



Boost your business with a Supply Chain Apprenticeship

An Employers Guide









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Introduction

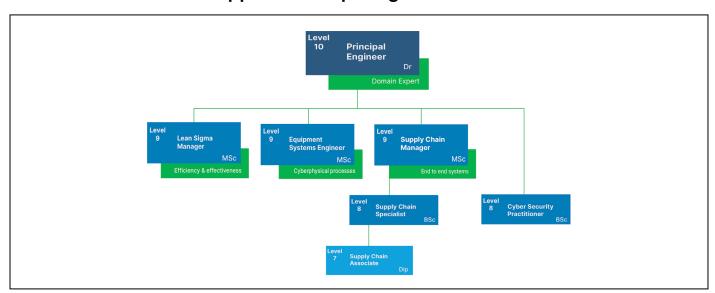
As part of the new National Apprenticeship Programme, the University of Limerick (UL) is Ireland's first University to offer apprenticeships at higher level. Included in the suite of executive programmes, UL offer Supply Chain apprenticeships.

These qualifications have been created 'by industry for industry' and are aimed at building Ireland's capacity to be world industry leaders through enhancing the skills of its existing workforce.

The programmes at UL are designed for people who are already working and wish to gain additional knowledge and experience within their role. As such, all of our participants already have employment contracts that meet or exceed the duration of the apprenticeship. Extensive consultation with industry has taken place in regards to curriculum content and structure, with high emphasis on real-world skills and employability.

All of the programmes are designed to minimise the student's time away from the workplace using a 70:30 'on-the-job' to 'off-the-job' ratio. This is achieved through the use of blended and online programme delivery for maximum benefit.

The suite of Executive Apprenticeship Programmes on offer at UL



Apprenticeships Consortia

For each apprenticeship programme a Consortium Steering Group (CSG) or Industry Lead, has been developed. Their role is to ensure that the Apprenticeship programme(s) conforms to, and evolves with, the requirements of the occupational profile and to ensure that it is enterprise-led and meets labour market needs.

Each Consortium Steering Group is composed of relevant stakeholders including employers, programme specific occupational associations, any occupational regulators or relevant professional bodies and the University of Limerick. The CSG acts as a liaison between employers and the University at a broad level. The CSG will undertake periodical reviews of the programme and in particular the learning outcomes so as to ensure relevancy of the programmes and aligning the needs of Industry with skills development. The consortial lead for the Supply Chain apprenticeship programmes is IPICS (Supply Chain Management Institute) .

Supply Chain Apprenticeships

What is Supply Chain?

Supply chain management is the sum of all activities in business from managing the flow of products, services, and information not just within an organisation but also through its suppliers and customers. Supply chains exist for every product and service that we consume, directly or indirectly.

Supply chain in Ireland extends beyond logistics that is required to deliver products and services to the final customers. As an island nation with what many larger nations would see as more than our fair share of foreign direct investment, our manufacturing sector is very dependent on our world-class logistics and supply chain management sector.

Ireland is facing significant competition from lower cost economies and it is essential for Irish companies, especially with the ever-increasing tendency towards off-shoring, that the supply chain skills support the optimisation of business activities.

Superior supply chain management skills help to differentiate between successful and unsuccessful businesses. Excellence in core processes: planning, sourcing, making, delivering and returning, are key to ensure supply chains are agile, adaptable and aligned.

Supply Chain Apprenticeship Routes of Study

UL's programme curriculum is designed and delivered for a dynamic online experience that attracts cohorts of global industry learners who link theory based content with real time current practice applications. All of our programmes are supported by academics and industry experts who have a dedicated interest in supporting and guiding learners on their career path.

The programmes provide opportunities to study Supply Chain at different levels for skills progression.

Out of UL's apprenticeship programmes, the following are offered in the area of Supply Chain.

