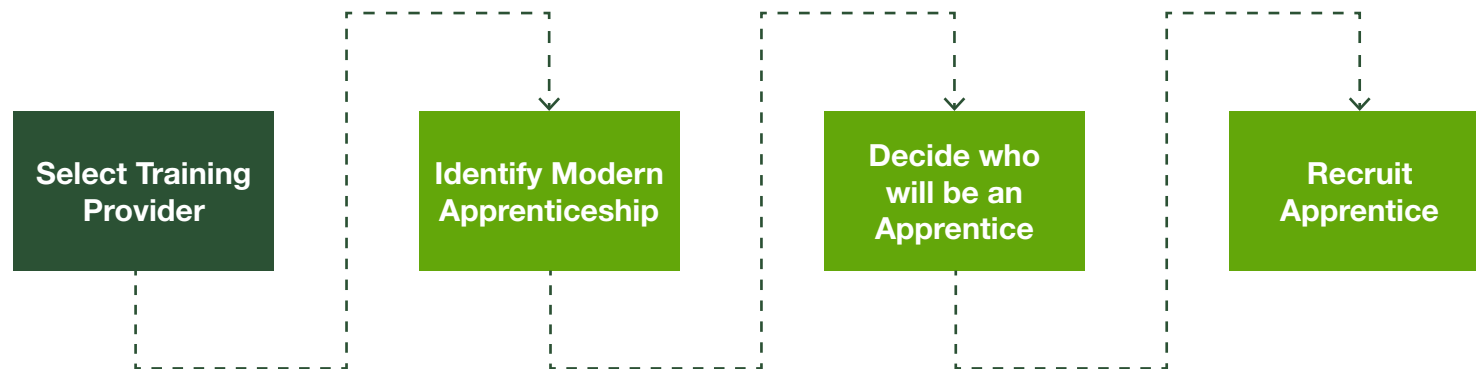
A directory of different Modern Apprenticeships available in Scotland can be found by clicking [here](#).

When planning a Modern Apprenticeship with an approved training provider in Scotland, employers should think about how the following are planned and conducted for their apprentices:

- On and off the job training – who does what and when
- Involvement of management in the review of apprentice progress
- Assignment of a skilled and motivated mentor
- Use of projects or specific work tasks

Modern Apprenticeship

The process for employers to provide Modern Apprenticeships in Scotland is:



*A network of approved training providers manage the apprentice's training and assessment programme, with financial support being available from SDS towards the cost of training and assessment. Employers can locate a training provider in Scotland, who will help with recruitment of apprentices, funding and other support, by using an online search facility provided by SDS which can be found [here](#) or by calling **0800 7836000***

Adopt an Apprentice

*In addition to the traditional employment model by employers for Modern Apprentices, SDS also runs an **Adopt an Apprentice** initiative. This initiative is to help Modern Apprentices who have been made redundant, gain employment and complete their Modern Apprenticeship with a new employer.*

A financial incentive is available to AIP employers who can 'Adopt an Apprentice':

- £5,000 for businesses in oil and gas industry*
- £2,000 for businesses in all other industries*

A training provider contracted with SDS must make each application for this initiative on behalf of interested employers.

The application form can be found [here](#).

Skills in Wales



The Welsh Government has devolved responsibilities for education and skills within Wales. The First Minister for Wales is responsible for appointing the Cabinet of Welsh Ministers and Deputy Ministers. Together they lead on policy development and the delivery of public services devolved to the Welsh Government.

