



Welcome

to **Apprenticeships**
a **Student** Guide



England's **Number ONE** College

RUNSHAW
COLLEGE

Welcome to **Runshaw**

RUNSHAW COLLEGE

Runshaw has spent over forty years growing into a thriving college community, where each person is valued and able to flourish.

We are renowned nationally for our outstanding results, friendly, supportive culture and focus on learners' needs. Runshaw values its staff and students highly, equally investing in their development, support and wellbeing and endeavours to ensure a happy and fulfilling experience for all, making us one of the UK's leading and award-winning colleges.

“See why Runshaw has been
‘Ofsted Outstanding’ for over 20 years...”

Why choose **Runshaw?**

As a Runshaw apprentice, you will be well looked after. We are highly regarded for the level of support we offer and apprentices can expect full access to all of our facilities in the same way as full-time students. Out of the workplace, our tutors will work with you as you progress to ensure you are provided with a tailor-made learning programme. This is designed to be fully supportive of your needs, enabling you to progress steadily and ultimately be successful in your Apprenticeship.

You will also have regular contact with our industry-led trainers, who will help track and assess your progress in the workplace. A personal learning mentor will additionally be assigned to you, helping you overcome and remove any barrier to success. This is because our aim is simple. We want to ensure that you are happy, fulfilled and given the best start in your future career as possible.

We take great pride in our well established Apprenticeship Programme here at Runshaw. We will work hard to provide you with the training and support necessary to enable you to become an asset to any business and gain the skills to succeed in the world of employment.

- On the job **training**
- **Qualifications**
- Professional, **industry-led** teams of trainers
- A **debt free** way to achieve
- A **salary**
- Studying at England's **Number ONE** College

Your questions **answered**



What is an Apprenticeship?

An Apprenticeship is a job with training that enables you to gain qualifications and essential skills whilst working. It is a fantastic way for individuals to bridge the gap between full-time education and the world of employment. Apprenticeship programmes can also be used to upskill or re-train within your current employment.

As an apprentice you work alongside experienced staff in the workplace to gain hands-on experience and the skills needed for your chosen career.

You will be required to work typically 30 hours per week and will study the relevant theory to complement your practical experience. This will help you gain the skills, knowledge and behaviours required for your chosen pathway and may potentially enable you to achieve other nationally recognised qualifications such as NVQ Certificates or Diplomas. Apprenticeships will normally last anywhere between 12-36 months with higher level Apprenticeships taking longer.

Apprenticeships are currently available at three levels with many offering the opportunity for progression at Runshaw:

Level 2 – Intermediate Level Apprenticeships

Level 3 – Advanced Level Apprenticeships

Level 4 – Higher Apprenticeships (equivalent to a Foundation Degree)

As an apprentice, if you do not currently hold GCSE A*-C/9-4 or equivalent, you may also be given the opportunity to study Functional Skills in English, Maths and ICT alongside your Apprenticeship.



What are the benefits of doing an Apprenticeship?

There are lots of great reasons to become an apprentice, here are just a few of them!

Skills, knowledge & behaviours

An Apprenticeship is all about developing new skills, knowledge and behaviours within your chosen sector. Whether you chose to stay with your employer on completion, study at a higher level or train in a new area, many of these new skills will be transferable and set you up for life!

Real job benefits

As an apprentice, you will have a contract of employment with the employer which could typically include all regular employee benefits such as holiday allowance, bank holidays and continuous professional development (CPD).

Earn as you learn

As an apprentice, you will 'earn as you learn'. Although salaries will vary by employer, if you are under the age of 19 or in the first 12 months of your Apprenticeship, you are entitled to at least the National Apprenticeship Minimum Wage. You will also be paid during any 'off-the-job-training'. Some employers may pay more than National Apprenticeship minimum wage. For information on National Minimum wages please visit: <https://www.gov.uk/national-minimum-wage-rates>

Fee free qualifications

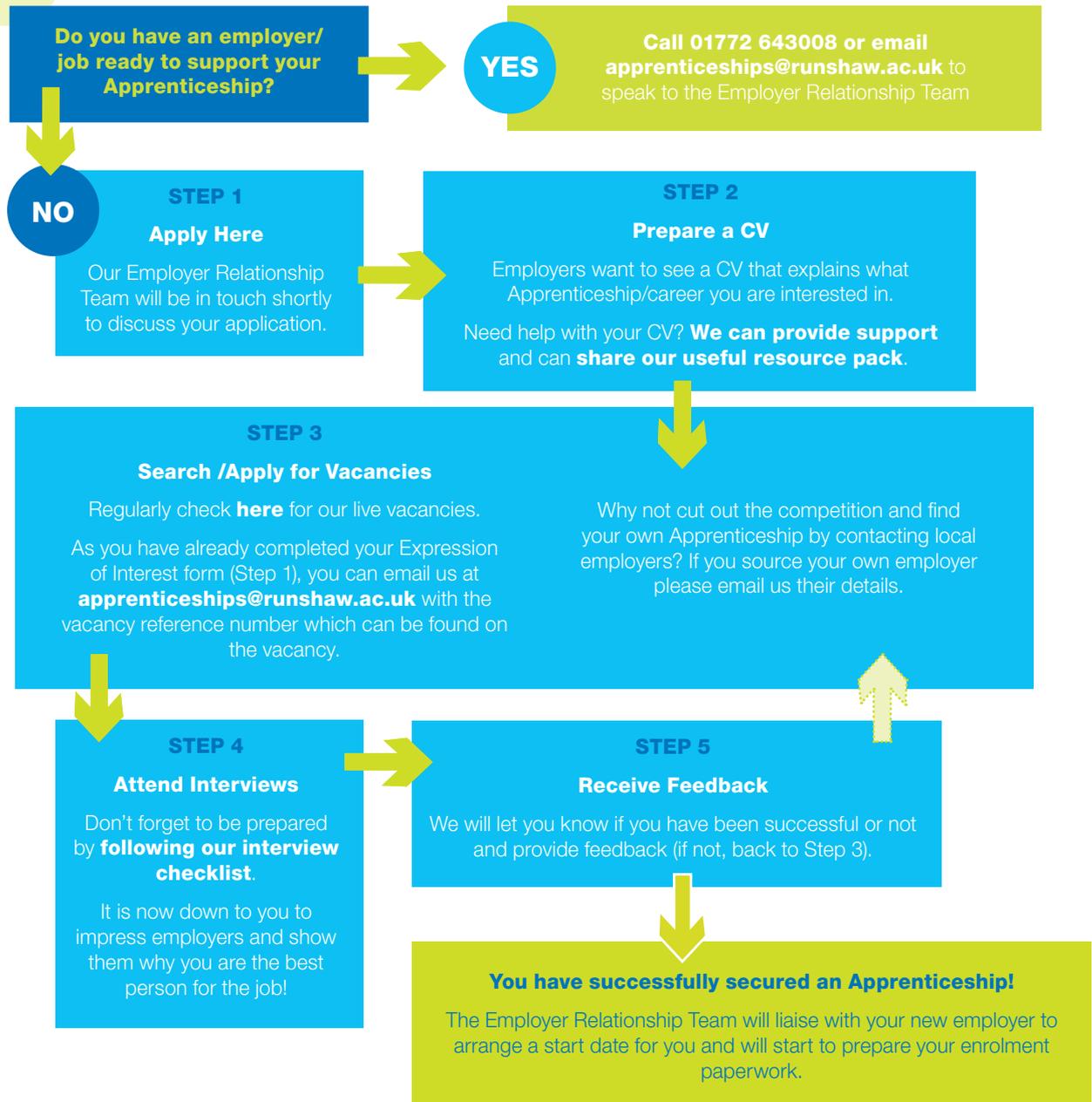
Apprenticeships are becoming a popular alternative to university for students wishing to begin a career whilst continuing their education. But unlike a university course, you will not have to pay for your qualifications during your training as the costs are covered by either the Government or your employer.