- Supply Chain Associate Level 7 Diploma
- Supply Chain Specialist Level 8 Degree
- Supply Chain Manager Level 9 Masters

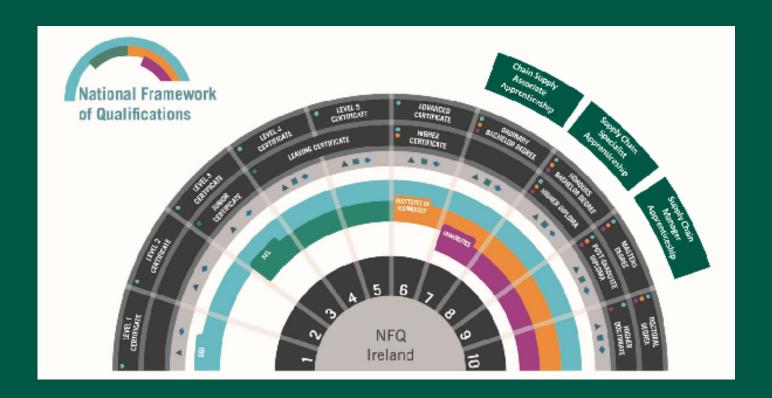
National Framework of Qualifications

National qualifications frameworks (NFQ) describe what learners should know, understand and be able to do on the basis of a given qualification. These frameworks also show how learners can move from one qualification, or qualification level, to another within a system. Over 150 countries are now developing, or have developed, a national qualifications framework.

The Irish NFQ, is a framework through which all learning achievements may be measured and related to each other in a coherent way and are organised based on their level of knowledge, skill and competence. Because all NFQ qualifications are quality assured, learners can be confident that they will be recognised at home and abroad.

Upon successful completion of the programme, apprentices will graduate with the following:

- Supply Chain Associate NFQ Level 7 Diploma in Supply Chain Management Operations (Dip)
- Supply Chain Specialist NFQ Level 8 Degree in Supply Chain Management (BSc)
- Supply Chain Manager NFQ Level 9 Master of Science in Supply Chain Operations (MSc)



Supply Chain Roles

Supply Chain Associate - Level 7 Diploma

Supply Chain Associates perform important support roles within the product life cycle ensuring new and existing products can be optimally integrated into supply chain and capacity management activities.

- From a procurement perspective, Associates work closely with project personnel and managers to ensure plans are aligned with company rules, regulations, policies and procedures with regards to purchasing and procurement. The role requires knowledge of procurement management systems and sourcing strategies coupled with the ability to prepare accurate and complete specifications to support RFPs, RFTs, RFQs and ITBs. In coordination with the requesting office/department, Associates review and evaluate bids and proposals; file all documentation and evaluations, and maintain award results in the company's contract database.
- From an inventory perspective, Associates act as auditors within the supply chain to ensure inventory is on route, on shelves and well-stocked. The role requires preparation of inventory related reports, answering queries and providing cross-functional support to operations, logistics, accounting, and quality departments.

Supply Chain Associates work in support roles within the company's operations function. The role can be found across various companies in the manufacturing, production and service sectors. Variations of position titles within these companies may include:

Warehouse Supervisor (SME's), Scheduler, Inventory Associate, Procurement Assistant, Demand Planner, Logistics Analyst, Purchasing, Specialist.



The purpose of this programme is to develop the apprentices' knowledge and equip them the skills necessary to address inventory and sourcing needs. This programme will also provide them with the fundamentals of the principles of Supply Chain, global regulations pertaining to the procurement and movement of goods, works and services as well as an understanding demand planning and forecasting.

