



HLA Guide



Department for the
Economy

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Apprenticeships

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MAKE IT AT THE MET



**INVEST IN
TALENT AND
EMPOWER YOUR
WORKFORCE
WITH SKILLS
THAT FUEL
INNOVATION
AND DELIVER
SUCCESS.**

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Higher Level Apprenticeships at Belfast Met

Belfast Metropolitan College is proud to be a leading provider of Higher Level Apprenticeships in Northern Ireland, offering employers a powerful way to develop talent and future-proof their workforce.

Higher Level Apprenticeships, funded by the Department of the Economy, combine academic learning with practical, on-the-job experience, enabling businesses to attract, retain, and upskill staff while meeting the demands of a rapidly evolving economy.

Over recent years, Belfast Met has experienced exceptional growth in Higher Level Apprenticeship participation. This expansion has significantly outpaced sector trends and highlights our continued commitment to delivering high-quality programmes that respond directly to industry needs.

Employers partnering with Belfast Met benefit from programmes designed in collaboration with industry, ensuring relevance and impact. We deliver Higher Level Apprenticeships across key sectors such as Digital Technologies, Engineering, Accountancy, Leadership & Management, and more – equipping learners with advanced skills while supporting businesses to innovate and grow.

By investing in Higher Level Apprenticeships employers gain access to motivated talent, tailored training, and a proven pathway to address skills gaps. Together, we are building a stronger, more competitive Northern Ireland economy.

HLA programmes are subject to funding and approval by the Department for Economy

What is a Higher Level Apprenticeship?

A Higher Level Apprenticeship combines on the job training with academic learning, enabling employees to gain qualifications from level 4 to level 6 whilst contributing to your business. It's a cost-effective way to develop specialist skills tailored to your sector's needs.

Key elements of Higher Level Apprenticeships are:

- They are open to a new employee, or an existing employee in a new job role, that requires learning and skills development.
 - The skills and qualifications will be in professional and technical occupations from Level 4.
 - Academic and work-based mentoring will form a key part of the delivery and support structure of the programme.
 - A Higher Level Apprenticeship programme will take at least two years to complete.
 - Apprentices should be contracted to work a minimum of 21 hours per week (including day release / off-the-job directed training) with a Northern Ireland based company.
 - There are no age restrictions, provided they have attained the minimum school leaving age and meet the Higher Level Apprenticeship programme's eligibility and academic requirements.
- Higher Level Apprenticeships are designed to support mobility within a sector and across the wider economy by including a breadth of training beyond the specific needs of a job.
 - Employees who have completed a Level 3 Apprenticeship can progress directly to a Higher Level Apprenticeship, providing all academic entry criteria has been met.

Levels Explained:

- Level 4 is similar to the first year of a university course
- Level 5 is similar to completing a 2 year foundation degree, or second year of a university degree
- Level 6 is similar to completing an honours degree

Investing in Higher Level Apprenticeships isn't just about training, it's about transforming your business.

Unlock Higher-Level Skills

Bring specialist knowledge and higher qualifications into your workforce to tackle complex challenges.

Boost Productivity & Performance

Apprentices apply learning on the job, driving efficiency and innovation from day one.

Close Critical Skills Gaps

Tailor training to your business needs, ensuring you have the right expertise where it matters most.

Improve Staff Retention

Show your commitment to career progression and keep your best talent engaged and loyal.

Future-Proof Your Workforce

Create a pipeline of skilled professionals ready to take on senior and technical roles.

Strengthen Brand Reputations

Stand out as an employer that invests in people, attracting top talent and improving reputation.

Drive Innovation

Fresh ideas and up-to-date knowledge help your business stay competitive in a fast-changing market.



Working Together to Achieve Success

Higher Level Apprenticeships are built on a three-way partnership between Employers, Apprentices and Belfast Met, each playing a vital role in ensuring success.

BELFAST MET WILL:

- Guide you through all start up paperwork and onboarding requirements
- Provide a clear overview of the course content, structure and timetable
- Deliver high quality training aligned to industry standards and employer needs
- Assign a dedicated mentor to support the apprentice's learning journey
- Align an employer with a named point of contact for updates, queries or ongoing support

01

EMPLOYERS WILL:

- Allow apprentices paid time to attend Belfast Met as part of their contracted hours, typically one day a week during term time, and provide study time for exams where required.
- Enable apprentice to gather relevant evidence for their studies, whilst maintaining confidentiality and workplace standards
- Facilitate regular progress meetings between the apprentice and college mentor
- Appoint a workplace mentor to guide and support the apprentice throughout the programme
- Provide meaningful work-based learning opportunities that complement the curriculum and foster career development
- Conduct a thorough workplace induction covering employment terms, Health & Safety and all relevant policies.

02

APPRENTICES WILL:

- Attend all scheduled classes and complete assignments on time
- Take ownership of their learning by actively engaging in both academic and workplace activities
- Apply new knowledge and skills to the workplace, contributing to business success
- Uphold professional standards, including confidentiality and adherence to workplace policies
- Communicate regularly with their workplace mentor and college mentor to review progress and address challenges
- Prepare for assessments and exams

03

Employer Eligibility Checklist

- A company based in Northern Ireland
- Ready to offer an employment contract of at least 21 hours per week including training
- Pay rates are appropriate to the job and in line with National Minimum Wage and National Living Wage Regulations (not the apprenticeship rate)
- No other funding is in place or being claimed for the apprentice
- Legal responsibilities such as right to work and study, insurances etc. are in place.

Accountancy

Programme Title: **Higher Level Apprenticeship in Accountancy**
Qualification Title: **Accounting Technicians Ireland (ATI)**
Qualification Level: **5**
Programme Duration: **2 Years**
Training Location: **Titanic Quarter Campus**

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Accountancy is a key pillar of every successful business, underpinning financial stability and strategic decision-making. As organisations grow and globalise, the demand for skilled accounting professionals continues to rise.

By supporting an employee through Belfast Met's Higher Level Apprenticeship in Accounting, you are investing in expertise that will strengthen your business and open doors to international opportunities. This two-year programme blends academic learning with practical experience, ensuring your apprentice develops both technical knowledge and real-world skills.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation in an accountancy role – applying what they learn directly to your business. The curriculum is designed to meet industry needs and includes:

Year 1

- Financial Accounting
- Business Management
- Business Law (NI)
- Taxation (NI)

Year 2

- Advanced Financial Accounting
- Advanced Taxation (NI)
- Management Accounting
- Financial Data Management



Entry Criteria

To join this HLA programme, apprentices will need:

- 96 UCAS points (e.g. 3 A Levels at CCC OR a minimum of MMM profile on Extended Diploma in Business or Finance or related area)
- GCSE Maths (Grade B/6) and GCSE English (Grade C/4) or equivalent
- Mature entry route (21+) based on recent and relevant work experience evidenced through either interview/ personal statement

As an employer, you retain the right to enhance this entry requirement for your own recruitment activities, aligned to your business need.



Recruitment

Employers engaged with Belfast Met will receive CVs from potential candidates that have registered their interest in progressing their career in accountancy. As an employer, you will manage recruitment through your own selection processes. While the College facilitates applications, job offers are at the discretion of employers.



Assessment

External ATI examinations for all modules, held in May annually. Completion of two year work placement and e-portfolio.



Progression Opportunities

Graduates can progress to professional qualifications with exemptions from leading accountancy bodies, including CAI, ACCA, and CIMA, paving the way to roles such as Chartered Accountant or Chartered Management Accountant.



Accounting Technology

Programme Title: **Higher Level Apprenticeship in Accounting Technology (Top Up)**
Qualification Title: **BSc (Hons) Accounting Technology (Top Up) - Validated by The Open University**
Qualification Level: **6**
Programme Duration: **2 Years**
Training Location: **Titanic Quarter Campus**

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The Higher Level Apprenticeship in Accounting Technology (Top-Up) is designed for employers to future-proof their finance function by developing professionals who combine advanced accounting knowledge with cutting-edge technology skills.

In today's data-driven business environment, organisations need accountants to interpret complex financial data, leverage analytics for performance management, and use technology to drive efficiency and compliance. This two-year Higher Level Apprenticeship builds on the Level 5 Diploma in Accounting Technicians and equips learners with expertise in financial analysis, data analytics, and enterprise resource planning systems - skills essential for modern business performance.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Performance management
- Taxation & financial reporting
- Information systems for accounting and finance professionals
- Sustainability for accounting and finance professionals
- Professional practice and industry project 1

Year 2

- Data analytics
- Financial management
- Advance data analytics and visualisation
- Governance and strategic management for business
- Professional practice and industry project 2



Entry Criteria

To join this HLA programme, apprentices will need:

- To be a fully qualified Accounting Technician (ATI level 5 Diploma) or have an equivalent 240 credits level 5 qualification (e.g. Foundation Degree in Accounting, HND in Accounting)
- GCSE Grade C in English and Maths (or equivalent)
- In addition, applicants may need to provide evidence of competence in written and spoken English Language.



Recruitment

Belfast Met has a pool of candidates who have expressed interest in advancing their careers through Higher Level Apprenticeships. By partnering with the College, we can help connect you with these potential recruits.

As an employer, you will retain full control of the recruitment process and manage selection through your own procedures. While Belfast Met can facilitate applications and introductions, all job offers remain entirely at your discretion.



Assessment

Apprentices are assessed through a mix of:

- Group Presentations
- Practical Tests
- Terminal Tests
- Assignments and Reports



Progression Opportunities

This programme offers a clear pathway for employees to progress from accounting technician level to degree-qualified professionals, strengthening your organisation's capability and competitiveness. On completion of the Higher Level Apprenticeship, graduates will be equipped for senior roles including positions such as Accountant, Financial Analyst, Auditor, Tax Specialist or Business Consultant.



Business

Programme Title: **Higher Level Apprenticeship – Level 5 HND in Business**
Qualification Title: **Pearson Level 5 Higher National Diploma in Business**
Qualification Level: **5**
Programme Duration: **2.5 Years**
Training Location: **Titanic Quarter Campus**

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The Higher Level Apprenticeship in Business offers employers a practical, work-based route to developing talent while enabling employees to gain a recognised higher education qualification.

This programme combines academic study with on-the-job learning, ensuring apprentices apply new knowledge directly to your business. By supporting an employee through this HND, you are investing in skills that drive performance, improve productivity and create a pipeline of future managers and leaders.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1 & 2 include:

- Contemporary Business Environment
- Marketing Processes & Planning
- Management of Human Resources
- Leadership & Management
- Accounting Principles
- Managing Successful Business Project
- Entrepreneurial Ventures
- Recording Financial Transactions

Year 2 & 3 include:

- Organisational Behaviour
- Research Project
- Developing Individuals & Teams
- Statistics for Management
- Business Strategy
- Marketing Insights
- Global Business Environment



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of 64 tariff points at Level 3
- At least three GCSEs A-C/4-9 to including English Language and/or Maths (or equivalent)
- In addition, applicants may need to provide evidence of competence in written and spoken English Language.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Apprentices are assessed through a mix of:

- Coursework
- Projects
- Case Studies
- Presentations
- Practical Work-Based Assignments



Progression Opportunities

Completion of this Higher Level Apprenticeship can progress to degree-level qualifications and advance into management, marketing, finance or leadership roles – helping you build a stronger, more capable workforce.