Employability & career prospects

Your Apprenticeship will give you nationally recognised qualifications and key skills which will be hugely beneficial to career progression and future employability prospects.



How to become an Apprentice



#BuildTheFuture

Business Administration L3

I like how my Apprenticeship covers a range of new skills in many different areas of business.

My trainer has been extremely supportive and motivating, keeping me on track with my learning, as well as giving me great feedback.

Runshaw has a great range of courses and brilliant teaching resources.



Megan Ashcroft

Entry Requirements



What are the requirements?

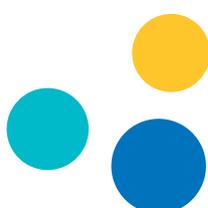
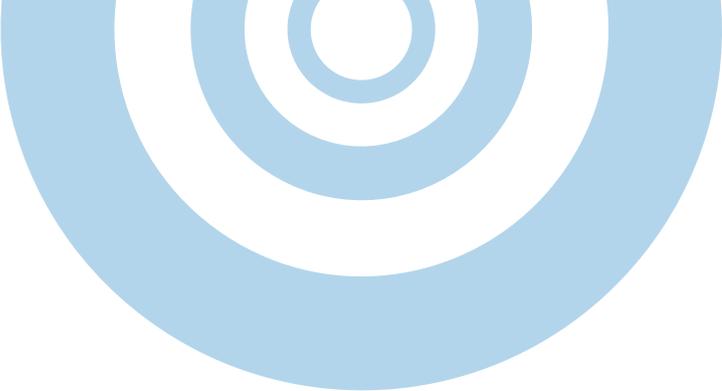
Anyone living in England, aged over 16 and not in full-time education can apply to become an apprentice, whether you are just leaving school, have been working for years or simply looking to start a new career. If you are already employed, you can also apply to become an apprentice as part of your Continuous Professional Development. Although formal qualifications are not always essential to becoming an apprentice, entry requirements do vary between courses and the level of study. Most employers however, often require applicants to hold GCSE A*-D/9-3 or equivalent in Maths and English. As part of the application process, you will also need to provide us with a completed CV and be willing to attend an interview which will often be requested by employers.

Please note that throughout your Apprenticeship, you will be responsible for:

- Fulfilling all reasonable responsibilities associated with your chosen role
- Adhering to the rules and regulations required by your employer
- Operating safely within the workplace
- Maintaining a good record of attendance and punctuality

You may also be required to follow a set dress code or uniform whilst in the workplace and show a willingness to work either as an individual or as part of a team. Most importantly of all however, you must show a commitment to your Apprenticeship throughout.





Equivalents & other requirements explained:

- Where the requirement is Grade A*-C/Grade 9-4: O Level Grade A-C, CSE Grade 1, Adult Literacy and Numeracy Level 2, GCSE English Literature at Grade A*-C/ Grade 9-4, Functional Skills L2, Key Skill Application of Number Level 2, Key Skill Communication L2.
- Where the requirement is at least GCSE Grade D/Grade 3: O Level Grade D, CSE Grade 2, Adult Literacy and Numeracy L1, Functional Skills L1, Key Skills Application of Number L1, Key Skill Communication L1.
- Applicants will only be able to undertake a Level 3 Apprenticeship if they are in a suitable job role which includes the necessary competencies for them to demonstrate all aspects of the assessment criteria.

Please note that employers may stipulate higher entry requirements than those listed and should therefore be treated as the minimum entry criteria.*

*However, if you do not currently meet the entry requirements for the Apprenticeship you wish to apply for, **you may also be considered** based on related subject qualifications and/or life/work experience or upon successfully achieving the required Basic and Key Skill Builder (BKSB) results.

Furthermore, we offer Free GCSE and pre-GCSE Functional Skills courses in English and Maths and can create an individual learning programme tailored to your needs to help and support you.

Delivering the Apprenticeship

A blue banner at the top left contains the title 'Delivering the Apprenticeship'. To the right and below are several target icons in blue and teal. A light green gear-like shape is partially visible behind the banner.

Planning Meeting - Individual Learning Plan

Once you have been enrolled on to your Apprenticeship, your assigned trainer will arrange a Planning Meeting with you and your employer to tailor and agree an individual learning plan for your Apprenticeship journey. This will take into consideration your starting points against the Skills, Knowledge and Behaviours for your Apprenticeship Standard as well as any prior learning that may exist from your job role, as any Functional Skills requirements that you may have. This will be an opportunity for you and your employer to tailor your Apprenticeship and to discuss your training needs within the organisation.