120 credits (European Credit Transfer System - ECTS)

Duration: 2 years - 20 modules over 6 consecutive semesters

Delivery: Blended learning – with Virtual classrooms, online tutorials from subject

matter experts, masterclasses

Entry Requirements: Open entry to those applicants >23yrs of age with at least 1 years work

experience in any manufacturing or service organisation

or

for those < 23yrs of age a pass leaving certificate or equivalent plus work

experience of 1 year in any manufacturing or service organisation

Year 1	Year 2
Autumn	Autumn
Principles Of Inventory Management	Case Study
Principles Of Operation Planning	Forecast And Scheduling
Principles Of Manufacturing Management	Supply And Demand Planning
Introduction To Supply Chain Management	Introduction To Models And Frameworks For Supply Chain Management
Spring	Spring
Case Study	Strategic Management
Principles Of Managing Operations	Transport And Logistics
Principles Of Distributions And Logistics	Professional Purchasing
Teamwork, Change And Cultural Diversity	Supply Chain Operations Management
Summer	Summer
Project 1	Project 2
Reflective Learning Portfolio (Supply Chain Management)	Skills Portfolio (Supply Chain Operations)
Reflective Learning Journal (CoP)	Reflective Learning Journal (CoP)

Community of Practice

- Company Visits including uploading your individual and group reports
- Mentoring recording your meetings with your mentor
- Masterclasses
- Summer School at the end of Year 1

Supply Chain Specialist - Level 8 Degree

Designed around the concept of change as a major influencing factor in today's supply chain activities, this 2-year, apprenticeship programme provides learners and hosting organisations with the advanced understanding and best-practice frameworks and techniques needed to manage effectively supply chain operations.

Supply Chain Specialists typically work in the area of forecasting and planning, purchasing, procurement, logistics, operations, inventory management, customer service, transport, distribution and warehousing. They can also host positions as a Buyer, Demand Planner, Materials Manager, Inventory Specialist, Procurement Specialist, Supply Planner, Supply Analyst, Product Analyst, Resource Planning Coordinator.

This programme will educate participants in the principles and practical application of SCOR framework concepts, enabling participants and supporting organisations to gain a competitive advantage and develop the ability to drive improvement in supply chain operations with measurable results.



Participants learn to:

- Identify the fundamental theories, concepts and methods that inform supply chain management within various organisational settings and a variety of disciplines.
- Demonstrate detailed knowledge and understanding of specialised areas pertaining to different supply chain functions.
- Display specialised technical, analytical and creative skills that are fundamental to problem-solving and decision-making.
- Apply expanded knowledge and best-practice techniques in a variety of enterprise settings.
- Appreciate and respond to the critical issues of globalisation, the internationalisation of business and corporate responsibility as they relate to supply chain operations.
- Describe and discuss various concepts of operations management related to supply chain management and grounded in the SCOR model.
- Evaluate performance of supply chain activities and identify opportunities for improvement and integration.
- Respond to rapid changes in demand and capacity by adjusting and optimising supply chain activities.
- Research, evaluate and apply alternative methods to address new issues in supply chain operations.
- Use operations management models and best-practice techniques to address new or emerging situations and changes.

120 credits (European Credit Transfer System - ECTS)

Duration: 2 years - 19 modules over 6 consecutive semesters

Delivery: Blended learning – with Virtual classrooms, online tutorials from subject

matter experts, masterclasses

Entry Requirements: NFQ level 7 award 120 ECTS in a cognate business, science or technical

discipline

Work experience of 5 years in any manufacturing or service organisation,

with 2 years in a supply chain related role

Year 1	Year 2
Autumn	Autumn
Plan With Supply Chains	Management Of Change
Make Within Supply Chains	Integrating Product Development Into Production
Advanced Models And Frameworks For Supply Chain Management	Simulation Modelling And Analysis (Online)
Organisation Behaviour	Supply Chain And Customer Relationship Management
Spring	Spring
Source Within Supply Chains	Strategic Management
Deliver And Return Within Supply Chains	Supply Chain Risk Assessment And Forecasting
Business Intelligence And Decision Making	Corporate Social Responsibility
Statistics	Information Systems And Decision Support
Summer	Summer
Lean Sigma Improvement Methodologies	Supply Chain Project 2
Supply Chain Dynamics Game	Reflective Learning Journal (CoP)
Reflective Learning Journal (CoP)	

Community of Practice

- Company Visits including uploading your individual and group reports
- Mentoring recording your meetings with your mentor
- Forums
- Masterclasses
- Summer School at the end of Year 1

Supply Chain Manager - Level 9 Masters

The focus of a Supply Chain Manager is on the efficient and effective management of the production network of Industry 4.0. The DJEI Enterprise 2025 Report states that global value networks are resulting in the progressive disaggregation of supply chains and creating new ecosystems involving multi-dimensional partnerships between companies, suppliers, competitors and research institutes in different locations throughout the world.