Upon completion of the HND in Business, Belfast Met offer HLA opportunity to study BSc (Hons) – Professional Development in Leadership and Management degree validated by The Open University.



Professional Development in Leadership and Management

Programme Title: **Higher Level Apprenticeship in Leadership and Management**
Qualification Title: **BSc Professional Development in Leadership and Management (Top-Up) - Validated by The Open University Qualification**
Level: **6**
Programme Duration: **1.5 Years**
Training Location: **Titanic Quarter Campus**

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The general aim of the BSc (Hons) Professional Development in Leadership and Management (Top-Up) is to produce industry focused graduates who have an in-depth knowledge of the core principles behind strategic leadership and management with a practical understanding of how theory informs professional practice.

Within that context, the aim at Belfast Met is to provide an academically challenging whilst intellectually stimulating programme of study. It should focus on applied learning, critical thinking, and professional development. By supporting an employee through Belfast Met's Level 6 Higher Level Apprenticeship in Leadership and Management, you invest in expertise that combines strategic thinking with practical application bringing measurable benefits to your organisation.

This programme blends academic study with real-world experience, ensuring apprentices apply new knowledge directly in their workplace. The apprentice will develop intellectual skills including those in critical analysis, synthesis and problem-solving with the ability to critically evaluate the appropriateness of different approaches to solving business problems.



Programme Structure

This part-time top-up degree runs over three semesters with three modules completed in first year and then a Dissertation in the form of a Professional Inquiry Project completed in second year. Learners will attend college one day per week during term time, with the remainder spent working in your organisation. Modules are delivered via blended learning using a combination of face-to-face lectures at our Titanic Quarter campus, supported by online tutorials.

Year 1

- Corporate Strategic Management
- Leadership and Change Management
- Research Methods

Year 2 (6 months)

- Professional Inquiry Project – Dissertation



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of 240 credits at Level 5 (eg a Foundation Degree or HND) in a discipline suited for progression onto a leadership and management degree top-up.
- Applicants must have GCSE Grade C in English and Maths or equivalent.

NB. If English is not the learner's first language, then a score of 6.0 on IELTS or its equivalent is required.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

You will submit a work-based assignment paper for each module.

All modules are live work-based inquiries.



Progression Opportunities

Completing this Higher Level Apprenticeship creates a clear pathway for employees to advance into senior leadership roles within your organisation. Graduates may also progress onto relevant Master's or post graduate professional qualifications.



Children's Care, Learning and Development

Programme Title: Higher Level Apprenticeship in Children's Care, Learning and Development

Qualification Title: NCFE CACHE Level 5 Diploma in Leadership for Children's Care, Learning and Development (Management)

Qualification Level: 5

Programme Duration: 2 Years

Training Location: Millfield Campus

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The childcare sector requires strong leadership to meet regulatory standards and deliver exceptional outcomes for children.

The Higher Level Apprenticeship in Children's Care, Learning and Development (Management) equips managers and deputies with the qualification recommended by the Department of Health's Minimum Standards (2018), ensuring compliance while enhancing leadership capability and future-proofing your service. Designed with employer input, the programme develops confident leaders through an industry-informed curriculum and offers flexible evening delivery to fit work schedules.



Programme Structure

Learners attend college one evening per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

- Children's care, learning, and development in the early years
- Practice that supports positive outcomes for children's development
- Policies and procedures to support safeguarding of children
- Professional practice
- Health and safety and risk management
- Systems that promote communication
- Championing diversity, equality, and inclusion
- Lead and manage a team including appraisals and inductions
- Professional and sustainable practice in the delivery of service



Entry Criteria

To join this HLA programme, apprentices will need:

- Minimum GCSE Grade C in English and Maths (or equivalent)
- 12 points at Level 2 or above (GCSE) or have alternative approved qualifications
- A level pass or equivalent
- Access to IT with basic digital skills
- To be age 19 years or older
- To be employed in a leadership/management position, which includes responsibility for the development of staff, the review of policies and partnership with other professionals.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

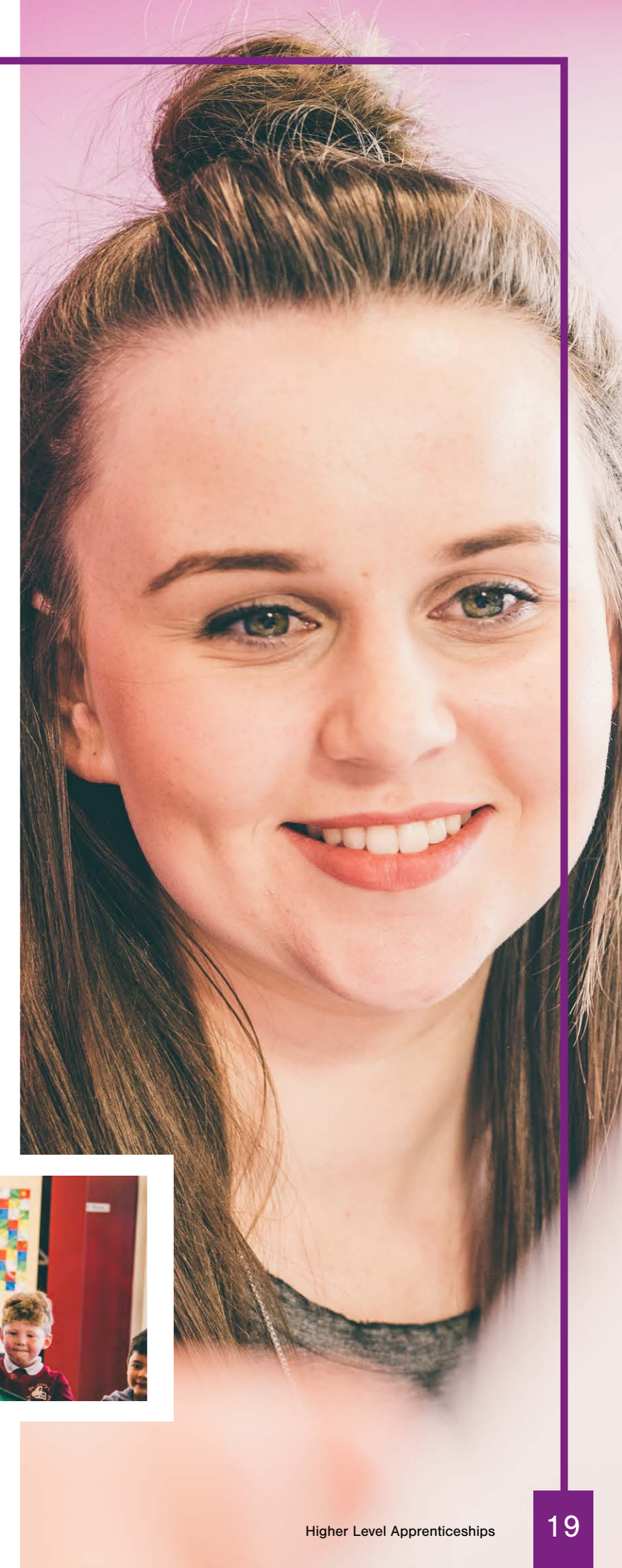
Apprentices are assessed through a mix of:

- Portfolio of evidence
- Workplace observation
- Assignment work
- Professional discussion.



Progression Opportunities

Graduates are prepared for senior leadership roles in childcare and early year settings, ensuring your organisation meets standards and delivers excellence.



Civil Engineering

Programme Title: Higher Level Apprenticeship in Civil Engineering
Qualification Title: Foundation Degree in Civil Engineering
(Validated by Ulster University)
Qualification Level: 5
Programme Duration: 3 Years
Training Location: Millfield Campus

20

Infrastructure is the backbone of economic growth, and skilled Civil Engineers are critical to delivering high-quality projects on time and within budget.

By supporting an employee through Belfast Met's Higher Level Apprenticeship in Civil Engineering, you invest in advanced technical skills, problem-solving ability, and business awareness—strengthening your organisation and future-proofing your projects. This industry-accredited programme (Joint Board of Moderators: ICE, IStructE, CIHT, IHE) is delivered in partnership with Ulster University, ensuring your staff meet professional standards and progress toward Engineering Technician (EngTech) status.



Programme Structure

Learners attend college one evening per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

- Civil Engineering Technology & Materials
- Mathematics & Structures CADD & Graphical Communication
- Geology & Soil Mechanics
- Infrastructure & Engineering Design
- Civil Engineering Project & Professional Development
- Surveying for Civil Engineers
- Management and Measurement
- Fluid Mechanics & Water Engineering
- Further Maths with Structural Analysis
- Work Based Learning



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of three passes at GCSE Grade C or 4 and above, which must include Mathematics and English Language (or approved equivalents)
- A minimum of 56 UCAS points through a combination of Level 3 qualifications that meet subject requirements (details can be found on the Belfast Met website)

Applicants must satisfy the Ulster University General Entrance Requirements as specified in the University General Regulations. More details can be found on the Belfast Met website.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Apprentices are assessed through a mix of:

- Coursework
- Practical Examination
- Written Examination



Progression Opportunities

Employees who successfully complete the Higher Level Apprenticeship in Civil Engineering can progress to a Level 6 BEng in Civil Engineering, other design/engineering related degree courses or move into senior technical roles – building a stronger, more capable workforce for your organisation.



Building Services Engineering (Electrical)

Programme Title: Higher Level Apprenticeship in Building Services Engineering (Electrical)
Qualification Title: Pearson BTEC Level 4 Higher National Certificate in Building Services Engineering (Electrical)
Qualification Level: 4
Programme Duration: 2 Years
Training Location: Millfield Campus

22

Northern Ireland continues to see strong demand for technical skills in construction and engineering—especially electrical building services that enable safe, efficient, low-carbon and digitally enabled buildings.

This HLA develops work-ready talent who can install, commission, and maintain modern electrical systems; interpret technical information; and contribute to the energy transition across retrofit, new build and infrastructure projects.



Programme Structure

Learners attend college one day per week during term time, with four days per week spent in the workplace. One-to-one mentoring will be delivered through a blend of face-to-face and online consultations.