Having planned the training programme, your employer and Runshaw College we will work together to deliver the training required to develop your skills and help you achieve your full potential. The majority of our Apprenticeships are delivered fully within the workplace itself.

Throughout your Apprenticeship you will be given time to carry out 'Off The Job Training' which involves spending time on your portfolio, attending external events, role-related training, shadowing staff within your workplace and much more.

Induction

Within the first 6 weeks, you will complete an Apprenticeship Induction on our Moodle site: this will cover topics such as:-

- Prevent
- British Values
- Online Safety
- Health and Safety
- Equality and Diversity
- Apprenticeship Programme support

4 Weekly Visits

Your trainer will then arrange to visit you in the workplace every 4 weeks to support you throughout your Apprenticeship journey, setting assignments for any embedded qualification, setting SMART targets for you to improve your Skills, Knowledge and Behaviours and supporting you in logging quality Off The Job Training logs. You will also start preparing for your End Point Assessment very early within the Apprenticeship. Please note these visits can be remote via MS Teams, Zoom or telephone calls and on some occasions the visit can be booked in a classroom at the College if a face to face meeting is needed and this cannot take place on employer premises.

8 Weekly Progress Reviews

Your Trainer will then arrange to visit you and your employer in the workplace every 8 weeks to complete a progress review. This is a valuable opportunity for all parties to measure progress made against the Skills, Knowledge and Behaviours and this is captured on record by the completion of a skills scan on your student portal. This three-way partnership ensures that you receive the best possible training experience, as well as ensuring the right training opportunities are provided within the workplace to allow you to further develop. At a progress review there will be an opportunity to check the following:-

- Your distance travelled against your starting points on the Apprenticeship Standard
- Your Functional Skills development within the workplace and against any required exam/s (Maths & English)
- Your Professional Learning/Professional Development (Off-the-job Training)
- Your progress in your job role
- Your progress towards End Point Assessment

Preparation

During this meeting SMART targets will be set and full feedback provided. We find that by having Employers/Line Managers fully engaged in every aspect of your Apprenticeship journey, that you gain an enhanced experience of skills development.

Gateway

Once you have been on programme at least a year and a week, if progress against your Skills, Knowledge and Behaviours are all achieved, if your Functional Skills Maths and English are also all achieved, if your Off The Job Training percentage is achieved and you have completed all aspects of your End Point Assessment preparation – then we will consider if you are ready to pass through the 'gateway' to your End Point Assessment (EPA). This is discussed fully and agreed at a progress review meeting with your Trainer & Line Manager present.

End Point Assessment

What your End Point Assessment (EPA) will consist of will depend on what Apprenticeship Standard you are on. Your trainer will fully support you in preparing for your End Point Assessment. This usually takes approx. 3 months to fully complete. These are graded assessments, so it is important that you work hard to achieve distinctions.

Full details of all Apprenticeship Standards and Assessment Plans can be found on this Government Website:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/?>

Off the Job Training

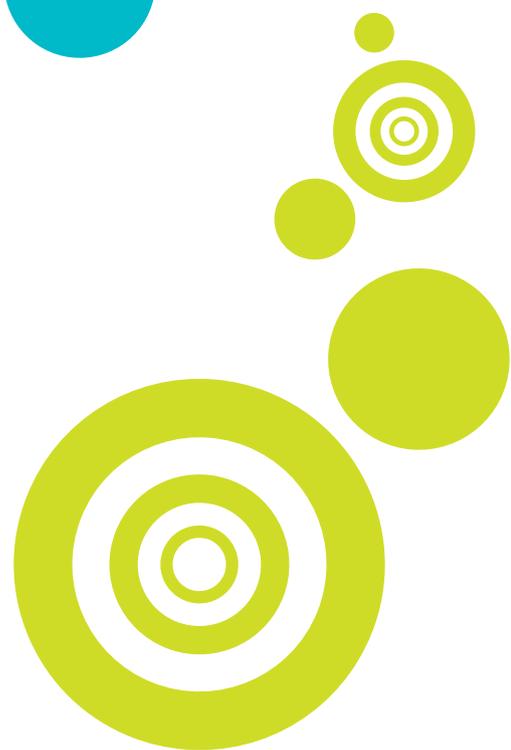


Under the new Apprenticeship rules, one of the key changes for employers is that each apprentice from May 2017 needs to undertake **'off the job training'** as part of their Apprenticeship.

What is 'off the job training'?

Off-the-job training is defined as learning which is undertaken outside of the normal day to day working environment and leads towards the achievement of the Apprenticeship. This can include training that is delivered at the apprentice's normal place of work but must not be delivered as their normal working duties.

End Point Assessment



End Point Assessment (EPA)

All Apprenticeships now include an End Point Assessment (EPA). These are designed to test the knowledge, skills and behaviours that an apprentice has gained during their training. Each Apprenticeship programme has its own unique EPA which demonstrates the competence of an apprentice in their role.

EPA methods include knowledge tests, real work projects, a professional interview with the awarding body and live practical demonstrations.



Our Courses

Runshaw College offer a range of Apprenticeships from Level 2 to Level 4. The level you will study will depend on previous experience, current qualifications and the job role you are employed to do.

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Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment. Each Apprenticeship programme has its own entry requirements. There may be an option to complete a BKSB assessment if you do not meet the entry requirements.

Level 2 Accounts/Finance with AAT



An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance department within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior accounting duties. An Accounts/Finance Assistant's work could include basic bookkeeping activities, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Association of Accounting Technicians (AAT) qualification.

Entry Requirements:

4 x GCSE A*-C / 9-4 including English and Maths or equivalent. The ability to word process under time constraints.

Career Development:

Once qualified you could be hired as a level 3 Assistant Accountant Apprentice, Accounts Clerk, Cashier, Finance Assistant, Credit Control Clerk, Sales Ledger Clerk.