A Supply Chain Manager needs to be able to aggregate and manage these various physical and virtual value chains to maximise the competitiveness of the company.

Stepping above procurement and scheduling, transport and logistics the Supply Chain Manager in Industry 4.0 needs to be able to manage activities across the value chain, including: headquarters, shared services/global business centres, customer contact/technical support, research and development, and geographically dispersed production.

The purpose of this programme is to develop the apprentices' knowledge and equip them to recognise and assess supply chain management with specific reference to organisational performance. They will also be in a position to evaluate and proactively influence the impact of upstream and downstream factors on supply chain performance.



January start

120 credits (European Credit Transfer System - ECTS)

Duration: 2 years and 5 months - 12 modules over 6 semesters

Delivery: Fully online - one module will run at any one time over a period of five

weeks. Virtual classrooms and online tutorials from matter experts

Entry Requirements: Min entry requirements is Level 8 (2.2) or RPL + contract

Year 1	Year 2
Spring	Spring
Frameworks for Supply Chain Management	Operations Management
Strategic Business	Sales and Operations Planning
Mathematical/ Analytical Modelling in Supply Chains	Quality Science
	Summer
	Thesis Proposal Preparation
Autumn	Autumn
Marketing Technology Products	Supply Chain Risk Assessment and Forecasting
Simulation Modelling in Supply Chains (general)	Financial Management and Decision Making
Reflective Learning Journal (CoP)	Thesis (Supply Chain Operations)
	Reflective Learning Journal (CoP)
	Year 3
	Spring
	Thesis (Supply Chain Operations)

Community of Practice

- Company Visits including uploading your individual and group reports
- Mentoring recording your meetings with your mentor
- Forums
- Masterclasses
- Summer School at the end of Year 1

September Start

120 credits (European Credit Transfer System - ECTS)

Duration: 2 years and 5 months - 12 modules over 6 semesters

Delivery: Fully online - one module will run at any one time over a period of five

weeks. Virtual classrooms and online tutorials from matter experts

Entry Requirements: Min entry requirements is Level 8 (2.2) or RPL + contract

Year 1	Year 2
Autumn	Autumn
Frameworks for Supply Chain Management	Marketing Technology Products
Mathematical/ Analytical Modelling in Supply Chains	Supply Chain Risk Assessment and Forecasting
Simulation Modelling in Supply Chains	Financial Management and Decision Making
Spring	Spring
Operations Management	Strategic Business
Quality Science	Thesis (Supply Chain Operations)
Sales and Operations Planning	
Summer	Summer
Thesis Proposal Preparation	Thesis (Supply Chain Operations)
Reflective Learning Journal (CoP)	Reflective Learning Journal (CoP)

Community of Practice

- Company Visits including uploading your individual and group reports
- Mentoring recording your meetings with your mentor
- Forums
- Masterclasses
- Summer School at the end of Year 1

Employer Duties & Responsibilities

Embarking on the Supply Chain Apprentice

Before undertaking an apprentice on one of our Supply Chain programmes, an employer should first consider the following questions:

1. Can you provide the apprentice with continuity of employment (both On-the-Job and Off-the-Job over a 2-year period?

Each apprenticeship is 2 years minimum in duration. Potential apprentices must be Irish based and have a Irish contract of employment that meets or exceeds their time on the programme. All organisations who employ apprentices must adhere to the guidance provided in the Apprenticeship Code of Practice. This Code of Practice is intended to assist both employers and apprentices to understand their duties and responsibilities relating to the apprenticeship programme. As part of the employer approval and apprentice registration processes, employers and apprentices agree to comply with this Code of Practice.