Year 1

- Construction Design Project
- Digital Applications for Construction Information
- Tender & Procurement
- Principles of Alternative Energy

Year 2

- The Construction Environment
- Mathematics for Construction
- Principles of Electrical Design & Installation
- Scientific Principles for Building Services



Entry Criteria

To join this HLA programme, apprentices will need:

- GCSE English and Maths at Grade C or equivalent
- Minimum 12 points at Level 2 or approved alternatives
- At least one A-Level or Level 3 qualification (minimum 32 UCAS points)
- Evidence of competence in written and spoken English
- Industry-experienced applicants may be considered without formal qualifications.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



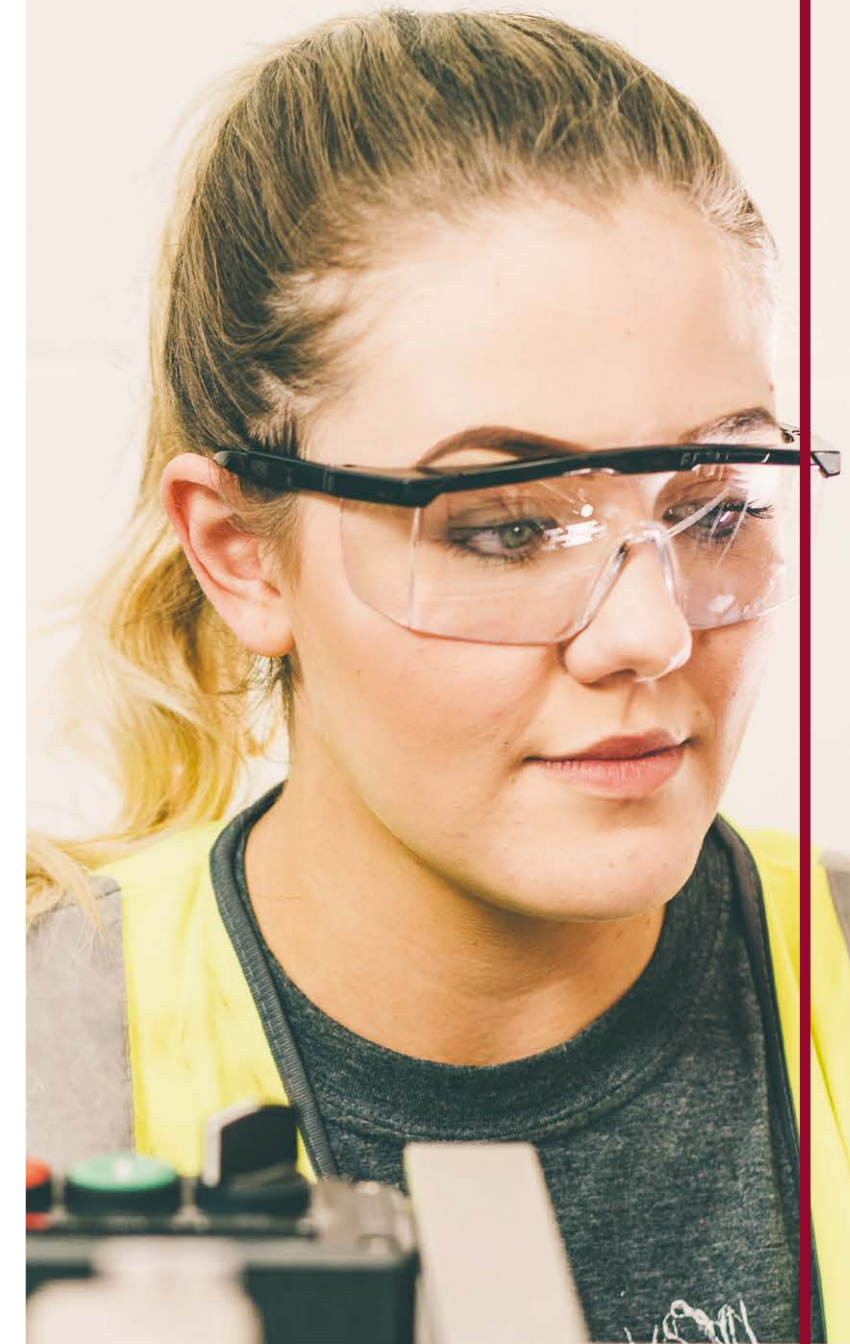
Assessment

The programme follows the Pearson BTEC HNC assessment framework. Assessment is continuous and includes coursework, practical assessments, case studies, reflective portfolios, project reports, and presentations. All assessments are internally moderated and externally examined to ensure quality and consistency.



Progression Opportunities

Successful completion provides progression routes to degree-level part time study at University and employment across electrical design, installation, commissioning, maintenance and building services roles.



Building Services Engineering (HVAC)

Programme Title: **Higher Level Apprenticeship in Building Services Engineering (HVAC)**
Qualification Title: **Pearson BTEC Level 4 Higher National Certificate in Building Services Engineering (HVAC)**
Qualification Level: **4**
Programme Duration: **2 Years**
Training Location: **Millfield Campus**

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Northern Ireland continues to experience sustained demand for skilled technicians across construction, mechanical services, and building performance roles.

The Northern Ireland Skills Barometer highlights persistent annual shortages and strong demand for engineering and building-services-related occupations. The HVAC HLA supports the development of technicians skilled in low-carbon heating, ventilation optimisation, building energy management, and modern building services systems.



Programme Structure

Learners attend college one day per week and spend the remaining four days in the workplace. Mentoring is delivered through a blend of face-to-face and online support.

Year 1

- Construction Design Project
- Digital Applications for Construction Information
- Tender & Procurement
- Principles of Alternative Energy

Year 2

- The Construction Environment
- Mathematics for Construction
- Principles of Heating, Ventilation & Air Conditioning
- Scientific Principles for Building Services



Entry Criteria

To join this HLA programme, apprentices will need:

- GCSE English and Maths at Grade C or equivalent
- Minimum 12 points at Level 2 or approved alternatives
- At least one A-Level or Level 3 qualification (minimum 32 UCAS points)
- Evidence of competence in written and spoken English
- Industry-experienced applicants may be considered without formal qualifications



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



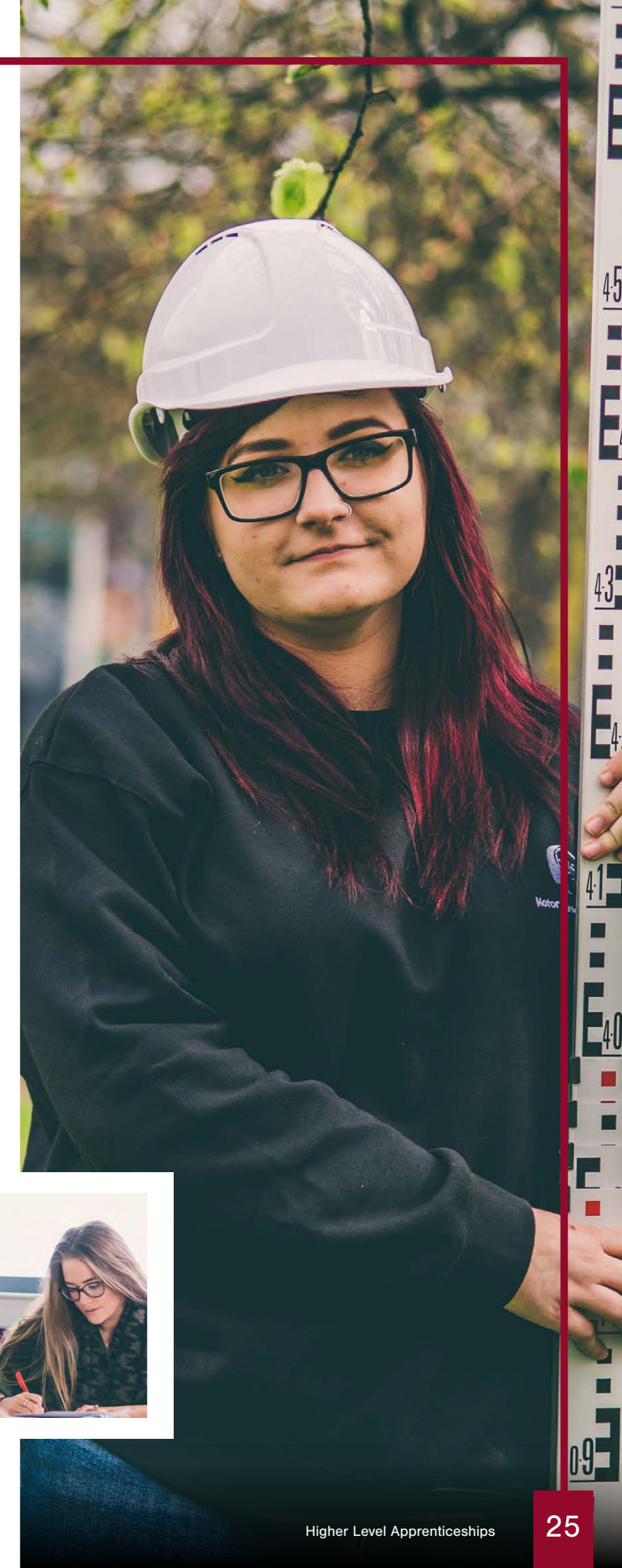
Assessment

The programme follows the Pearson BTEC HNC assessment framework. Assessment is continuous and includes coursework, practical assessments, case studies, reflective portfolios, project reports, and presentations. All assessments are internally moderated and externally examined to ensure quality and consistency.



Progression Opportunities

Progression routes include degree-level part time study at University, and employment opportunities in HVAC installation, maintenance, commissioning, and building environmental systems.



Construction Management

Programme Title: **Higher Level Apprenticeship in Construction Management**
Qualification Title: **Pearson BTEC Level 4 Higher National Certificate (HNC) in Construction Management**
Qualification Level: **4**
Programme Duration: **2 Years**
Training Location: **Millfield Campus**

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The Higher-Level Apprenticeship in Construction Management is designed to develop the technical, supervisory, and managerial capability required to meet Northern Ireland's growing construction and infrastructure needs.

Apprentices gain a solid foundation in construction technology, digital construction methods, tendering, procurement, sustainability, legal requirements, and project coordination, aligning with the skills shortages identified in the NI Skills Barometer and Construction Skills Network forecasts, which highlight ongoing demand for higher level construction professionals across the next decade.



Programme Structure

Apprentices attend college one day per week with blended learning and workplace training.

Year 1

- Construction Design Project
- Digital Applications for Construction Information
- Tender & Procurement
- Principles of Alternative Energy

Year 2

- Construction Technology
- Legal and Statutory Requirements in Construction
- Science and Materials
- The Construction Environment



Entry Criteria

To join this HLA programme, apprentices will need:

- Have evidence of competence in written and spoken English and Numeracy, equivalent to Level 2 certification in each subject or GCSE Grade C.
- Have attained at least 12 points at Level 2 or above (e.g. GCSE) or have alternative approved qualifications.
- Have attained a pass in at least one GCE A Level subject or equivalent Level 3 qualification.
- Applicants should have attained a minimum of 32 tariff points achieved through the completion of A Levels, National Awards, Access or other alternative approved qualifications.

