



**GENERATION  
APPRENTICESHIP**  
www.apprenticeship.ie



**NATIONAL  
APPRENTICESHIP  
OFFICE** GENERATION  
APPRENTICESHIP



# APPRENTICESHIP ONLINE

## EMPLOYER GUIDE TO ACCESSING THE FREE APPRENTICESHIP ONLINE SERVICE

The **APPRENTICESHIP ONLINE** service is available via **www.apprenticeship.ie**. It is a free service for approved national apprenticeship employers.

### YOU WILL NEED TO BE SIGNED UP TO APPRENTICESHIP ONLINE TO

- submit a claim for the new employer grant of €2,000 per apprentice per year\*
- advertise apprenticeship job vacancies
- see important apprenticeship information, including on your current apprentices
- secure approval to employ apprentices on additional apprenticeship programmes



To sign up for **APPRENTICESHIP ONLINE** employers only need to email **info-apprenticeshipjobs@solas.ie** to request access. The apprenticeship employer receives a Welcome email and can then access all services available online.

Guidance is also available during the sign up process if required, just email **info-apprenticeshipjobs@solas.ie**.

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\*Those who are eligible for the employer grant employ apprentices on one of the 40 apprenticeships which have been established since 2016 and which do not attract payment of off-the-job training allowances.