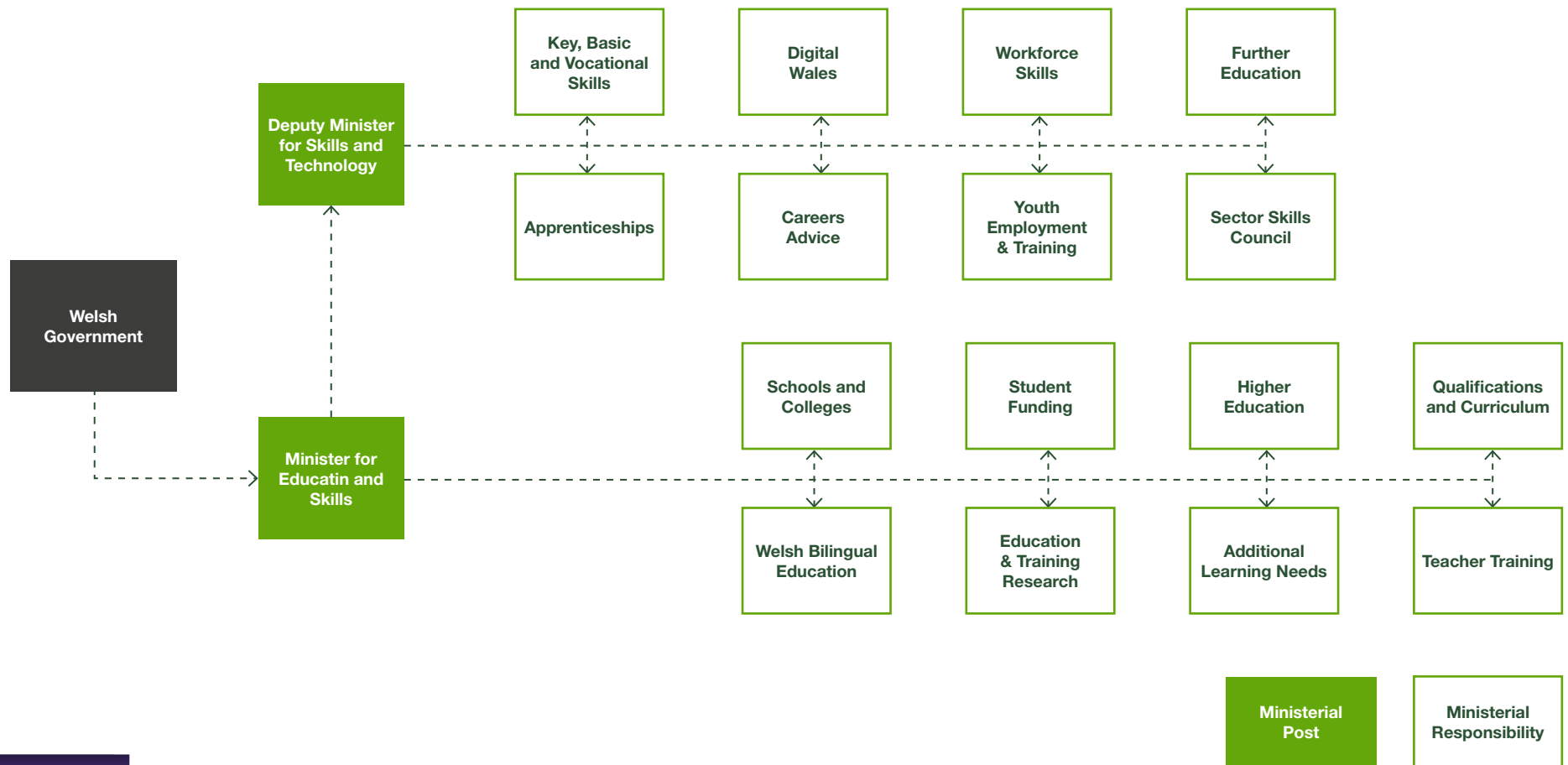
The structure of public administration is different to the large government departments seen in Whitehall for England and UK wide functions, there is a Director General responsible for education and skills with five separate directorates.

*The Welsh government has published a '**Framework for co-investment in skills**' which frames their aims and macro level strategy for funding skills to 2017. A copy of which can be found [here](#).*

There are a wide range of programmes provided by the Welsh Government to deliver their education and skills responsibilities, the objective of which are to evolve Wales into a highly skilled nation through four priority areas:

- skills for jobs and growth
- skills that respond to local needs
- skills that employers value
- skills for employment

The illustration below sets out the high level overview of the relationship between the Welsh government and its responsibilities that directly affect education and skills in Wales.



Careers Wales play a central communication and coordination role in the provision of work experience, work related learning and work based learning in Wales. Specific programmes are promoted by Careers Wales to employers, with those requiring work experience or employment being brought together under a 'FREE Recruitment Service' banner.

The administration and organisation of such programmes in Wales, is done so through contracting organisations who work with employers, rather than direct relationships between employers and the Welsh Government.