The College recognises that some adult learners will have substantial industry experience and may not have formal qualifications to demonstrate skills, knowledge or capability. The College will work with such applicants to identify appropriate evidence equivalent to the entrance criteria.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Assessment is continuous throughout each semester and includes coursework, reports, presentations, portfolios and workplace audits.



Progression Opportunities

Learners would be eligible to apply to Higher Education Institutions for study at degree level in a linked subject area. Part-time degree pathways allow continued employment alongside study.



Mentor and Apprentice Support

Each apprentice is supported by a Workplace Mentor and College Mentor.



Property, Housing and Planning

Programme Title: Higher Level Apprenticeship in Property, Housing and Planning
Qualification Title: FdSc Property, Housing and Planning (Ulster University)
Qualification Level: Level 5 Foundation Degree
Programme Duration: 3 Years
Training Location: Millfield Campus

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The Higher-Level Apprenticeship (HLA) in Property, Housing and Planning responds to strong demand across the real estate, housing, construction, building surveying and planning sectors.

Northern Ireland's Skills Barometer (2023–2033) highlights a significant annual undersupply of skilled professionals, particularly within construction, land, and property-related disciplines. The programme supports regional economic priorities through the development of applied skills in planning policy, valuation, housing studies, sustainability, property law, and digital surveying.



Programme Structure

The programme is delivered one day per week in college during Years 1 and 2. Year 3 includes a blend of on-campus delivery and Work-Based Learning. Teaching methods include lectures, seminars, workshops, self-directed study, and weekly tutorials. Apprentices receive one-to-one mentoring throughout the programme.

Year 1 Modules

- Planning Policy & Practice
- Domestic Construction Technology
- Sustainable Development
- Construction Economics and Introduction to Valuation

Year 2

- Land and Property Management
- Design Principles
- Valuation Principles
- Group Project

Year 3

- Property Law & Governance
- Housing Studies
- Work Based Learning qualifications



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Apprentices are assessed through coursework, written examinations, practical project work, group assessments, and digital submissions. Work-Based Learning assessments include a significant employer-focused project, supported by College and Workplace Mentors.



Progression Opportunities

Successful apprentices may progress to Year 2 of Ulster University programmes including: BSc (Hons) Real Estate and MSci Planning, Regeneration and Development. Part-time degree pathways allow continued employment alongside study.

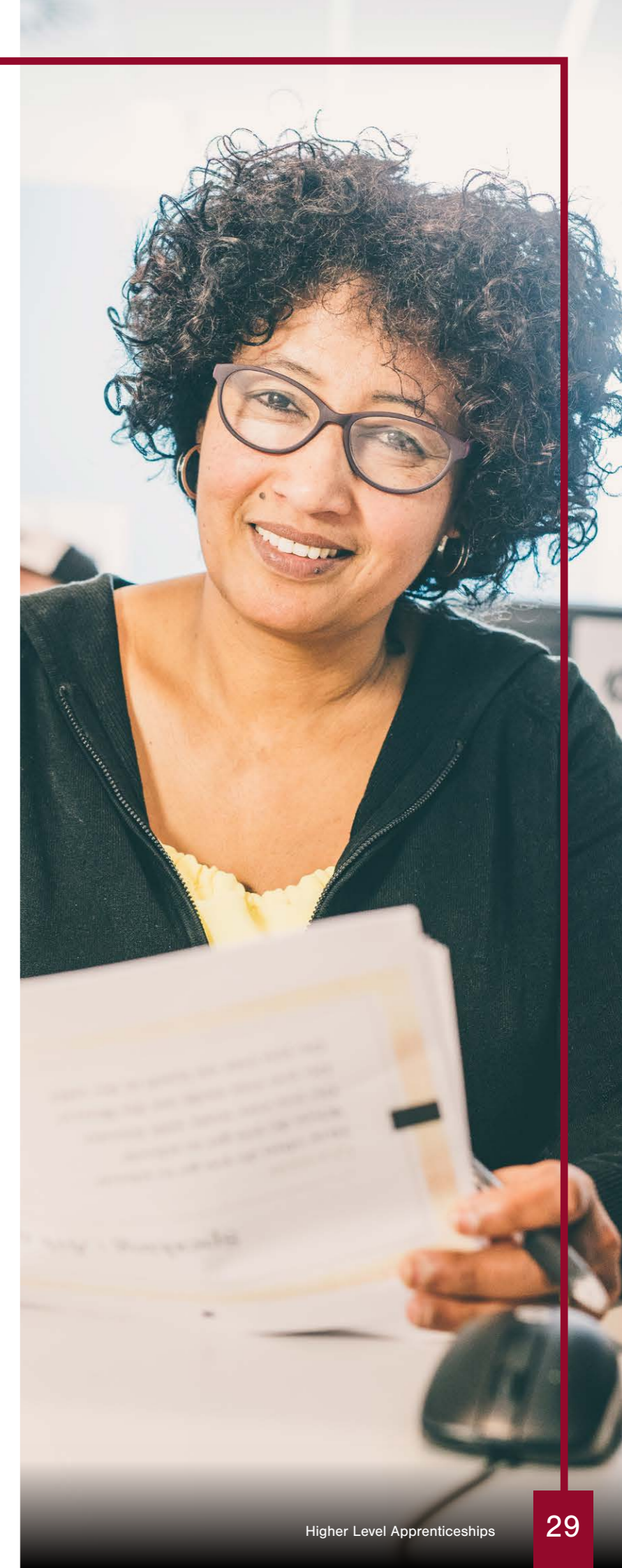


Entry Criteria

Applicants must satisfy the Ulster University General Entrance Requirements as specified in the University General Regulations and at least one of the following:

1. A minimum of three passes at GCSE Grade C or 4 and above, which must include Mathematics and English Language (approved equivalents can be found at www.ulster.ac.uk/study/entrance-requirements, and either:
 - A. A minimum tariff of 64 UCAS points at GCE A Level, or 56 UCAS points with grade D in Geography or Business Studies.; or
 - B. Pearson BTEC National Extended Diploma, OCR National or Cambridge Technical in Construction, Engineering, or Business with a minimum grade of Merit Pass Pass (MPP); or
 - C. A minimum tariff of 64 UCAS points with a combination of A Level and/or BTEC Level 3 qualifications, or 56 UCAS points with Geography or Business Studies.
2. Irish Leaving Certificate: a minimum tariff of 64 UCAS points with four subjects at Higher Level, or 56 UCAS including one subject at H3 from Geography or Business Studies. Must include English and Maths at min grade H6 or O4.
3. Scottish Highers: a minimum tariff of 64 UCAS points or 56 UCAS points to include one from Geography or Business Studies: a minimum tariff of 64 UCAS points or 56 UCAS points to include one from Geography or Business Studies. Must include GCSE Maths and English at grade C or 4 and above.
4. Access Course: A minimum 45% in approved Access to HE Diploma course, with relevant subject area.
5. Evidence of an ability to undertake the programme through the accreditation of prior experiential learning which must be submitted in accordance with the College Policy Accreditation of Prior Learning (APL) Higher Education Process available on the college website.

Students presenting with international qualifications must also refer to www.ulster.ac.uk/global/apply/entry-requirements for entry requirements.



Procurement and Supply Chain Management (Levels 4–6)

Programme Title: Higher Level Apprenticeship in Procurement and Supply Chain Management

Qualification Title: CIPS Level 4 Diploma Year 1, CIPS Level 5 Advanced Diploma Year 2, CIPS Level 6 Professional Diploma Year 3

Qualification Level: 4-6

Programme Duration: 3 Years

Training Location: Titanic Quarter

30

The HLA in Procurement and Supply Chain Management addresses strong regional demand for strategic procurement, supply chain and commercial skills, as evidenced by the NI Skills Barometer.

The programme supports economic priorities linked to DfE's Economic Vision and NI City/Growth Deals by developing workforce capability in sourcing, contract management, risk, sustainability, and global supply chain strategy.



Programme Structure

The HLA is delivered on a day-release basis: one afternoon and evening per week at Belfast Met with the remainder spent working in your organisation.

Year 1 – CIPS Level 4 Diploma Modules

- Scope and Influence of Procurement and Supply
- Defining Business Need
- Commercial Contracting
- Ethical and Responsible Sourcing
- Commercial Negotiation
- Supplier Relationships
- Whole-Life Asset Management
- Procurement and Supply in Practice

Year 2 – Level 5 Advanced Diploma

- Managing Teams and Individuals
- Advanced Contract and Financial Management
- Managing Ethical Procurement and Supply
- Category Management
- Managing Supply Chain Risk
- Managing Contractual Risk
- Project and Change Management
- Advanced Negotiation

Year 3 – CIPS Level 6 Professional Diploma Modules

- Strategic Ethical Leadership (12 credits)
- Strategic Programme Leadership (6 credits)
- Innovation in Procurement and Supply (6 credits)
- Global Commercial Strategy (12 credits)
- Global Strategic Supply Chain Management (12 credits)
- Future Strategic Challenges of the Profession (6 credits)
- Commercial Data Management (6 credits)



Entry Criteria

To join this HLA programme, apprentices will need:

- A Level 3 qualification or CIPS professional entry pre-requisites verified
- Employer confirmation that the apprentice role meets CIPS occupational standards



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Assessment is 100% examination-based through Objective Response (OR) and Constructed Response (CR) formats. Exams take place in March, May, July and November (OR only January and September) at the Belfast Met CIPS Exam Centre.

Apprentice competence is evidenced through a structured e-portfolio tracking achievement across all module outcomes at Levels 4, 5 and 6.



Progression Opportunities

Successful completion of Level 6 enables progression to MCIPS status after three years' relevant experience.



Culinary Arts

Programme Title: **Higher Level Apprenticeship in Culinary Arts**
Qualification Title: **Foundation Degree in Culinary Arts (Validated by Open University)**
Qualification Level: **5**
Programme Duration: **2.5 Years**
Training Location: **Millfield Campus**

32

The hospitality and food sector is fast-growing and constantly evolving, demanding skilled professionals who can combine creativity with strong leadership.