A copy of the code of practice can be found at:

Apprenticeship Code of Practice for Employers and Apprentices

2. Can you provide access for the apprentices to the type of work that allows them gain the necessary experience and develop their skills across the full range of competencies included in the programme?

As apprenticeships are based on a work learn model it is important that you as the provider of the on the job learning elements can provide apprentices with a range of projects and work that will enable them to develop their skills and put their theory into practice. Apprentices will be expected to draw on their experiences as part of their assignments and continue assessments. Apprentices will be required to complete at least 1 significant project based on their employer. Confidentiality and non-disclosure of sensitive company information will be advised at all times.

Supply Chain Associate: Year 1 In-Company Project Year 2 In-Company Project Supply Chain Specialist: Year 1 Lean Sigma Improvement Year 2 Supply Chain Project Supply Chain Manager: Year 2/3 Thesis

The University of Limerick will provide guidance to students on the suitability of projects but these must be facilitated within the apprentice work environment

In addition, apprentices are required to attend and participate in lectures and classes which are part of their off the job learning. Some of these may take place on campus in the University and are scheduled according to the relevant modules. Classes, webinars and masterclasses that are delivered online may take place during office hours and while all online classes are recorded and made available for offline viewing at a later stage many provide an opportunity for apprentices for Q&A and clarification from tutors and so it is important that they be provided with the flexibility to attend.

On-the-job learning resources will also include releasing the apprentice for company benchmarking visits and/or masterclasses to enhance their learning. These will take place periodically throughout the year and apprentices can usually chose from a variety of visits/masterclasses that best suit their individual interests.

4. Can you provide a qualified or experienced staff member who will act as the apprentice's Workplace Mentor and whose key role is to enable the concepts learned to be embedded and to provide advice and guidance on projects?

Each apprentice is allocated an Industry Mentor (a maximum of 4 apprentices to 1 mentor) whose key role is to support and enable the apprentice to complete the programme and the project work. The role of the 'in-company mentor' is not to formally assess any part of the apprenticeship programme as all assessments are done by the University of Limerick.

Mentors fulfil a vital role as advocate/facilitator/enabler depending on their role in the company and specific experience. An apprentice may have more than one in-company-mentor if they wish, though this is not compulsory.

Mentors must agree to have regular documented meetings with the apprentice throughout the programme and these form part of the learner's e-porfolio. The in-company mentor may have one or more of the following:

- Enabling capacity to ensure the candidate dedicates enough 'on-the-job' time to the programme to ensure successful completion in the given timeframe.
- Subject matter knowledge in the area of study.
- Academic expertise through having completed a higher programme of study (at minimum a level 8) and/ or have 5+ years of relevant sector experience.

Customised training for the mentor will be provided by the University. Continuous support throughout the duration of the programme is also provided. The Workplace Mentor will be required to provide a CV and proof of qualifications to determine their suitability to mentor.



Role of the Workplace Mentor

- Familiarise themselves with the Supply Chain apprenticeship programme(s).
- Facilitate the apprentice's learning in the workplace by conducting a minimum of 4 mentoring meetings per year.
- Promote independence and autonomy in learning and in the completion of workplace projects.
- Foster a supportive environment to complete workplace projects.
- Facilitate peer learning with other experienced members of staff.
- Attend a mandatory briefing day workshop at the beginning of the apprenticeship programme.

The workplace mentor may also:

- Participate in and/or contribute to the National Programme Board.
- Liaise with the academic supervisor and the apprenticeship programme manager on student progress.

Registering an Apprentice

The employer must be approved by UL and SOLAS in order to register an apprentice on this programme.