Main learning objectives



Understanding your organisation



Accounting systems & processes



Basic accounting



Ethical standards

Duration:
12 months + 3
months EPA

EPA
structured
interview with
awarding body &
exams

Level 3 Assistant Accountant AAT

An Apprenticeship in accounting will enable you to actively participate in the running of a business by learning and assisting with its financial activities, such as invoicing, sales ledgers, taxes and payroll. You will initially begin as an assistant accountant and help a business plan and manage their money, so you must be methodical, efficient and discreet at all times. You are likely to be office based and working in a finance department as part of a larger organisation, or in a small accountancy firm. This will give you exposure to a number of other businesses and offers good opportunities for both career and study progression. You will also be awarded with an AAT certificate in accounting.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Association of Accounting Technicians (AAT) qualification.

Entry Requirements:

4 x GCSE's A*-C / 9-4 including English and Maths, a Pass at level 2 AAT Certificate in Accounting or A Level Accounting A*-C / 9-4.

Career Development:

Once qualified you could be hired as a Professional Accounting Taxation Technician Level 4 Apprentice, Accounts Clerk, Cashier, Finance Assistant, Credit Control Clerk, Sales Ledger Clerk.

Main learning objectives

- Analysis
- Produces quality and accurate information
- Problem solving
- Business awareness
- IT systems and processes
- Financial accounting and reporting

Duration:
12 months + 3 months EPA

EPA
includes a synoptic end test, a portfolio and a professional discussion

Level 4 Professional Accounting Taxation Technician AAT

Individuals in the role of Professional Accounting will have responsibility for creating, and / or verifying and reviewing, accurate and timely financial information within the organisation in which they are employed or on behalf of another organisation. This will be performed in order to meet relevant ethical, professional and legal standards, and will utilise the individual's knowledge of the business systems and processes, as well as standard accounting and tax practices. This role may exist in an accounting practice, a professional services company, HMRC or the accounting function of a business or other organisation.

A Professional Tax Technician will be required to have knowledge and understanding of the core elements of personal taxation and accounting principles. They will be required to prepare tax calculations, prepare government forms, understand and comply with filing deadlines, and document client paperwork. Depending on their role they will also have specialist knowledge in other areas of taxation, for example Business Compliance, VAT, Inheritance Tax, Trusts and Estates and Corporate.

Within the offer from Runshaw College you will gain an additional professional qualification within this Apprenticeship which is: Association of Accounting Technicians (AAT) qualification.

Entry Requirements:

5 x GCSE's A*-C / 9-4 which must include GCSE English and Maths at A*-C/ 9-4 or equivalent & an AAT L3 or equivalent level accounting qualification.

Career Development:

Once qualified you could be employed as an Assistant Auditor, Assistant Management Accountant, Expenses Supervisor, Senior Financial Officer Credit Control Clerk, Tax Investigations Officer, Personal Tax Assistant and Business Tax Assistant.

Main learning objectives

- Management account budgeting
- Management account decision and control
- Financial statements
- Professional level synoptic
- Credit management
- Cash and treasury management
- External auditing
- Personal tax

Duration:
18 months + 3
months EPA

EPA
includes a
portfolio, reflective
statement and a
role simulation

Level 3 Business Administration

A Business Administration Apprenticeship will give you the knowledge, experience and essential skills required to enable the smooth day-to-day running of a business or organisation. You will learn and be responsible for a variety of administrative tasks, such as record and document production, emails and faxes and answering phone calls. These duties will require you to work as both an individual or as part of a team. You will engage with different parts of your chosen organisation along with internal and external customers which will help you develop a wide range of valuable skills such as IT proficiency, communication, initiative and problem solving. Additionally, this Apprenticeship will provide you with a wealth of experience and a range of transferable skills which may present you with the opportunity to work almost anywhere and in a variety of sectors. With the knowledge, skills and behaviours you will learn during this Apprenticeship, it is an excellent and logical starting point for those seeking to move into management and offers good career and study progression.

Entry Requirements:

5 x GCSE A*-D / 9-3 which must include GCSE English at A*-C / 9-4 and Maths at A*-D / 9-3 or equivalent.

Career Development:

Once qualified you could be employed as a Business Advisor, Business Development Manager, Office Manager, Level 3 Team Leader or Supervisor Apprentice, Level 4 Data Analyst Apprenticeship, Level 6 Business Leadership and Management Degree.



Main learning objectives

- Support a business administrator's role in the workplace
- Principles of business administration
- Managing performance
- Communication in a business environment
- Project management
- ICT for business

Duration:
15 months + 4 months EPA

EPA
includes a knowledge test, portfolio-based interview and a project/improvement presentation

Level 2 Customer Service Practitioner

The role of a Customer Service Practitioner is to deliver high quality products and services to the customers of their organisation. Your core responsibility will be to provide a high quality service to customers which will be delivered from the workplace or digitally. These may be one-off or routine contacts and include dealing with orders, payments, offering advice, guidance and support, meet-and-greet, sales, fixing problems, after care, service recovery or gaining insight through measuring customer satisfaction.

As a Customer Service Practitioner you may be the first point of contact and work in any sector or organisation type. Your actions will influence the customer experience and their satisfaction with your organisation. You will demonstrate excellent customer service skills and behaviours as well as product and/or service knowledge when delivering to your customers. You provide service in line with the organisation's customer service standards and strategy and within appropriate regulatory requirements. Your customer interactions may cover a wide range of situations and can include; face-to-face, telephone, post, email, text and social media.

Optional units - depending on job role:

1. Sales environment
2. Administration environment
3. Contact centre environment
4. Retail environment
5. Social media environment

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent. Basic computer skills (not a qualification).

Career Development:

Once qualified you could be employed as Customer Service Advisor, Technical Support Representative, Social Media Customer Care Associate, Law Assistant, Client Relations Associate, Patient Care Coordinator.

Main learning objectives



Recognition of regulations and legislation within own organisation



Contribute to customer focused experience



Manage customer expectations



Provide customer service



Principles of business

Duration:

12 months + 4 months EPA

EPA

includes an 'Apprentice Showcase' to provide examples of work, a practical observation and a professional discussion

Level 3 Customer Service Specialist

Overview, the main purpose of a Customer Service Specialist is to be a 'professional' for direct customer support within all sectors and organisation types. You are an advocate of customer service who acts as a referral point for dealing with more complex or technical customer requests, complaints, and queries. You are often a first point of call for complicated or ongoing customer problems.