By supporting an employee through Belfast Met's Level 5 Higher Level Apprenticeship in Culinary Arts, you invest in advanced culinary expertise and management capability that will directly benefit your business. This programme blends real-world learning in your workplace with academic study, ensuring apprentices apply new skills immediately to enhance service quality, innovation and operational efficiency. Learners will work with industry-standard, state of the art commercial kitchens, collaborate with professional chefs and engage in commercial events - bringing fresh ideas and best practice back into your organisation.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Food Provenance
- Advanced Kitchen & Larder Skills
- Advanced Patisserie & Confectionery
- Food Design & Innovation

Year 2

- Financial Reporting for Business Improvement
- Ethical Kitchen Leadership
- Event Planning
- Gastronomy
- Employability & Work-Based Learning

Year 3

- Managing Success through Human Resource
- Sustainability through Innovation



Entry Criteria

To join this HLA programme, apprentices will need:

- A Level 3 qualification in Professional Cookery
- GCSE English and Maths (Grade C or above) or Level 2 Essential Skills equivalent
- Non-standard entrants will be considered on the provision of evidence of relevant work experience.



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Assessment

Apprentices are assessed through a mix of:

- Practical Assessments such as dish creation, event planning
- Academic Assessments such as exams, assignments and presentations



Progression Opportunities

The Higher Level Apprenticeship in Culinary Arts creates a pathway for employees to advance into supervisory and management roles within your business. Apprentices will have the technical expertise and leadership skills to take on responsibilities such as menu development, cost control, team management, and compliance with food safety and sustainability standards. Employees who complete the programme can also move into specialist areas such as food innovation, event catering, and hospitality management, enabling your organisation to diversify services and respond to emerging trends.



Cyber Security with Cloud & Network Infrastructure

Programme Title: **Higher Level Apprenticeship in Cyber Security with Cloud and Network Infrastructure**

Qualification Title: **Foundation Degree in Cyber Security with Cloud and Networking Infrastructure (Validated by Open University)**

Qualification Level: **5**

Programme Duration: **2.5 Years**

Training Location: **Castlereagh Campus**

34

Cyber Security and Cloud Infrastructure are critical to business resilience and growth in today's digital economy.

By supporting an employee through this Higher Level Apprenticeship, you invest in advanced technical skills that protect your organisation and strengthen its IT capability. The programme is validated by The Open University and is designed to meet industry demand for skilled professionals in cyber security, cloud technologies, and network infrastructure. Apprentices will gain practical experience in areas such as penetration testing, endpoint management, and cloud security, supported by access to state-of-the-art computing labs and industry-standard tools. With Northern Ireland facing a projected shortage of 6,200 IT professionals by 2030, this programme offers employers a cost-effective way to develop and retain talent while future-proofing their organisation.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Programming and Scripting
- Cloud and Cyber Security Fundamentals
- Mathematics for Computing
- Introduction to Networks

Year 2

- Host Security
- System Penetration Testing
- Cloud Security
- Cloud Infrastructure

Year 3

- Incident Management
- Implementation of Cyber Security
- Work-Based Learning



Entry Criteria

To join this HLA programme, apprentices will need:

- Minimum 64 UCAS tariff points
- GCSE English and Maths at Grade C or equivalent
- Accreditation of Prior Learning (APL) may apply for experienced candidates



Assessment

Apprentices are assessed through a mix of:

- Coursework
- Practical Assignments
- Exams



Recruitment

Belfast Met works in partnership with employers to support the recruitment process for IT Higher Level Apprenticeships, promoting opportunities through its annual recruitment campaign, which runs from January to June, and includes:

Centralised Advertising: Belfast Met publishes a dedicated recruitment advert for IT apprenticeships, attracting a wide pool of motivated candidates interested in progressing their careers.

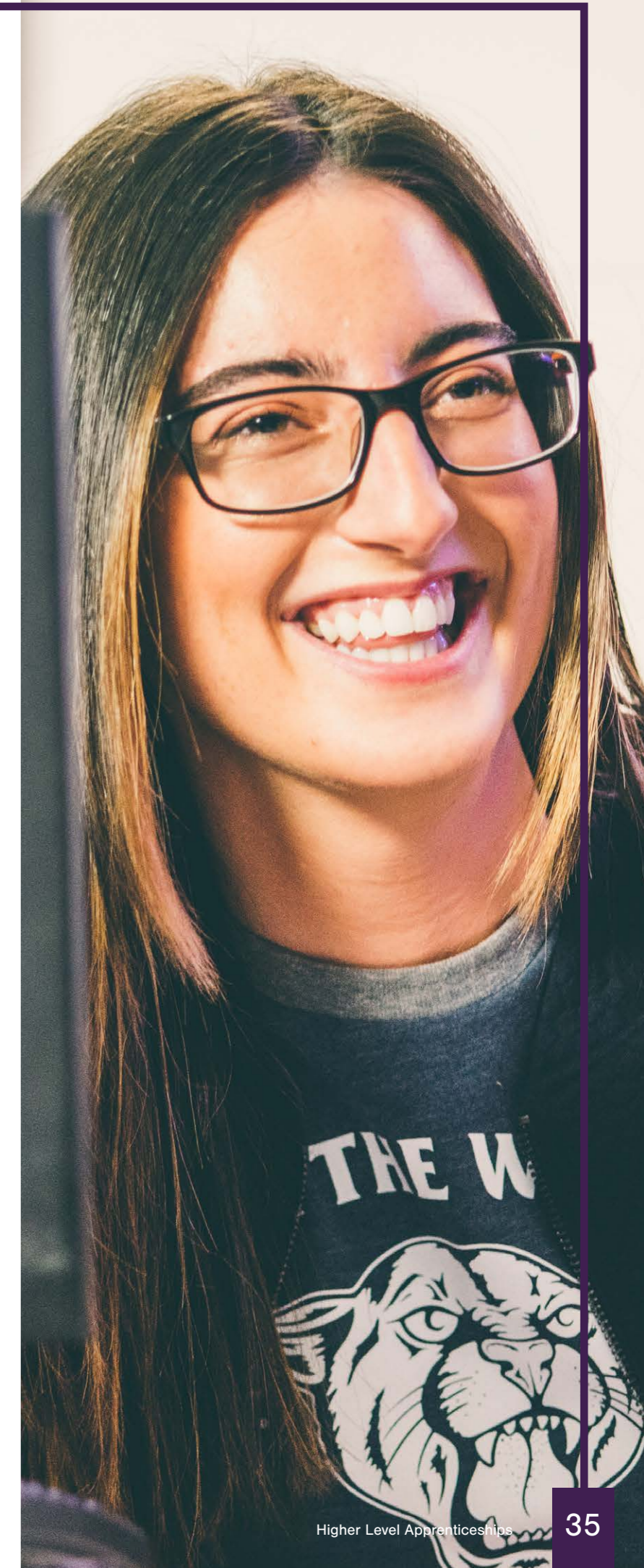
Candidate Screening: Applicants complete a supervised Mindmill psychometric test, ensuring employers receive candidates with the right aptitude for technical roles.

Employer-Led Interviews: Applicants who pass the screening phase are provided with a list of employers that only recruit using Mindmill. Applicants can then review roles, make an application directly to an employer and progress to interview during July and August.



Progression Opportunities

This programme creates a pipeline of highly skilled IT professionals who can move into roles such as Cyber Security Analyst, Network Engineer, or Cloud Infrastructure Specialist. Apprentices can progress to the BSc (Hons) Software and Cloud Development and Data Science Top-Up Degree, further enhancing your organisation's technical capability. Investing in this apprenticeship reduces recruitment costs, improves retention, and ensures your business is equipped to manage cyber threats and leverage cloud technologies effectively.



BSc Hons Degree Cyber Security with Cloud & Network Infrastructure (Top-Up)

Programme Title: **BSc Hons Degree Higher Level Apprenticeship in Cyber Security with Cloud Network Infrastructure (Top-Up)**

Qualification Title: **BSc (Hons) in Cyber Security with Cloud Network Infrastructure (Validated by Open University)**

Qualification Level: **6**

Programme Duration: **14 months**

Training Location: **Castlereagh Campus**

35

At Level 6, this programme goes beyond foundational skills to deliver strategic and specialist knowledge that enables your employees to lead on cyber security initiatives within your organisation.

By supporting an employee through Belfast Met's BSc (Hons) Cyber Security and Network Infrastructure Top-Up, you are investing in expertise that addresses complex challenges such as Security Operations Centre (SOC) management, advanced networking architecture, and incident response planning—critical areas for safeguarding business continuity and compliance. This Higher Level Apprenticeship builds on prior qualifications and focuses on real-world application of advanced concepts, including vulnerability analysis, threat intelligence, and secure infrastructure design. Delivered in partnership with The Open University, the programme combines academic rigor with hands-on experience in state-of-the-art labs, preparing your workforce to mitigate evolving cyber threats and implement robust security frameworks.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Cyber Security Operations and Response
- Advanced Networking
- A Final Research Project aligned to the needs of both the course and your business



Entry Criteria

To join this HLA programme, apprentices will need:

- 240 credits at level 4 and level 5
- Completion of a relevant Computing Foundation Degree or HND, or first two years of a Computing degree
- Bridging qualification (Cisco CCNA 1) required for candidates without the above
- GCSE English and Maths at Grade C or equivalent
- Accreditation of Prior Learning (APL) may apply for experienced candidates



Assessment

Apprentices are assessed through a mix of:

- Coursework
- Practical Assignments
- Exams



Recruitment

Belfast Met works in partnership with employers to support the recruitment process for IT Higher Level Apprenticeships, promoting opportunities through its annual recruitment campaign, which runs from January to June, and includes:

Centralised Advertising: Belfast Met publishes a dedicated recruitment advert for IT apprenticeships, attracting a wide pool of motivated candidates interested in progressing their careers.

Candidate Screening: Applicants complete a supervised Mindmill psychometric test, ensuring employers receive candidates with the right aptitude for technical roles.

