Employer Onboarding Checklist

The following must be completed before your programme begins.

Fully Complete SOLAS Expression of Interest (EOI)

- Complete Expression of Interest by registering with SOLAS here.
- You will need to fill in your company details including employer tax number, contact details, office address, etc.

Mentor Details & FIT Memorandum of Understanding

- Once the EOI is completed, you can select a Mentor who meets the required qualifications:
  - Minimum level 6 qualification
  - 3 Years experience in IT relevant position.
- Send the details of the Mentor to FIT including contact details and certification.
- Review the FIT MOU, sign it with your e-signature, and send the completed MOU to FIT.

Schedule SOLAS Visit & Begin Interviews

- SOLAS will reach out to schedule a time for an Authorised Officer to come visit your workplace. Once the visit is completed, FIT will receive your new Employer Registration Number.
- FIT will begin sending CVs that suit your requirements. You can select which candidates you would like to invite to interview.

Sign Off & Hire

- Once you have selected a Tech Apprentice you would like to hire, complete the employer section of the Apprentice Registration form.

All documentation & completed forms must be received by FIT before the start of the programme.