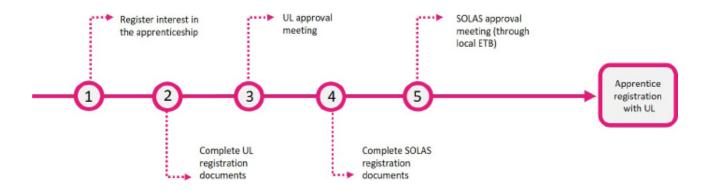
The Role of SOLAS



SOLAS, as the further education and training authority, is the lead agency responsible for apprenticeships on behalf of the Government. They work in close partnership with employers, the Higher Education Authority, Quality and Qualifications Ireland, industry and education and training providers across further and higher education.

SOLAS' responsibility includes maintenance of a national register of employers approved to take on apprentices and a national register of apprentices. SOLAS have authorised the network of over forty uthorised Officers (AO) located within Education and Training Boards (ETB) around the country, to carry out key employer assessment and liaison activities for the apprenticeship system, along with apprentice registration and ongoing support and monitoring duties.

For an employer to gain approval to train apprentices in a particular occupation, s/he 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 programme and the statutory apprenticeship system overall.



Stages to become an Approved Employer

Stage 1:

- 1. Register interest by completing the Expression of Interest form or by emailing apprenticeships@ul.ie.
- 2. Complete and return the UL Supply Chain Apprenticeship Application form along with supporting documentation.
 - a. Proof of mentor qualifications (photo/scan of parchment)
 - b. Proof of apprentice qualifications
- 3. Attend an approval visit with UL programme manager, mentor, apprentice and person responsible for apprenticeships in the organisation.
- 4. Following UL approval, the UL progamme manager will send all documentation to the local ETB.

Stage 2:

- 1. ETB arranges a second approval visit and will ask the employer to complete the following:
 - a. SOLAS Suitability to Train form
 - b. Apprentice registration form
 - c. Provide apprentice photo (signed)
- 2. Following Solas approval*, the UL programme manager will provide the apprentice with a link to apply to UL as a student and register on the programme.

Apprentice/Student Registration

- 3. Apprentices applies to UL by completing the online application form and uploading the following:
 - a. A copy of passport (in the event of not having a passport, a copy of birth cert will be accepted).
 - b. An official copy of qualifications, undergraduate and postgraduate (transcripts and parchments required).
 - c. English language certificate if English is not their first language.
 - d. Supply Chain Apprenticeship Application form.
 - e. Online registration fee of €35.
- 4. Apprentices will receive an offical offer letter for the programme which they must accept by doing one of the following:
 - Pay €250 acceptance fee (which comes off your total fee payable)
 - Attach a letter of sponsorship on headed paper which must be signed and stamped by your company
- 3. On receipt of payment or sponsorship letter, the apprentice will be sent instructions on how to enrol onto their course and register for their modules to officially become registered students of UL.

The company registration with UL and SOLAS is a one-off process and any additional apprentices who wish to register in subsequent years can express an interest by emailing: apprenticeships@ul.ie.

There is no limit on the number of apprentices that an organisation can have.



^{*} If the employer is deemed unsuitable, the SOLAS Authorised Officer will identify what requirements remain to be met and subsequently, a re-visit can be scheduled to re-assess.

Entry Requirements

Who is this programme suitable for:

The programme is suitable for existing employees seeking to progress within their organisation and develop skills relevant to the workplace.

- Employees who require an understanding of the fundamental concepts and principles of SCM and be able apply them within their organisations.
- Employees who wish to understand supply processes and enhance process design, to improve efficiency in their organisations.
- Employees who are seeking to devise innovate solutions and navigate the intricate network of supply chain operations.
- Employees who are seeking a deeper understanding of the dynamics of supply chains and to enhance their ability to continually improve supply chain performance.

Apprentice Entry Requirements

- Must have an Irish contract of employment and be employed by a SOLAS 'Approved Employer'.
- Must be aged 18 or over.
- Must have achieved the minimum academic requirements for the relevant programme as set out above.
- Certified and non-certified Recognition of Prior Learning may also be considered.
- Every apprentice must have opportunity and access to relevant inhouse work experience to complement the chosen apprenticeship.
- English is the language of tuition and assessment. Apprentices for whom English is not a first language must demonstrate proficiency in English and meet the University of Limerick English Language requirements.
- Non-EU applicants are subject to work permit regulations.