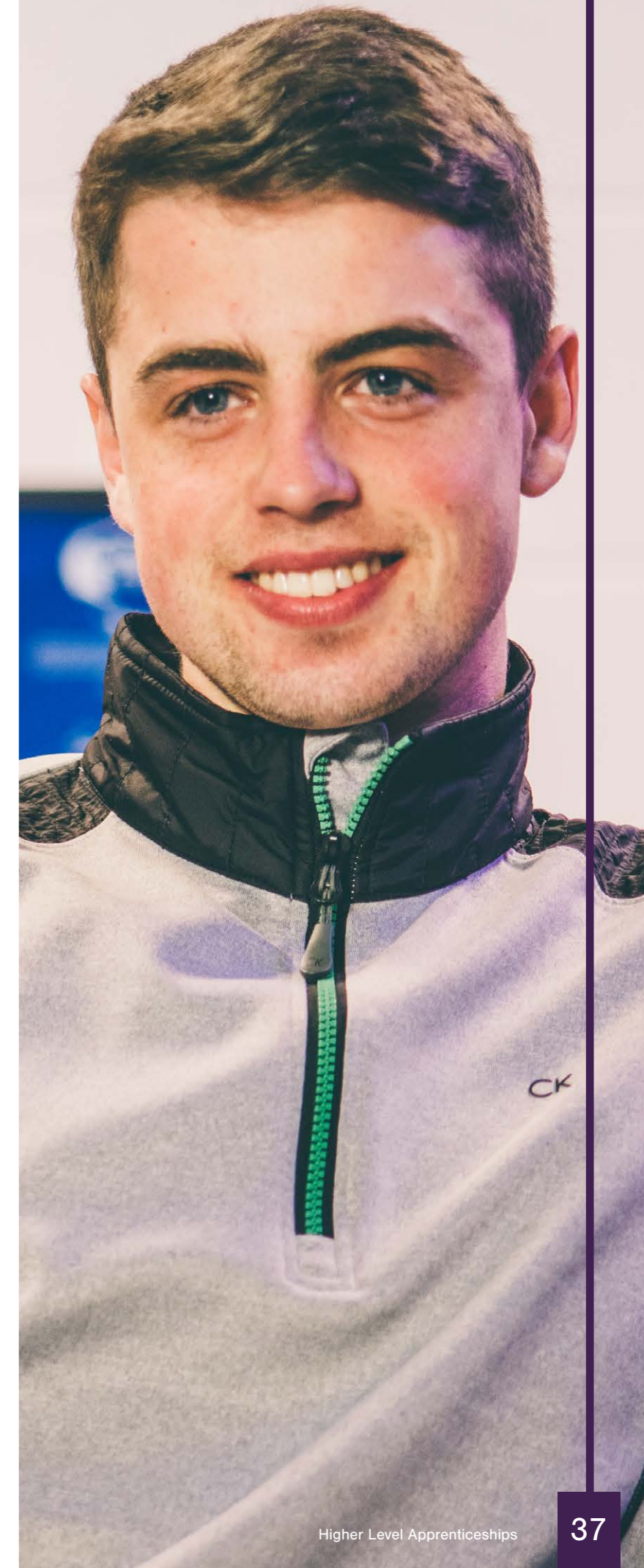
Employer-Led Interviews: Applicants who pass the screening phase are provided with a list of employers that only recruit using Mindmill. Applicants can then review roles, make an application directly to an employer and progress to interview during July and August.

While Belfast Met can connect you with candidates and supports the process, all job offers remain entirely at your discretion. This structured approach saves time, reduces recruitment costs, and ensures you access a pipeline of talent ready to contribute to your business from day one.



Progression Opportunities

This programme creates a pipeline of highly skilled professionals ready to take on advanced roles such as Cyber Security Analyst, Network Engineer, or SOC Specialist. Graduates can progress to senior technical positions, helping your organisation strengthen its cyber resilience, meet compliance requirements, and stay ahead of emerging threats. Investing in this apprenticeship reduces recruitment costs, improves retention, and ensures your business has the expertise to thrive in a digital-first economy.



Software & Cloud Development with Data Analysis

Programme Title: **Higher Level Apprenticeship in Software and Cloud Development with Data Analysis**

Qualification Title: **Foundation Degree in Software and Cloud Development with Data Analysis**

Qualification Level: **5**

Programme Duration: **2.5 Years**

Training Location: **Castlereagh**

38

The IT sector is one of the fastest-growing industries in Northern Ireland, with demand for skilled professionals in software development, cloud computing, and data analytics continuing to rise.

By supporting an employee through this Higher Level Apprenticeship, you invest in advanced technical capability that will strengthen your organisation's digital infrastructure and innovation capacity. This programme combines academic study with real-world application, ensuring apprentices develop cutting-edge skills while contributing to your business. Learners will gain expertise in programming, cloud technologies, data analytics, and secure software development, supported by industry-standard tools and certifications from Microsoft and CompTIA. Apprentices will also complete work-based projects that deliver tangible benefits to your organisation, guided by both a workplace mentor and a college tutor.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Programming and Scripting
- Cloud and Cyber Security Fundamentals
- Mathematics for Computing
- Database Design and Development

Year 2

- Systems Design and Cloud Development
- Machine Learning Fundamentals
- Advanced Programming and Web Development
- Data Analytics and Visualisation

Year 3

- Applied AI
- Secure Programming and Testing
- Work-Based Learning



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of 64 UCAS tariff points
- GCSE English and Maths at Grade C or equivalent
- Accreditation of Prior Learning (APL) may apply for experienced candidates



Assessment

- Programming projects
- Database and cloud development tasks
- Data analytics reports
- Secure coding exercises
- Work-based learning portfolio



Recruitment

Belfast Met works in partnership with employers to support the recruitment process for IT Higher Level Apprenticeships, promoting opportunities through its annual recruitment campaign, which runs from January to June, and includes:

Centralised Advertising: Belfast Met publishes a dedicated recruitment advert for IT apprenticeships, attracting a wide pool of motivated candidates interested in progressing their careers.

Candidate Screening: Applicants complete a supervised Mindmill psychometric test, ensuring employers receive candidates with the right aptitude for technical roles.

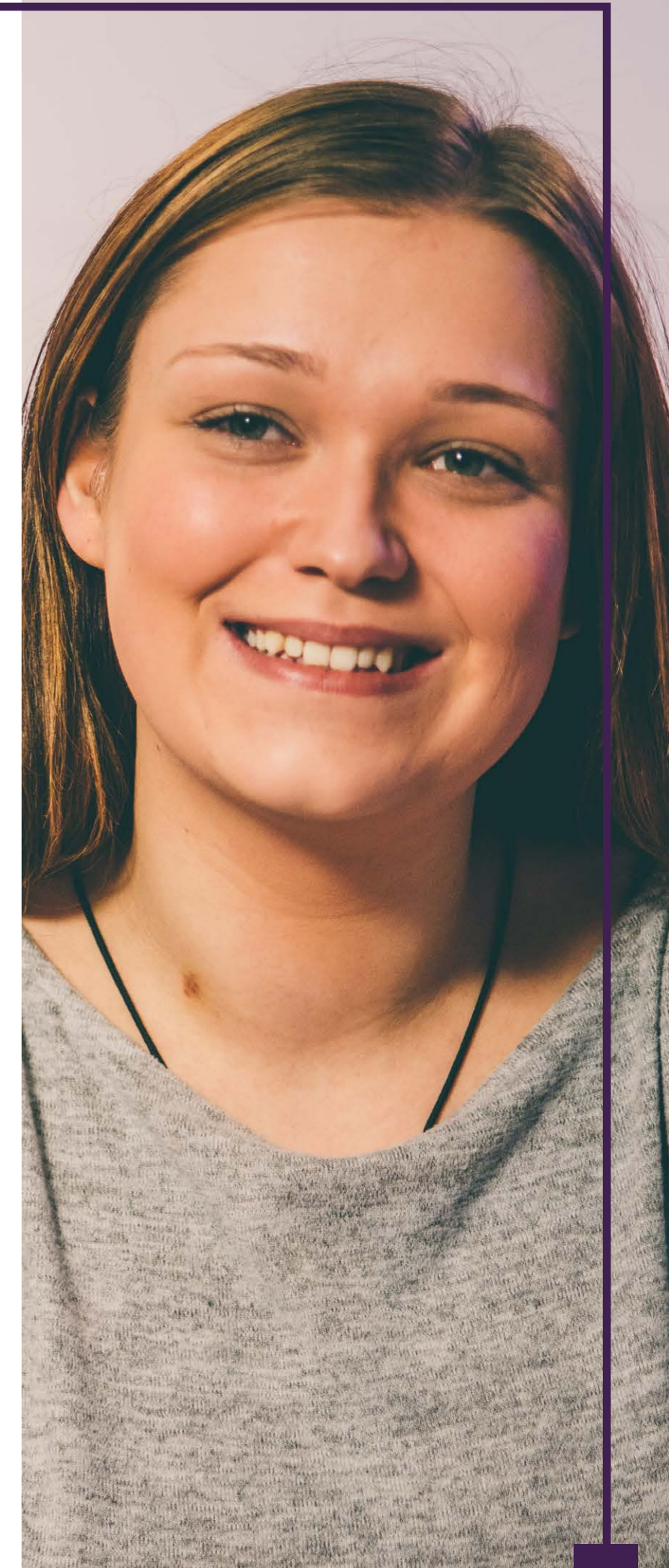
Employer-Led Interviews: Applicants who pass the screening phase are provided with a list of employers that only recruit using Mindmill. Applicants can then review roles, make an application directly to an employer and progress to interview during July and August.

While Belfast Met can connect you with candidates and supports the process, all job offers remain entirely at your discretion. This structured approach saves time, reduces recruitment costs, and ensures you access a pipeline of talent ready to contribute to your business from day one.



Progression Opportunities

Completing this Higher Level Apprenticeship creates a pathway for employees to advance into specialist and leadership roles within your organisation. Graduates are guaranteed progression to the BSc (Hons) Software and Cloud Development and Data Science Top-Up Degree at Belfast Met and can also pursue further study in computing disciplines. Career opportunities include roles such as Cloud Engineer, Software Developer, Data Analyst, and Cyber Security Specialist, enabling your organisation to build in-house expertise and reduce reliance on external recruitment.



Software & Cloud Development with Data Science (Top Up)

Programme Title: **Higher Level Apprenticeship in Software and Cloud Development with Data Science (Top-Up)**

Qualification Title: **BSc (Hons) Software and Cloud Development with Data Science (Validated by Open University)**

Qualification Level: **6**

Programme Duration: **14 months**

Training Location: **Castlereagh Campus**

40

The IT sector continues to evolve rapidly, and organisations need advanced technical expertise to remain competitive.

This Level 6 Higher Level Apprenticeship is designed for employees who have already completed a relevant Foundation Degree or HND and want to progress into senior technical roles. By supporting an employee through this programme, you invest in high-level skills in cloud technologies, data science, and DevOps practices—critical areas for driving innovation and digital transformation within your business. This programme builds on existing knowledge and focuses on advanced concepts such as data engineering, container development, and cloud architecture, alongside a substantial research project that delivers real-world impact. Learners will also have the opportunity to gain industry-recognised certifications including Microsoft AZ-400, DP-100, DP-200, DevOps Foundation, and Kubernetes Application Developer—enhancing their ability to implement best practice solutions in your organisation.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Programming and Scripting
- Cloud and Cyber Security Fundamentals
- Mathematics for Computing
- Database Design and Development

Year 2

- Systems Design and Cloud Development
- Machine Learning Fundamentals
- Advanced Programming and Web Development
- Data Analytics and Visualisation

Year 3

- Applied AI
- Secure Programming and Testing
- Work-Based Learning



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of 64 UCAS tariff points
- GCSE English and Maths at Grade C or equivalent
- Accreditation of Prior Learning (APL) may apply for experienced candidates



Assessment

Assessment is designed to be practical and industry-focused, with written components reinforcing technical understanding and research skills. Methods include:

- Coursework projects
- Technical reports
- Examinations
- Final Year Research Project



Recruitment

Belfast Met works in partnership with employers to support the recruitment process for IT Higher Level Apprenticeships, promoting opportunities through its annual recruitment campaign, which runs from January to June, and includes:

Centralised Advertising: Belfast Met publishes a dedicated recruitment advert for IT apprenticeships, attracting a wide pool of motivated candidates interested in progressing their careers.