As an expert in your organisation's products and/or services, you share knowledge with your wider team and colleagues. You gather and analyse data and customer information that influences change and improvements in service. Utilising both organisational and IT systems to carry out your role. This could be in many types of environment including contact centres, retail, web chat, service industry or any customer service point. We introduce all our learners to insight of customer service. We also have bespoke in house training tailored made to employer needs.

Optional units - depending on job role:

1. Team leading
2. Retail operations
3. Planning and implementation of a sales campaign(s)
4. Marketing management
5. Use of social media in own organisation
6. Project management
7. Coaching and mentoring – exam

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent. Basic computer skills (not a qualification).

Career Development:

Once qualified you could be employed as Customer Service Advisor, Technical Support Representative, Social Media Customer Care Associate, Law Assistant, Client Relations Associate, Patient Care Co ordinator.

Main learning objectives

- ▶ Customer service legislation, regulation, policies and procedures
- ▶ Business knowledge and understanding in a customer service environment
- ▶ Effective team working
- ▶ Brand, image and reputation
- ▶ Developing self

Duration:
12 months + 4 months EPA

EPA
includes an 'Apprentice Showcase' to provide examples of work, a practical observation and a professional discussion

Level 3 Team Leader/Supervisor

As a team leader/manager apprentice you will have the responsibility of managing a team, managing projects and delivering operational plans. While roles may be different depending on what your job role is the knowledge, skills and behaviours will remain the same.

While completing this level 3 course you will gain knowledge and understanding of managing yourself and others, problem solving and decision making, building relationships

As part of the offer from Runshaw College you will gain an additional professional qualification within this Apprenticeship – ILM Diploma for Managers level 3.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent. Basic computer skills.

Career Development:

Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, Shift Manager or Management Degree.

Main learning objectives

- Management of self
- Self-awareness
- Problem solving and decision making
- Leading people
- Managing people
- Building relationships
- Communication

Duration:
15 months + 4 months EPA

EPA
includes a portfolio of evidence, presentation with questions and answers, professional discussion with the awarding body

Level 3 HR Support

This Level 3 Apprenticeship is the entry route for a career in HR. The HR Support Apprenticeship is ideal for those wishing to pursue a career in Human Resources, or wishing to specialise in this field or gain management responsibilities. Anyone interested in this career should expect to learn and regularly apply a host of HR solutions towards various challenges and situations that may occur as well as provide relevant advice to departments within their organisation.

This Apprenticeship will give you good experience in the various HR disciplines and relevant legislation and policies, as well as various ways to link the work that you do towards the priorities of the business in order to develop or introduce best practices to the organisation. There are also excellent opportunities available for progression within this sector due to HR being an integral part of every business.

Within the offer from Runshaw College you may gain an additional professional qualification within this Apprenticeship which is: Chartered Institute of Personnel and Development (CIPD) qualification, CIPD places are limited.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent. Basic computer skills (not a qualification).

Career Development:

Once qualified you could be employed as Human Resources Officer, Recruitment Consultant, Training and Development Officer, Employee Relations Adviser, Life/Career Coach, Level 5 HR Consultant/Partner Apprenticeship.



Main learning objectives



Delivering front line HR support



Guidance to managers and employees



Dealing with a range of responsibilities from recruitment to retirement



Changes in policy, law or legal risks

Duration:
18 months + 4 months EPA

EPA
includes a consultative project and a professional discussion with the awarding body

Level 2 Healthcare Support Worker

As a Healthcare Support Apprentice, you will work alongside health professionals to provide patient care in a range of settings. You will gain the skills and experience required to fulfil the responsibilities of the role in order to perform both routine clinical and non-clinical duties. This Apprenticeship involves working with young children and vulnerable adults with a range of personal or intimate care needs. Therefore Apprenticeships within this sector are usually more suited to those over the age of 18.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Level 2 Diploma in Healthcare support.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent or relevant work experience and required initial assessment results.

Career Development:

Dietetic Support Worker, Maternity Support Worker, Nursing Support Worker, Occupational Therapy Support Worker, Orthotic Support Worker.

Main learning objectives

- Health intervention
- Person centred care and support
- Physiological measurements
- Personal and people development
- Infection prevention and control
- Moving and handling

Duration:
12 months + 4 months EPA

EPA
includes a multiple choice test, portfolio of evidence and observation, and an interview

Level 3 Senior Healthcare Worker

The Senior Healthcare Support Apprenticeship, is a progression from the level 2 qualification and therefore as an experienced Support Worker, you will help registered practitioners deliver healthcare services to people. Duties will be delegated to you, including a range of clinical and non-clinical healthcare or therapeutic tasks, under the supervision of the registered healthcare practitioner. Not all these duties will be routine and you need to use your previous knowledge, skills and previous experience.

Within the offer from Runshaw College you will gain an additional professional qualification within this Apprenticeship which is: Level 3 Diploma in Healthcare support.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent or relevant work experience and required initial assessment results.

Career Development:

Dietetic Support Worker, Maternity Support Worker, Nursing Support Worker, Occupational Therapy Support Worker, Orthotic Support Worker, Speech and Language Therapy Support worker.



Main learning objectives

- Health and wellbeing
- Person centred care, treatment and support
- Communication
- Personal, people and quality improvement
- Health, safety and security
- Duty of care

Duration:
18 months + 4 months EPA

EPA
includes a multiple choice test, observation, and a professional discussion

Level 2 Adult Care Worker

An Apprenticeship within the care sector presents you with the opportunity to begin a hugely rewarding career which will give you a specific set of skills for a sector that is very much in demand, whilst making a difference to an individual's way of life. Your duties will include helping people with a particular need, such as those faced with physical, practical, social, emotional or intellectual challenges such as the disabled, the elderly, or people with learning difficulties.

Within the offer from Runshaw College, you will gain additional professional qualifications within this Apprenticeship which are: Level 2 Diploma in Adult Care.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent or relevant work experience and required initial assessment results.

Career Development:

Level 3 Lead Adult Care Worker Apprenticeship, Care Assistant, Care Worker, Support Worker, Personal Assistant, Relief Team Worker, Support Worker - Supported Living, Key Worker in Residential Settings, Key Worker in Domiciliary Services, Key Worker in Day Services, Home Care Support Worker.