Frequently Asked Questions



What is the value proposition of the apprenticeships to employers?

There are a suite of new apprenticeships developed by the University of Limerick to meet the demands emerging for 'Industry 4.0.'

These apprenticeship programmes have been developed to meet current and future demand for suitably qualified Supply Chain personnel employed across all industry sectors.

What are the benefits to your business?

- Boost your business productivity and competitiveness
- Create a talent pipeline by developing your inhouse talent and investing in existing staff
- Cost effective training with highly subsidised fees and flexible training
- Bring new thinking to your business through the combination of on the job and off the job learning.
- Strengthen your employer brand and awareness

Is there a cost associated with taking on an apprentice?

As these programmes are suitable for existing employees, all apprentices need to have an Irish contract of employment in place.

What are the programme fees associated with a Supply Chain apprenticeship?

There is a €900 fee attributed to the Supply Chain programmes which can either be paid by the apprentice or the employer. There is also a €35 application fee payable at the time of registration.

Once an apprentice receives their letter of offer for the programme, there is a requirement that an acceptance fee must be paid. This can be paid in one of two ways:

- Pay €250 acceptance fee (this will be deducted from the overall programme fee)
- Submit a letter of sponsorship on headed paper, signed and approved by the employer

Is there any funding available for apprenticeships?

Yes – there are various funds available for organisations who take on apprentices at all levels:

- Apprenticeship Employer Grant €2000 per annum available to employers subject to terms and conditions.
- Gender Diversity Bursary €2,666 payable in apprenticeship programmes with greater than 80% representation of a single gender.
- Údarás na Gaeltachta Apprentice Scholarship Scheme for apprentices living in Gaeltacht areas.

For information on the above grants, please contact SOLAS directly

Does the apprentice have to leave work for long periods to attend college?

Apprenticeships are work based learning programmes and the Supply Chain programmes have been designed to be flexible in terms of time, location, and mode of learning. This is to ensure that apprentices can minimise the amount of time they are away from work. Engagement with programme content may be scheduled during normal working hours and employers will be required to facilitate the apprentice with time to access this.

Our programmes are structured for blended delivery with learning material delivered by a combination of academic subject matter experts and industry professionals.

There is an emphasis on directed assignment work in each of the modules to allow participants to spend more time applying the concepts in the context of their own organisations. This strong application focus is supported by a work based projects at the end of each year.

Programme content is delivered virtually with a combination of evening and day lectures and masterclasses for apprentices to engage in. Course updates, examination and assessment requirements, electronic library and on-line collaboration are all available through the University LMS.

Alongside their programme content there is a requirement for apprentices to participate in a Community of Practice. Attendance at company benchmarking visits, industry masterclasses and webinars are an essential component of this and apprentices are expected to engage with at least 4 per year. These may be face-to-face or virtual.

Summer School takes place during the summer of the first year for all Apprenticeships and the maximum duration will be 5 days.

There is also a requirement for four workplace mentor meetings per annum

What qualification does the apprentice get?

Upon successful completion of the programme, apprentices will graduate with the following:

- Supply Chain Associate NFQ Level 7 Diploma in Supply Chain Management Operations (Dip)
- Supply Chain Specialist NFQ Level 8 Degree in Supply Chain Management(BSc)
- Supply Chain Manager NFQ Level 9 Master of Science in Supply Chain Operations(MSc)

Progression opportunities are available for those who wish to continue their studies into the next levels and onwards to the Professional Doctorate Programme (Level 10). Indeed, apprenticeships are acknowledged as vital elements in the economic regeneration of countries across the globe.

Contacts

If you would like to discuss apprenticeships with one of our programme managers, please contact us using one of the following methods:

Email: apprenticeships@ul.ie
Tel: Elaine Butler 061-237798

Further information on our apprenticeship programmes can also be found at:

Web: https://www.ul.ie/ulearning/flexible-learning-courses/apprenticeships