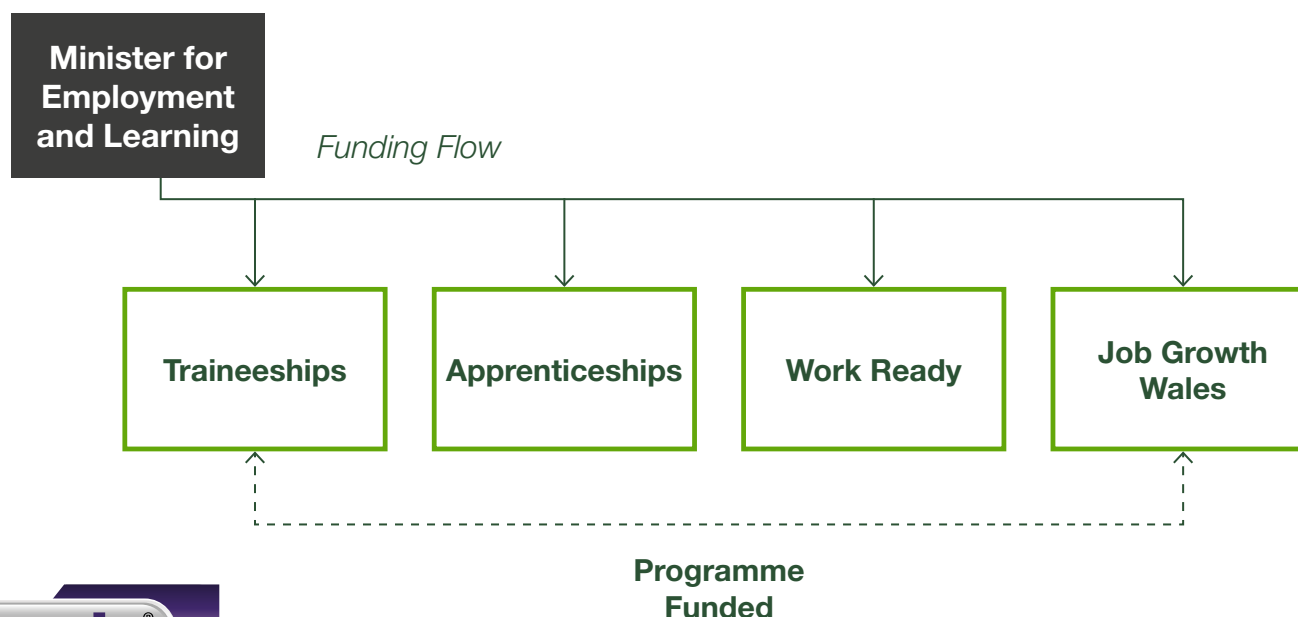
The following section provides a deeper level of information at a programme and level.

'Working with schools and colleges' Activities

1. Work Experience providing exposure to the world of work to young people in education. Careers Wales manage an online database for work experience.

2. Business Ambassadors providing insight to young people about the world of work, through school talks, mentoring or mock interviews. Careers Wales manage a network of such relationships.

3. Teachers into Industry providing exposure to the world of work to teachers so that they can update their industry knowledge. Careers Wales support the coordination and management of this activity.



Traineeships

Programme	Age	Duration	Pay
Traineeships	16-18	Dependent on needs of Individual	Welsh Government Allowance

Traineeships in Wales prepare young people, aged 16 to 18 years old to get a job or progress to further learning such as an Apprenticeship or further education.

Traineeships provide those with little or no experience of work with the opportunity to gain experience and skills.

Young people receive a notional payment of between £30 and £50 per week from the Welsh Government whilst they are on a Traineeship.

To find out more about Traineeships in Wales, or to get involved contact Careers Wales on **0800 028 4844**.

There are 3 levels of Traineeships which are part of a journey:

Engagement Level

Young people start at this level if they are unsure about their future career path, or they need to develop their confidence. This level provides a range of shorter work placements and projects to develop skills.