Main learning objectives

-  Safeguarding and protection & duty of care
-  Communication in care settings
-  Health, safety and wellbeing
-  Implementing person-centred approaches in care
-  Handling information
-  Equality and inclusion

Duration:
12 months + 4 months EPA

EPA
includes a final exam and a professional discussion

Level 3 Lead Adult Care Worker

The Lead Adult Care Worker Apprenticeship allows you to learn, develop and demonstrate the skills and knowledge required for a career in Adult Care. To undertake this Apprenticeship, you should be in a role which has some level of responsibility or where there may be a need for supervision of others. As a Lead Adult Care Worker you will build upon your knowledge and have more responsibilities in your role.

Within the offer from Runshaw College you will gain additional an professional qualification within this Apprenticeship which is: Level 3 Diploma in Adult Care.

Entry Requirements:

4 x GCSE A*-D/ 9-3 including Maths and English or equivalent or relevant work experience and required initial assessment results.

Career Development:

Level 4 Lead Practitioner in Adult Care apprenticeship, Care Officer, Care Supervisor, Senior Care Worker, Senior Support Worker, Community Support Worker, Community Outreach Worker.



Main learning objectives



Responsibilities of a Lead Care Worker



Personal development



Promote effective handling of information



Promote person-centred approaches



Equality and inclusion



Communications

Duration:
18 months + 4 months EPA

EPA
includes a situational judgement test and a professional discussion

Level 2 Commis Chef

The Commis Chef Apprenticeship will see you involved in one of the UK's biggest industries and a role working in fine dining establishments, in every section of the kitchen. Should you choose an Apprenticeship in professional catering, you will likely be working in a fast paced environment and initially learning a variety of basic cooking skills, the functions of the kitchen, whilst gaining essential experience in areas such food safety, storage and preparation.

You may be asked to attend the college once a month to train within our chef school.

Entry Requirements:

No GCSEs required, but must demonstrate the ability to achieve Maths/English L1 functional skills as indicated in BKSB assessment.

Career Development:

Level 3 Chef de Partie apprenticeship, Head Chef, Executive Chef, Kitchen Manager, Kitchen Supervisor.



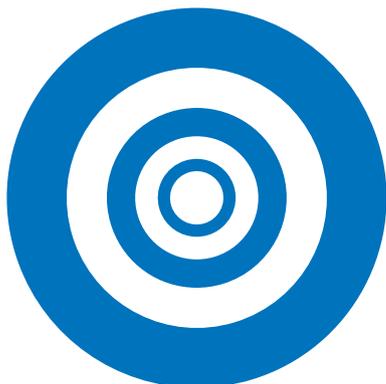
Main learning objectives

-  Food preparation and storage
-  Personal organisation and hygiene
-  Adherence to legal standards and regulations
-  The Customer Journey
-  Knife skills

Duration:
15 months + 3 months EPA

EPA

includes a multiple choice exam, practical observation, culinary challenge and professional discussion with the awarding body



Level 2 Production Chef

The Production Chef Apprenticeship will see you work as part of a team in a time-bound challenging kitchen environment such as; restaurants and hotels, school canteens, high street cafés and sandwich bars, where you will report to the senior production chef. As a Production Chef you are likely to work with centrally developed standardised recipes and menus, often producing large volumes of food. It is important for Production Chefs to be highly methodical and motivated, as well as organised, paying attention to detail and maintain high energy.

You may be asked to attend the college once a month to train within our chef school.

Entry Requirements:

No GCSEs required, but must demonstrate the ability to achieve Maths/English L1 functional skills as indicated in BKSB assessment.

Career Development:

Level 3 Senior Production Chef apprenticeship, Head Chef, Executive Chef, Kitchen Manager, Kitchen Supervisor, Cook.

Main learning objectives



The preparation, assembly, cooking, regeneration and presentation of food



Procedures for the safe handling and use of tools and equipment



Standards and operating procedures



Personal Development and Performance



Key nutrient groups



Legal requirements

Duration:

15 months + 3 months EPA

EPA

includes a multiple choice exam, practical observation, culinary challenge and professional discussion with the awarding body

Level 2 Hospitality Team Member

An Apprenticeship in Hospitality could see you working in a variety of roles and establishments and is aimed at helping you develop excellent hospitality and customer service skills. You will become competent in working alone or as part of a team and gain valuable knowledge and experience in how to recognise and meet the needs of customers to ensure their complete satisfaction. Although hospitality often requires a certain degree of adaptability, you may wish to specialise within a particular area of hospitality where all of these skills will prove enormously valuable and transferable.

You may be asked to attend the college once a month to train within our chef school.

Entry Requirements:

No GCSEs required, but must demonstrate the ability to achieve Maths/English L1 functional skills as indicated in BKSB assessment.

Career Development:

Level 3 Hospitality Supervisor apprenticeship, Front of House, Barista, Housekeeping, Guest Services, Receptionist.

Main learning objectives



Customers profiles and expectations



Team work and methods of communication



Business vision and values



Personal discipline in approach to work



Legislative responsibilities



The use of technology

Duration:

15 months + 3 months EPA

EPA

includes an online test, practical observation, business project and a professional discussion

Level 3 Hospitality Supervisor

Undertaking a Hospitality Supervisor Apprenticeship will see you working in a variety of roles and establishments. As a supervisor, you will provide vital support to management teams, whilst being involved with business and financial operating procedures. Within this position you will be capable of independently supervising hospitality services and running shifts. Throughout the Apprenticeship you will typically work under pressure whilst delivering fantastic customer service, all whilst maintaining industry standards. You will develop your knowledge skills and behaviour, around concepts such as motivating a team, which is essential to your supervisory role.

You may be asked to attend the college once a month to train within our chef school.

Entry Requirements:

No GCSEs required, but must demonstrate the ability to achieve Maths/English L2 functional skills as indicated in BKSB assessment. Sufficient proven experience in the sector is needed or the successful completion of a skills test.

Career Development:

Level 4 Hospitality Manager apprenticeship, Restaurant Manager, Bar Manager, Hotel Manager, Senior Receptionist.