Candidate Screening: Applicants complete a supervised Mindmill psychometric test, ensuring employers receive candidates with the right aptitude for technical roles.

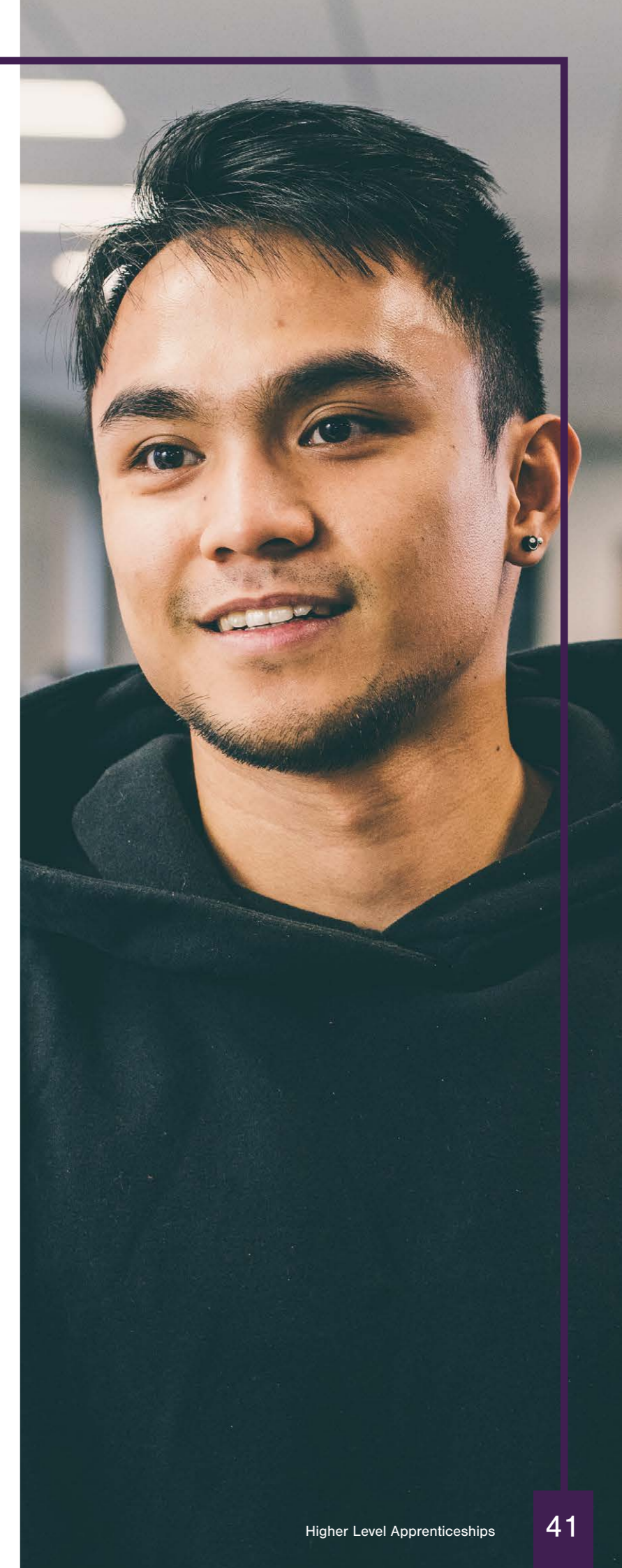
Employer-Led Interviews: Applicants who pass the screening phase are provided with a list of employers that only recruit using Mindmill. Applicants can then review roles, make an application directly to an employer and progress to interview during July and August.

While Belfast Met can connect you with candidates and supports the process, all job offers remain entirely at your discretion. This structured approach saves time, reduces recruitment costs, and ensures you access a pipeline of talent ready to contribute to your business from day one.



Progression Opportunities

Completing this Level 6 Higher Level Apprenticeship positions employees for senior technical and leadership roles within your organisation. Graduates will have advanced expertise in cloud development, data science, and DevOps, enabling them to lead digital transformation projects and implement scalable solutions. Career opportunities include Cloud Solutions Architect, Data Engineer, DevOps Specialist, and Software Development Lead, helping your organisation build resilience and competitive advantage in a rapidly changing digital landscape.



Marketing

Programme Title: **Higher Level Apprenticeship in Marketing**
 Qualification Title: **Foundation Degree in Marketing (Validated by Ulster University)**
 Qualification Level: **5**
 Programme Duration: **2.5 Years**
 Training Location: **Titanic Quarter Campus**

42

Marketing plays a critical role in every organisation by connecting businesses with their customers and driving sustainable growth. Skilled marketing professionals are essential for building brand awareness, managing customer relationships, and creating competitive advantage.

By supporting an employee through Belfast Met’s Level 5 Higher Level Apprenticeship in Marketing, you invest in expertise that combines strategic thinking with practical application—bringing measurable benefits to your organisation.

This programme blends academic study with real-world experience, ensuring apprentices apply new knowledge directly in their workplace. Developed in consultation with industry, the curriculum covers key areas such as digital marketing, consumer behaviour, brand management, and marketing planning—skills that are vital for organisations seeking to innovate and remain competitive. Learners will also complete work-based projects that deliver tangible outcomes for your business, supported by both a workplace mentor and a college tutor.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1	Year 2	Year 3 (6 Months)
<ul style="list-style-type: none"> Essentials of Marketing Brand Management Marketing Communications Personal Professional Development Work-Based Learning 	<ul style="list-style-type: none"> Introduction to Accounts Business Management Digital Marketing Marketing Research Work-Based Learning 	<ul style="list-style-type: none"> Marketing Planning Consumer Behaviour



Entry Criteria

To join this HLA programme, apprentices will need:

- A minimum of 72 UCAS tariff points at Level 3, including two A-Level passes (Grades A–E) or equivalent.
- At least three GCSEs (Grades A–C/4–9) including English and Maths (or equivalent).
- Accreditation of Prior Learning (APL) may apply for experienced candidates



Assessment

Apprentices are assessed through a mix of:

- Portfolio completion
- Report writing
- Case study analysis
- Team projects
- Presentations
- Poster creation
- Class tests



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Progression Opportunities

Completing this Higher Level Apprenticeship creates a clear pathway for employees to advance into specialist marketing and leadership roles within your organisation. Graduates can progress to an Honours Degree in Marketing or pursue professional qualifications with the Chartered Institute of Marketing (CIM) - accelerated by exemptions earned through this CIM-accredited programme. Employees will be equipped for roles in digital marketing, advertising, public relations, brand management, event management, and export marketing, enabling your business to strengthen its marketing capability and respond to emerging trends.



Print Management

Programme Title: **Higher Level Apprenticeship in Print Operations Management**
Qualification Title: **GQA Level 5 Diploma in Print Operations Management**
Qualification Level: **5**
Programme Duration: **3 Years**
Training Location: **Workplace**

44

Print management is vital for organisations seeking to drive operational excellence and innovation in the print sector.

As the industry evolves, there is a growing need for professionals who can lead teams, manage processes, and ensure compliance with industry standards. By supporting an employee through Belfast Met's Higher Level Apprenticeship in Print Leadership, you are investing in future leaders who will enhance your organisation's productivity, quality, and competitiveness. This three-year programme blends academic study with practical, on-the-job experience, ensuring your apprentice develops both leadership capabilities and technical expertise.



Programme Structure

Learners attend college one evening per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Promoting, maintaining, and evaluating health and safety in the print environment
- Understanding the environmental impact of work activities
- Achieving customer satisfaction
- Supervising others
- Identifying and rectifying technical problems
- Providing operational support

Year 2

- Principles of quality auditing
- Properties of paper, board, inks, and coatings in print
- Organising the workplace
- Internal and external supply chains
- Continuing professional development (CPD) as a self-development tool
- Concepts of design

Year 3

- Product development
- Operations management
- Managing performance in the workplace



Entry Criteria

To join this HLA programme, apprentices will need:

- Relevant experience or qualifications in the print industry
- Knowledge of health and safety and environmental issues in print
- The opportunity to demonstrate leadership and technical skills within your organisation



Assessment

- Completion of work-based evidence and portfolio
- Demonstration of knowledge in technical, legal, and commercial aspects of the print industry
- Assessment of ability to identify and implement improvements in working practices
- Modular achievement and competency assessment, verified by GQA Qualifications