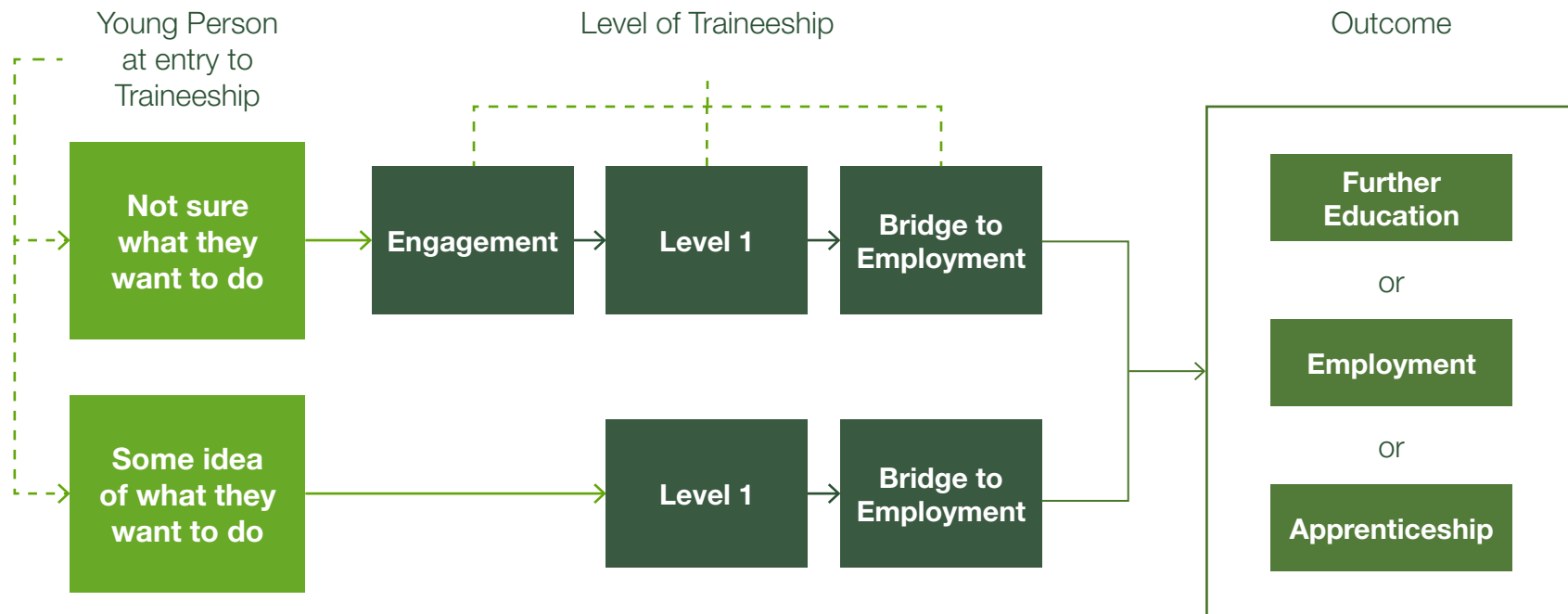
Level 1

Those young people who know what they want to do for a career, or those who have successfully completed the Engagement Level, progress through Level 1. The work experience element is specific to a sector (such as Automotive Engineering) and the young person is working towards a Level 1 qualification also.

Bridge to Employment Level

Once young people have successfully completed the Level One, they can progress onto this level. The Bridges to a Traineeship level provides young people with higher skills than the Level One with the objective of them being 'work ready'.

Traineeships



Apprenticeship

Programme	Age	Duration	Pay
Apprenticeship	16+	Typically 1-2 Years	Employer Paid Salary

Apprenticeships provide a structured work-based development programme to develop an individual's knowledge, essential skills and competence in a specific job. Apprenticeships are available in Wales for anyone* who is aged 16 or over, who lives in Wales and is not in full-time education. Employers can use the Apprenticeship programme to either employ a new member of staff or, to train existing employees. Apprentices receive a paid wage and have a contract of employment with their employer.

Apprenticeships have 3 core components:



Each Apprenticeship is occupationally relevant and has been designed in accordance with The Specification of Apprenticeship Standards for Wales (SASW).