Main learning objectives

- Company strategy, objectives, values, mission and the company's vision
- How to effectively organise, motivate and coordinate a team
- Business operating procedures
- Customer profiles and how to exceed customer expectations
- Leadership styles and supervisory management skills
- Financial operations

Duration:
15 months + 3 months EPA

EPA
includes an online test, practical observation, business project and a professional discussion

Level 3 BCS Digital Marketer

Digital Marketing encompasses all aspects of marketing that take place on an online platform. As a Digital Marketer you will have a marketing role to advertise and promote events, services or products using a range of media. This may include social media platforms, websites, content creation and copy-writing.

This level 3 Apprenticeship will teach you the tools to understand your audience, plan, create and deliver online marketing campaigns and how to measure and evaluate their effectiveness. Your role will be to grow your organisation's online presence and to ultimately generate more business.

Within the offer from Runshaw College you will gain an additional professional qualification which is CIW Internet Business Associate.

Entry Requirements:

4 x GCSE at A*-D / 9-3 which must include GCSE Maths at A*-C / 9-4 and English at A*-D / 9-3 or equivalent, and relevant experience of IT.

Career Development:

Online Content Developer, Social Media Marketing, Search Engine Optimization Specialist, Business Analytics Specialist, Brand Management, Mobile Marketing Specialist, Web Designer, Professional Blogger, Search Expert, Email Marketer, further study.

Main learning objectives

-  Digital etiquette
-  Basic marketing principles
-  Written communication
-  Build and implement digital campaigns
-  Research, development, delivery and analysis of campaigns
-  Web analytics, search engine optimisation

Duration:
18 months + 4 months EPA

EPA
includes a portfolio, real life work projects, employer reference and structured interview

Level 3 Digital Support Technician

As a Digital Support Technician apprentice, you will learn the necessary skills and knowledge to work within an organisation to provide support for both internal and external customers, and by using various forms of technology, to address routine and non-routine IT related issues. Within your role you will be customer facing and will be the first point of contact. You will learn and gain experience in areas such as IT security, remote infrastructure, data recording and digital security. You may also find yourself working within a team but must be able to work individually and use your initiative.

There are two pathways to choose from in this Apprenticeship – Digital Applications Technician and Digital Support Technician, the path you take will be determined by the job role you have. This Apprenticeship would provide you with a good level of IT knowledge which is becoming increasingly more valuable in a world frequently reliant on technology and therefore offers good career prospects.

Entry Requirements:

Entry Requirements: 4 x GCSE at A*-D / 9-3 which must include GCSE Maths at A*-C / 9-4 and English at A*-D / 9-3 or equivalent, and a Level 2 Qualification in an IT related field or relevant industry experience.

Career Development:

For Digital Applications Technicians: Digital Transformation Associate; ICT Support Analyst, Digital Champion, Database Administrator, Data Administrator, IT Operations Technician, Digital Applications Specialist and Digital Systems Operator.

For Digital Service Technicians: Service Centre Operator, Digital Service Advisor, Digital Service Support, Digital Service Agent; Applications and On-line Service Executive, Technical Support Professional, Digital Support Professional, and Operations Technical Specialist

Main learning objectives

- ▶ Digital technologies, security and support
- ▶ Data management
- ▶ Digital security
- ▶ Digital services support
- ▶ Digital Information Management Systems
- ▶ Communication

Duration:
15 months + 4 months EPA

EPA
includes a knowledge test, a case study presentation and interview with the awarding body

Level 2 Early Years Practitioner

As an Apprentice in the Early Years' sector you will be starting a fulfilling career working with children. In your job role you will be working in an early year's setting such as a nursery while you complete your training. You will be an employed member of staff and will have responsibilities such as planning engaging activities for children's learning, safeguarding children and providing professional care.

The Level 2 Childcare Apprenticeship will teach you about the early year's curriculum, child development, safeguarding and important legislation and planning and assessment techniques. The qualification you will gain with your Apprenticeship is CACHE Level 2 Diploma for Early Years Practitioner.

Entry Requirements:

4 x GCSE's A*-D / 9-3 including English and Maths.

Career Development:

Once qualified you could be hired as a level 2 Early Years Practitioner, progress onto level 3 Early Years Educator, progress onto level 3 Teaching Assistant.

Main learning objectives

- Supporting child development
- Safeguarding, protection and welfare
- Health and safety of babies and young children
- Responsibilities of the early years practitioner
- Planning and delivering activities and purposeful play
- Partnership working

Duration:
12 months + 4 months EPA

EPA includes a professional discussion underpinned by a portfolio and a knowledge test

Level 3 Early Years Educator

The Level 3 Early Years Educator Apprenticeship is a natural progression from level 2. As an Early Years Educator you will remain employed in an early year's setting such as a nursery but you will build upon your knowledge and have more responsibilities in your role by having a group of key children.

Through the course you will build on the knowledge gained in level 2 and will gain a deeper understanding of child development by looking at different theories of development and play and how to put these into practice. In order to complete this course you will need to complete paediatric first aid training.

The qualification you will gain with your Apprenticeship is CACHE Level 3 Diploma for the Early Years Educator (EYE).

Entry Requirements:

4 x GCSE A*-D / 9-3 which must include GCSE English at A*-C / 9-4 and Maths at A*-D / 9-3 or equivalent.

Career Development:

Room leader, SENCO, Safeguarding Lead, Deputy Manager, Manager, EYFS curriculum lead, progression to higher level qualifications, Teaching Assistant, Social Work, Play Therapist, Family Support Worker.

Main learning objectives

- Understand legislation
- Safeguarding, protection and welfare of children
- Planning, observation and assessment
- Promote child development
- Plan, lead and review play opportunities
- Developing children's skills

Duration:
18 months + 4 months EPA

EPA
includes a professional discussion underpinned by a portfolio and a knowledge test

Level 3 Teaching Assistant

Are you looking to start a career as a teaching assistant? The level 3 Apprenticeship will provide your training to start your career in school. You may work with children in primary or high schools, while you will learn about different curriculums depending on the age of the children that you work with. The fundamental knowledge, skills and behaviours that you learn will remain the same.

