

Note: Traineeships are delivered by the Education and Training Boards (ETBs). The decision by an ETB to deliver a traineeship is determined based on the needs identified in collaboration with industry/employers in the sector and local requirements.

Therefore, not all ETBs will offer every traineeship; likewise, elements of a traineeship such as the content, award, duration etc may vary based on the needs identified.

The information below is a sample only; it gives an idea of what this traineeship involves but may not be replicated exactly across ETBs offering this traineeship.

SAMPLE DESCRIPTOR

Financial Administration Traineeship

The aim of this programme is to provide learners with the knowledge, skill and competencies to provide professional support in a financial environment both independently and under supervision. On successful completion of the programme, learners may progress to further education and training.

Typical Certification:	QQI-FE Level 5 Business Administration
Typical Content:	Bookkeeping - Manual & Computerised Business Administration Skills Customer Service Financial Services Insurance and Banking Studies QFA Life Assurance QFA Loans QFA Regulations Word Processing Work Practice
Typical Duration:	46 weeks All Traineeships have a minimum of 30% on-the-job learning.
Further information	Details of traineeship programmes currently open for registration are available on www.fetchcourses.ie Further information on traineeship programmes may also be obtained from your local Education and Training Board (ETB) www.etbi.ie/etbs/directory-of-etbs/ Some traineeship programmes may not be open for registration at a particular time.