There are 3 levels of apprenticeship available:

- Foundation level apprenticeship (Level 2) - equivalent to 5 A*- C GCSEs
- Apprenticeship (Level 3) - equivalent to 2 A-Levels
- Higher apprenticeship (Level 4 and above)

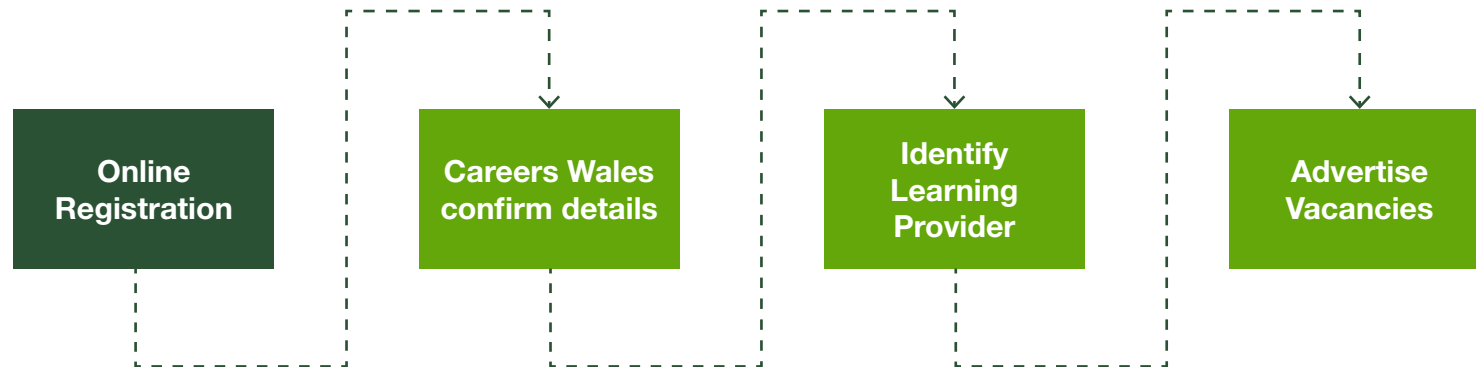
A directory of different Apprenticeship Frameworks available in Wales can be found by clicking [here](#).

When planning an Apprenticeship with an approved training provider in Wales, employers should think about how the following are planned and conducted for their apprentices:

- On and off the job training – who does what and when
- Assignment of a skilled and motivated mentor
- Involvement of management in the review of apprentice progress
- Use of projects or specific work tasks

Apprenticeship

The process for employers to provide Modern Apprenticeships in Wales is:



A network of approved training providers manages the apprentice's training and assessment programme, with financial support being available from the Welsh government towards the cost of training and assessment. Employers can complete their online registration by completing an online form which can be found [here](#).

There are also a couple of Apprenticeship specific initiatives running in Wales:

Young Recruits Programme

The Welsh Government wants to encourage employers involved in the Jobs Growth Wales programme to evolve those arrangements into Apprenticeships where appropriate. Employers who do so may be able to receive a financial contribution for the first 6 months of the Apprenticeship programme where learners have progressed from Jobs Growth Wales.

Welsh Language Apprenticeships

The Welsh Government wants to encourage employers involved in Jobs Growth Wales programme to evolve those arrangements into Apprenticeships where appropriate. Employers who do so may be able to receive a financial contribution for the first 6 months of the Apprenticeship programme where learners have progressed from Jobs Growth Wales.

Jobs Growth Wales

Programme	Age	Duration	Pay
Jobs Growth Wales	16-24	6 Months	Employer Paid Salary

Jobs Growth Wales is a programme funded by the Welsh Government with the support of European funding too.

It is aimed at getting job ready 16-24 year olds, real paid work for 6 months. Employers have to pay those on Jobs Growth Wales at least the National Minimum Wage.

Job Growth Wales provides those who know what they want to do, and are work ready with little or no experience of work, with the opportunity to gain experience and skills in order to better improve their prospects for securing employment or further education.