As a teaching assistant you will work in the classroom directly with the children to assist the teacher and the children in class. You will support children's learning and ensure their health and safety at all times, you will learn how to safeguard children and legislation, policies and procedures that schools and their staff must adhere to.

Entry Requirements:

4 x GCSE A*-D / 9-3 which must include GCSE English at A*-C / 9-4 and Maths at A*-D / 9-3 or equivalent.

Career Development:

Progression to Higher Level Teaching Assistant qualification, progression onto a Teaching Degree, Specialised Teaching Assistant such as SEND or EYFS.



Main learning objectives

- Child and young person development
- Safeguarding and welfare of children and young people
- Assessment for learning
- Health and safety
- Promote positive behaviour
- Equality, diversity and inclusion

Duration:
18 months + 4 months EPA

EPA

includes a practical observation with questions and answers, a professional discussion underpinned by portfolio

Level 3 Maintenance Operations Engineering Technician (Mechanical)

During the Level 3 Maintenance Operative Engineering Technician Apprenticeship you will undertake the mechanical route. This will involve maintaining the safety and effective operation of various types of plant and equipment within the engineering sector. You will ensure work is completed safely, meets stakeholder quality, work towards time and budget requirement, all whilst maintaining the efficient running of the plant and equipment.

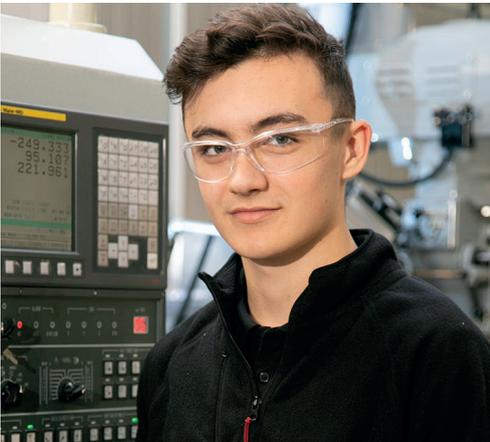
Within the offer from Runshaw College you will gain an additional professional qualifications within this Apprenticeship which is: EAL Level 3 NVQ Diploma in Engineering Maintenance.

Entry Requirements:

4 GCSE's A*-C / 9-4 including Maths and English.

Career Development:

CAD technician, Civil Engineer, Engineering Maintenance, Mechanical Engineer, Maintenance Operative.



Main learning objectives

- Engineering theories and principles
- Planned, unplanned and preventative maintenance procedures
- Health and Safety standards and regulations
- Faults and how to replace, repair and/or remove components
- Technical specifications and supporting documentation
- Communicate with stakeholders

Duration:
30 months +
3-6 months
EPA

EPA

includes a knowledge assessment, final observation of practical work, a technical interview, based upon an evidence portfolio

Level 3 Engineering Technician (Machinist)

An Engineering Technician Apprenticeship is a great option for anyone wishing to start a challenging yet hugely rewarding career within the Manufacturing and Engineering sector. The course will consist of highly skilled, complex precision work such as machining components and utilising specialist tools and programmes.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: EAL Level 2 Diploma in Advanced Manufacturing Engineering, EAL Level 3 Diploma in Advanced Manufacturing Engineering – Machinist, EAL Level 2 & 3 Diploma in Machining.

Entry Requirements:

5 GCSE's A*-C / 9-4 including Maths and English.

Career Development:

CAD technician, Civil Engineer, Engineering Maintenance, Mechanical Engineer, Maintenance Operative (excluding EPA).



Main learning objectives

- ▶ Mathematical techniques
- ▶ Practical and theoretical uses of machines
- ▶ Understand the work-holding devices, cutting tools, and setting up procedures
- ▶ Dealing with engineering/manufacturing problems
- ▶ Correcting faults
- ▶ Adhering to safety regulations

Duration:
42 months +
3-6 months
EPA

EPA
includes an
occupational
validation interview
drawing from a
portfolio of evidence
and a professional
competence
assessment

CV preparation

In the current job market it is vital to get your CV noticed and read. It is essential to identify your skills and your potential worth to a prospective employer.

The information below is designed to assist you in collecting your information, presenting your information, **what to DO** and **what NOT to do**.

TIPS

Do:

- Keep it relevant and current
- Word process your CV
- Ensure there are no spelling mistakes
- Ensure it is clear and concise
- Be honest!
- Put your most recent job history first
- Get someone to check it before you submit it!

Do not:

- Make it longer than 2 pages of A4
- Exaggerate your skills and achievements
- Forget to accompany your CV with a letter of application (if sending direct to the employer)
- Use too many different font styles

Include the following information

- Full name, address, postcode and telephone number (include dialling code)
- Personal Statement – include your skills & abilities
- Education – include school / college, subjects and grades achieved
- Employment History – most recent employment first, include dates (month and year) job title and duties. Also include any work experience and voluntary work.
- Additional information – driving licence, Duke of Edinburgh award, sports achievements, and positions of authority such as being a student council member, school prefect, or form representative
- Interests – be genuine, don't just list interests, expand into a sentence e.g. "I enjoy swimming and have achieved my gold personal survival award".

Should you need help completing your CV, please let us know. We can share our useful resource pack with you and direct you to online sources too!

#BuildTheFuture

Business Administration L3



Juggling work, childcare and college always put me off the idea of doing an apprenticeship but I've never looked back since starting my apprenticeship with Runshaw College.

There has been great support from Runshaw and my employer.

Charlene Scarff

Digital Marketing L3



This apprenticeship will open so many doors once I have finished. It has really opened my eyes about how good apprenticeships are.

When I finish, I will have been working for 2 years and will have a qualification that I haven't had to pay for.

Sophie Turner

The information provided by this guide is correct at the time of printing but may be subject to amendment.

If you are currently employed or believe you are ready for a full time work environment and want a career in any of the previous listed Apprenticeships, then call 01772 643008 or email apprenticeships@runshaw.ac.uk

“We would highly recommend accountancy firms taking on apprentices. **These young adults are the future** of accountants. They bring fresh perspectives and new skills.”



Photo courtesy of NR Barton 2021

#FutureYou



Photo courtesy of Red Rose Care





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