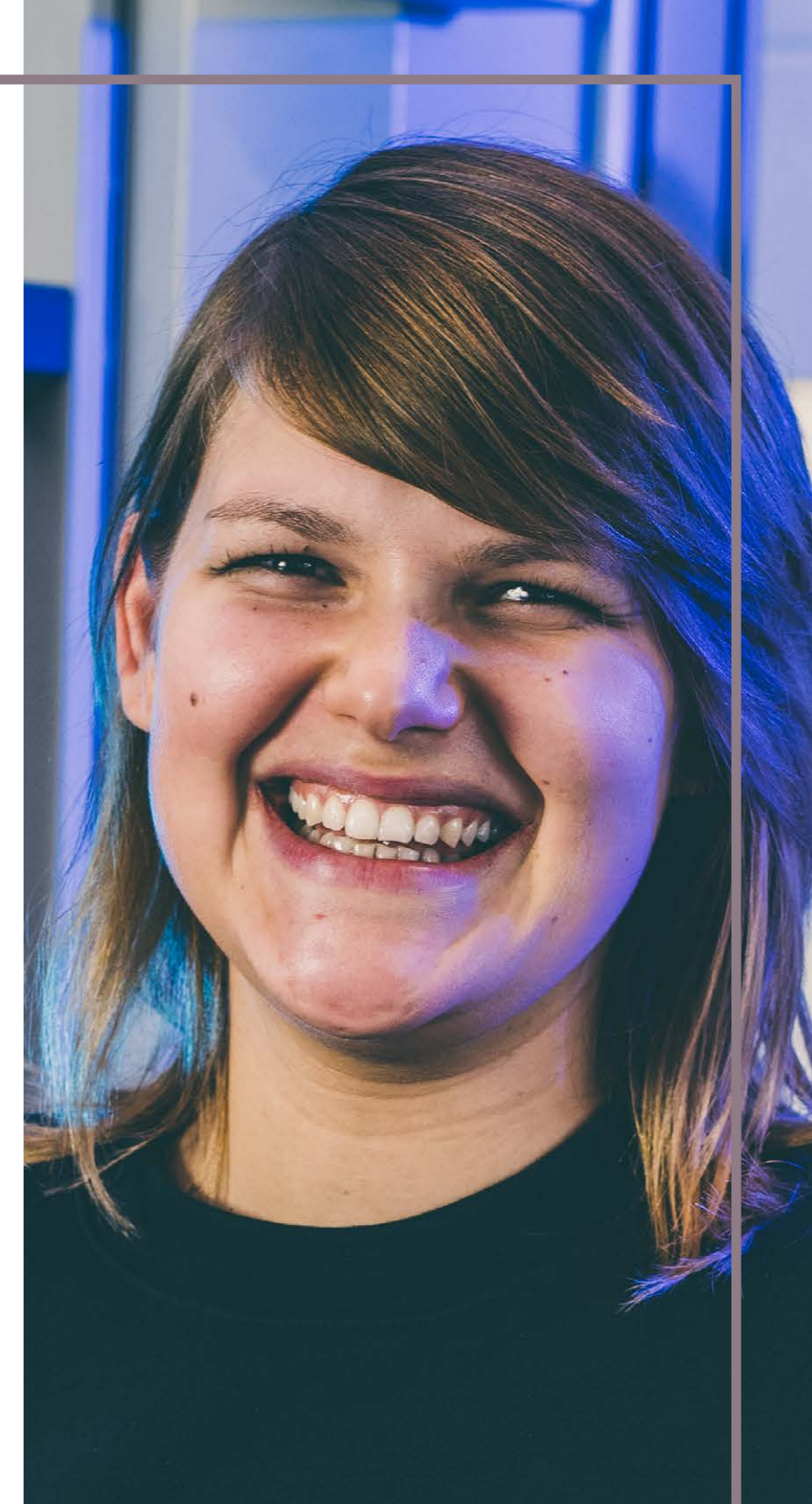
Recruitment

Employers partnering with Belfast Met will receive CVs from candidates interested in progressing their careers in print leadership. You will manage recruitment through your own selection processes. While the College facilitates applications, job offers are at your discretion.



Progression Opportunities

Graduates can progress to more senior roles within the print industry or continue to higher-level qualifications, such as Level 5 Print Operations Management, supporting career advancement into operational and senior management positions.



Tourism, Hospitality and Event Management (Events Specialisms)

Programme Title: **Higher Level Apprenticeship in Tourism, Hospitality and Event Management (with Specialisms)**

Qualification Title: **Foundation Degree in Tourism, Hospitality and Event Management with Event Specialisms (Validated by Ulster University)**

Qualification Level: **5**

Programme Duration: **2.5 Years**

Training Location: **Titanic Quarter Campus**

46

Successful events are critical for organisations looking to engage clients, showcase their brand, and deliver memorable experiences.

From conferences and corporate events to festivals and hybrid formats, the ability to plan and manage events effectively can directly impact your reputation and business growth. With the Northern Ireland Business Events Industry forecasting up to 2,000 new jobs in the sector, employers have a unique opportunity to position themselves for growth by investing in skilled event professionals. By supporting an employee through this Higher Level Apprenticeship, you invest in talent that brings both academic knowledge and practical expertise into your organisation, ensuring your business has the capability to deliver high-quality events and stay competitive in a fast-changing marketplace.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Corporate Events
- Introduction to Tourism, Hospitality and Events
- Global and Cultural Events
- Event Operations
- Introduction to Work-Based Learning

Year 2

- Managing Financial Performance
- Management in Action
- Personal Professional Development
- Contemporary Event Management
- Work-Based Learning in Practice

Year 3 (6 months)

- People Management
- Marketing & Entrepreneurship

Teaching combines lectures, case studies, practical activities, guest speakers, and group projects, supported by real-world experiences such as volunteering and live event participation.



Entry Criteria

To join this HLA programme, apprentices will need:

- Minimum 64 UCAS tariff points (e.g., two A-Level passes)
- GCSE English Language at Grade C/4 or equivalent
- Applicants with prior learning or industry experience may apply via Accreditation of Prior Learning (APL)



Assessment

Apprentices are assessed through a mix of:

- Presentations
- Coursework
- Written Assignments
- Practical Event Management Projects



Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Progression Opportunities

This HLA programme creates a pipeline of skilled professionals ready to take on leadership roles in event planning, operations, and management. Apprentices can progress to degree-level qualifications or move into specialist areas such as corporate events, conferences, festivals, and hybrid event delivery—helping your organisation innovate and grow in a competitive marketplace.



Did You Know?

Partnering with Belfast Met connects your Apprentices to organisations like Tourism NI, giving your business access to insights on funding and the wider events industry.



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Tourism, Hospitality and Event Management (Hospitality Specialisms)

Programme Title: **Higher Level Apprenticeship in Hospitality Management**
 Qualification Title: **Foundation Degree in Tourism, Hospitality and Event Management with Hospitality Specialisms (Validated by Ulster University)**
 Qualification Level: **5**
 Programme Duration: **2.5 Years**
 Training Location: **Titanic Quarter Campus**

48

Hospitality is a dynamic, customer-focused industry where operational excellence and effective leadership are critical to business success.

Employers require professionals who can manage teams, uphold service standards, and deliver outstanding guest experiences. Developed in close consultation with the hospitality sector, this programme addresses the core competencies required for growth and sustainability. It focuses on leadership development, financial management, and service innovation—critical areas for driving profitability and customer loyalty. Apprentices gain a deep understanding of operational management while building transferable skills that enhance adaptability and resilience in a fast-paced environment. By nurturing these capabilities, employers can ensure their teams are equipped to meet evolving customer expectations and contribute to long-term business success.



Programme Structure

Learners attend college one day per week during term time, with the remainder spent working in your organisation. The curriculum is designed to meet industry needs and includes:

Year 1

- Introduction to Tourism, Hospitality & Events Industry
- Food & Beverage Service Operations
- Facilities Operations
- Event Operations
- Introduction to Work-Based Learning

Year 2

- Managing Financial Performance
- Management in Action
- Personal Professional Development
- Food & Beverage Management
- Work-Based Learning in Practice

Year 3 (6 months)

- Marketing & Entrepreneurship
- People Management



Entry Criteria

To join this HLA programme, apprentices will need:

- Minimum 64 UCAS tariff points
- GCSE English Language at Grade C/4 or equivalent
- Applicants with prior learning or industry experience may apply via Accreditation of Prior Learning (APL)



Assessment

Apprentices are assessed through a mix of:

- Work-based competency evaluations in the workplace
- Academic assessments, including written coursework and class tests (module-dependent)



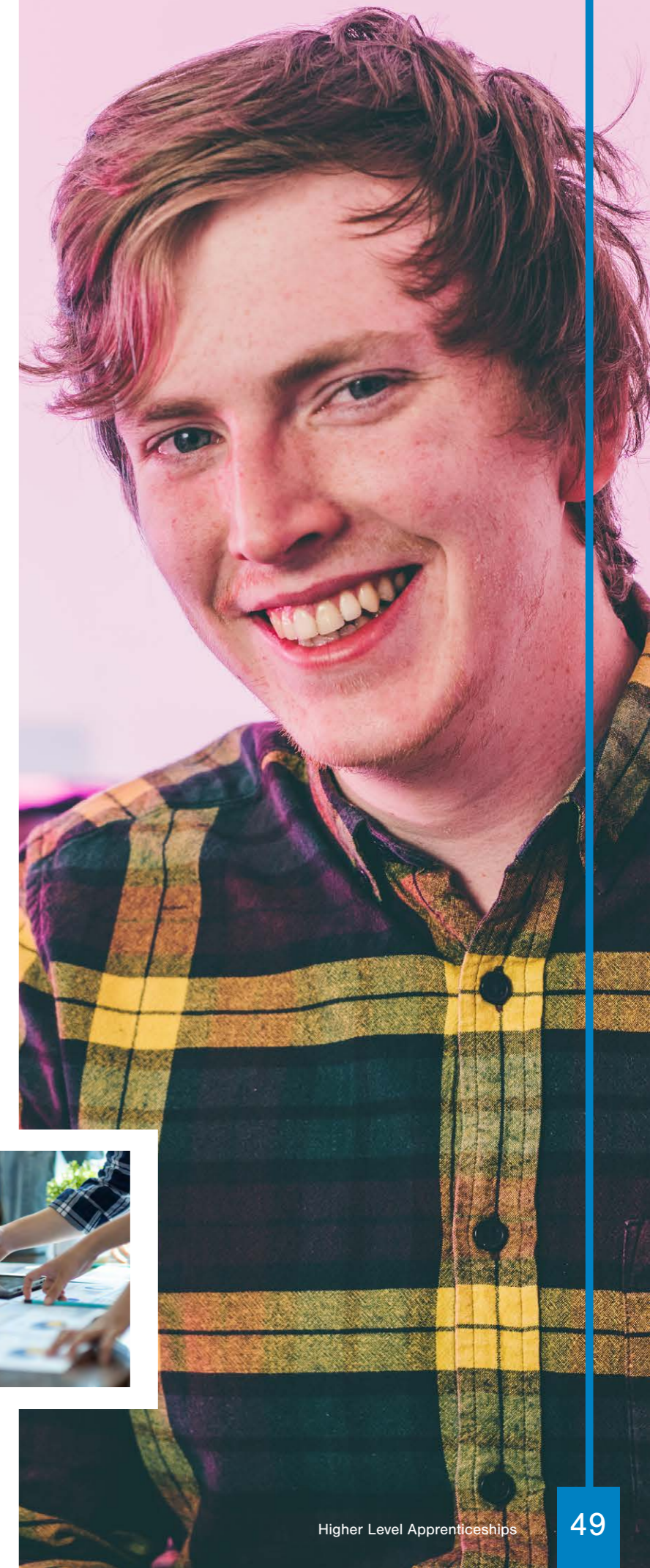
Recruitment

Belfast Met supports employers by providing access to a pool of interested applicants and assisting with programme-aligned recruitment. Employers retain full responsibility for selecting apprentices and managing the final hiring process.



Progression Opportunities

Supporting an employee through this Higher Level Apprenticeship not only enhances their immediate contribution to your business but also opens clear pathways for long-term development. On successful completion, learners achieve a Foundation Degree validated by Ulster University, positioning them to progress to a Top- BSc (Hons) Degree in International Hospitality Management. This creates a pipeline of talent for senior leadership roles within your organisation, ensuring continuity and reducing recruitment costs. Graduates are equipped for positions such as Restaurant Manager, Hotel Manager, Guest Relations Manager, Food and Beverage Manager, and Event Management roles—bringing advanced skills and strategic insight back into your business.



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