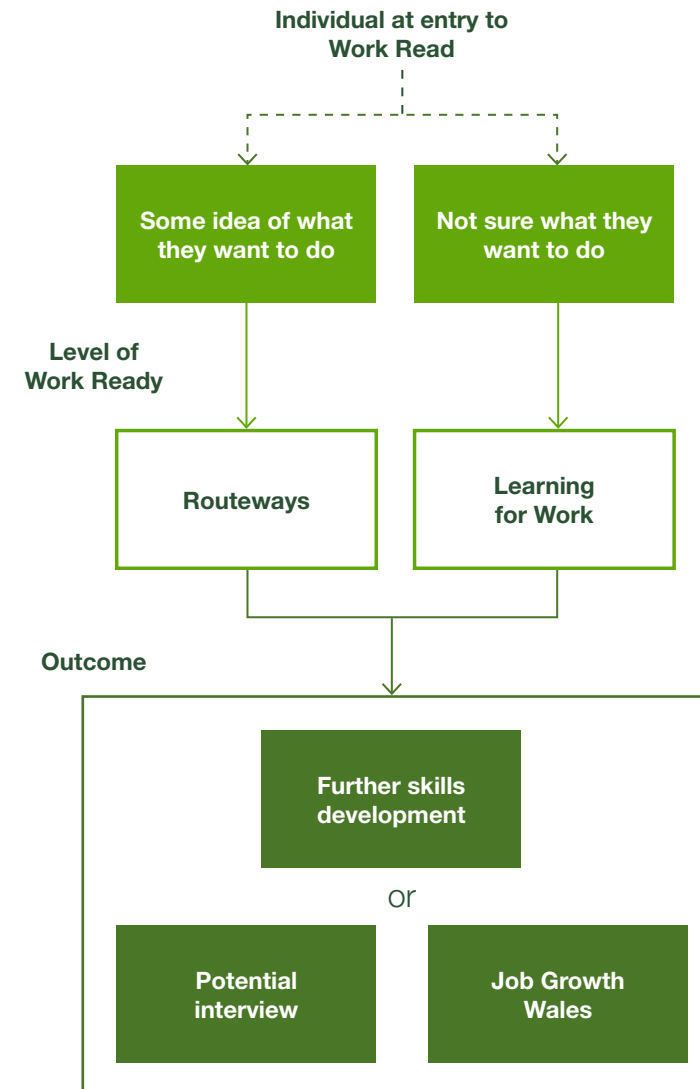
*Employers are provided with a support service from Careers Wales and can register their interest in providing a Jobs Growth Wales opportunity by calling **0300 0603000**.*

Work Ready

Programme	Age	Duration	Pay
Work Ready	18+	Up to 24 weeks	Retained benefits

The Work Ready programme has some similarities with the Traineeship programme, however it is for those aged 18 or over who are unemployed and in receipt of benefits from the Department for Work and Pensions.

The Work Ready programme in Wales prepares those over 18 with confidence, skills and work readiness training so that they can progress to employment, for example, through an Apprenticeship or Jobs Growth Wales.



Annexes



Annex A – Qualifications Framework for NI and Wales

The Qualification and Credit Framework covers Northern Ireland and Wales (as well as England). It defines qualifications by credits and provides a level structure, as in the illustration below.

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8
Academic qualifications	GCSES Level 1 = Grades D-G Level 2 = Grades A*-C Purpose: leads to further study		A Levels Purpose: leads to further study	Foundation Degree HNC HND		Bachelors Degree	Masters	PhD
Broad vocational qualifications	Technical Awards Purpose: leads to further study		Applied General Qualifications Purpose: leads to further study					
Specialist vocational qualifications		Technical Certificates Purpose: leads to skilled occupation or further study	Technical Levels Purpose: leads to skilled occupation or further study					
Apprenticeships	Traineeships	Immediate Apprenticeship	Advanced Apprenticeship	Higher Apprenticeship				

	Typically studied aged 14-16		Typically studied aged 18+
	Typically studied aged 16-18		Available at age 16+

The Scottish Credit and Qualifications Framework provides structure for the education system in Scotland, as illustrated below.

	Level 1	Level 2	Level 3	Level 4	Level 5	Level 6	Level 7	Level 8	Level 9	Level 10	Level 11	Level 12
SQA Certification	National 1, Access 1	National 2, Access 2	National 3, Access 3, Foundation Standard Degree	National 4, Intermediate 1, General Standard Grade	National 5, Intermediate 2, General Standard Grade	Higher	Advanced Higher					
Higher Education							HNC	HND	Ordinary Degree, Graduate Certificate	Honours Degree, Graduate Diploma	Masters	Doctorates
							CertHE	DipHE				
Specialist vocational qualifications				SVQ1	SVQ2	SVQ3	SVQ3	SVQ4	SVQ4		SVQ5	
					Modern Apprenticeship			Technical Apprenticeship		Professional Apprenticeship		



*For more information
call 0845 643 9001*

enquiries@automotiveip.co.uk
www.automotiveip.co.uk

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