



Accreditation of Redundant Apprentices under Recognition of Prior Learning

Application Form

Notes

This Application Form should only be used by redundant apprentices seeking accreditation for periods of employment and education under the recognition of prior learning process.

Applications will only be considered from Eligible Apprentices (i.e. registered as an apprentice in the trade for 4 years or more, all Phase examinations/ assessments passed and submitted and a status of redundant on the apprenticeship database).

Original documentation should not be submitted in support of this application (original certs etc.). Photocopies only please.

1. Applicant Details

Name: _____

Address: _____

Phone : _____

Phone (Mobile): _____

E-mail Address: _____

2. Apprenticeship Details

Apprentice Registration Number: ____ / ____ / ____ Trade: _____

Commencement Date of Apprenticeship: ____ / ____ / ____ Current Phase: _____

Please provide a sworn affidavit of your employment history as an apprentice in the specified trade, supported by letters from previous employers confirming dates of employment or letters from former colleagues covering the full period of apprenticeship where the previous employer no longer exists

Employer Details:

Name Address: _____ Dates: (from) (to)

Name Address: _____ Dates: (from) (to)

Name Address: _____ Dates: (from) (to)

3. Details of Work Experience

a) (projects, dates, location, responsibilities etc.)

b) Please provide a brief history of other relevant employment

4. Trade Related Training & Education Details

Please provide details of any trade relate training or educational courses undertaken. (Title, duration, provider, dates etc.)

5. Supporting Information / Documentation

Please list any documentation (personal, work /educational) submitted in support your application. Where relevant, verifiable evidence to support claims made on this form must be provided (for example, Course Certificate).

6. Declaration

I declare that the information given by me in this application is true, complete and accurate.

Signed: _____ Date: _____

This Application Form with supporting evidence must be submitted to the local Service to Business Manager (Contact Details below)

For Office Use Only

Received by: _____ Date received: _____
STB Office

Application Number: ___ / ___ / _____

Note: The first two sections of the application number should be generated by the STB Regional Office and should consist of the Region code and a locally generated application number. e.g. SE / 01234. The third section is for Apprenticeship Services use and should be left blank by the Region.

Received by: _____ Date received: _____
Apprenticeship Services

Application Guidelines

Background

This is a FÁS initiative to assist redundant apprentices to complete their apprenticeship. Apprentices who have attained the required standard but do not meet the duration requirement of 4 years in employment in the specified trade may apply to FÁS for accreditation for periods of trade related employment or training / education to enable them to qualify for the Advanced Certificate.

Application Process

FÁS will identify apprentices who meet the eligibility criteria below and invite them to submit an application. To qualify an apprentice must have:

- Served 4 years as an apprentice in their trade from the date of registration
- Submitted successful results of all off-the-job examinations and all on-the-job assessments to FÁS
- A redundant status on the FÁS Apprenticeship database

Applications will only be accepted from those identified by FÁS as eligible and invited to apply.

Redundant Apprentices who worked in trade related employment or attended trade related education or training may apply to FÁS to have this period recognised as part of their apprenticeship. Before awarding accreditation, FÁS must be satisfied that the information submitted is true, accurate and verifiable.

Applications for accreditation must be made to FÁS on this Application form and supported by a portfolio of verifiable evidence. A portfolio of verifiable evidence should include:

- A full employment record for the credit period including company details, company contacts.
- Details of training / education courses attended including copies of certificates etc.
- Records of membership of Trades Unions, Trade or Educational Institutes covering the period.
- Details of projects worked on, outlining the scope and range of work undertaken.
- Any other relevant information e.g. details of the company's apprenticeship history if applicable, their membership details of any relevant associations.

Where verifiable evidence is unavailable an Applicant must produce a sworn affidavit in support of their application.

This is a temporary measure – subject to review in June 2010.

Contact Details – Services to Business Managers

Services to Business
Manager
FÁS Training Centre
Baldoye Industrial Estate
Baldoye
Dublin 13
Tel: 01-8167400

Services to Business
Manager
FÁS Training Centre
Coe's Road Industrial
Estate
Dundalk
Co. Louth
Tel: 042-9355700

Services to Business
Manager
FÁS Training Centre
Wyattville Road
Loughlinstown
Dun Laoghaire
Co. Dublin
Tel: 01-2043600

Services to Business
Manager
FÁS Training Centre
Cookstown Road
Cookstown Industrial Estate
Tallaght
Dublin 24
Tel: 01-4275400

Services to Business
Manager
Market Square
Longford
Tel: 043-3328806

Services to Business
Manager
FÁS Training Centre
Rossa Avenue
Bishopstown
Cork
Tel: 021-4856200

Services to Business
Manager
FÁS Training Centre
Poppintree Ind Est
Jamestown Road
Finglas
Dublin 11
Tel: 01-8140200

Services to Business
Manager
FÁS Training Centre
Raheen Business Park
Raheen
Limerick
Tel: 061-487900

Services to Business
Manager
FÁS Training Centre
Ballytivnan
Sligo
Tel: 071-9159500

Services to Business
Manager
FÁS Training Centre
Ballyfermot Hill
Ballyfermot
Dublin 10
Tel: 01-6055900

Services to Business
Manager
FÁS Training Centre
Mervue
Galway
Tel: 091-706200

Services to Business
Manager
FÁS Training Centre
Industrial Park
Cork Road
Waterford
Tel: 051-301500

Services to Business
Manager
FÁS Training Centre
Monavalley
Tralee
Co. Kerry
Tel: 090-6486590