

contact us:

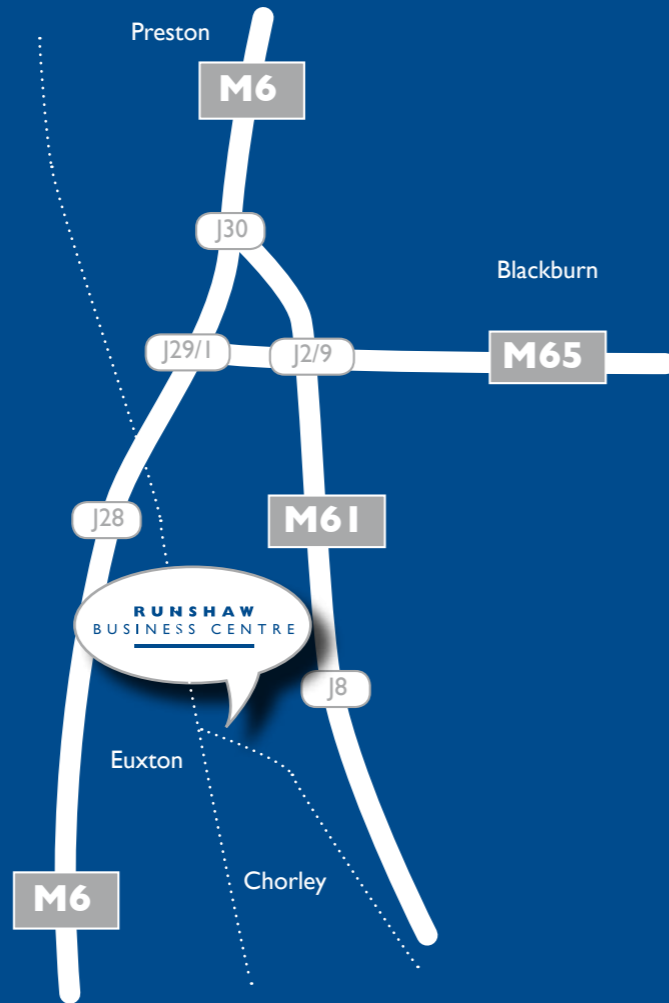
As well as being the leading business training provider in the North West we are also easy to get to by rail, road and bus routes; with ample free parking.

By car
We are less than 10 minutes from Junction 8, M61; Junction 2, M65 and Junction 28, M6.

By rail
Buckshaw Parkway Station is situated directly behind Runshaw College in Chorley.

By bus
The campus is accessible by Fishwick and Stagecoach buses, with bus stops outside and adjacent to the campus.

Runshaw Business Centre
Tel: 01772 643008
Email: apprenticeships@runshaw.ac.uk
www.runshaw.ac.uk

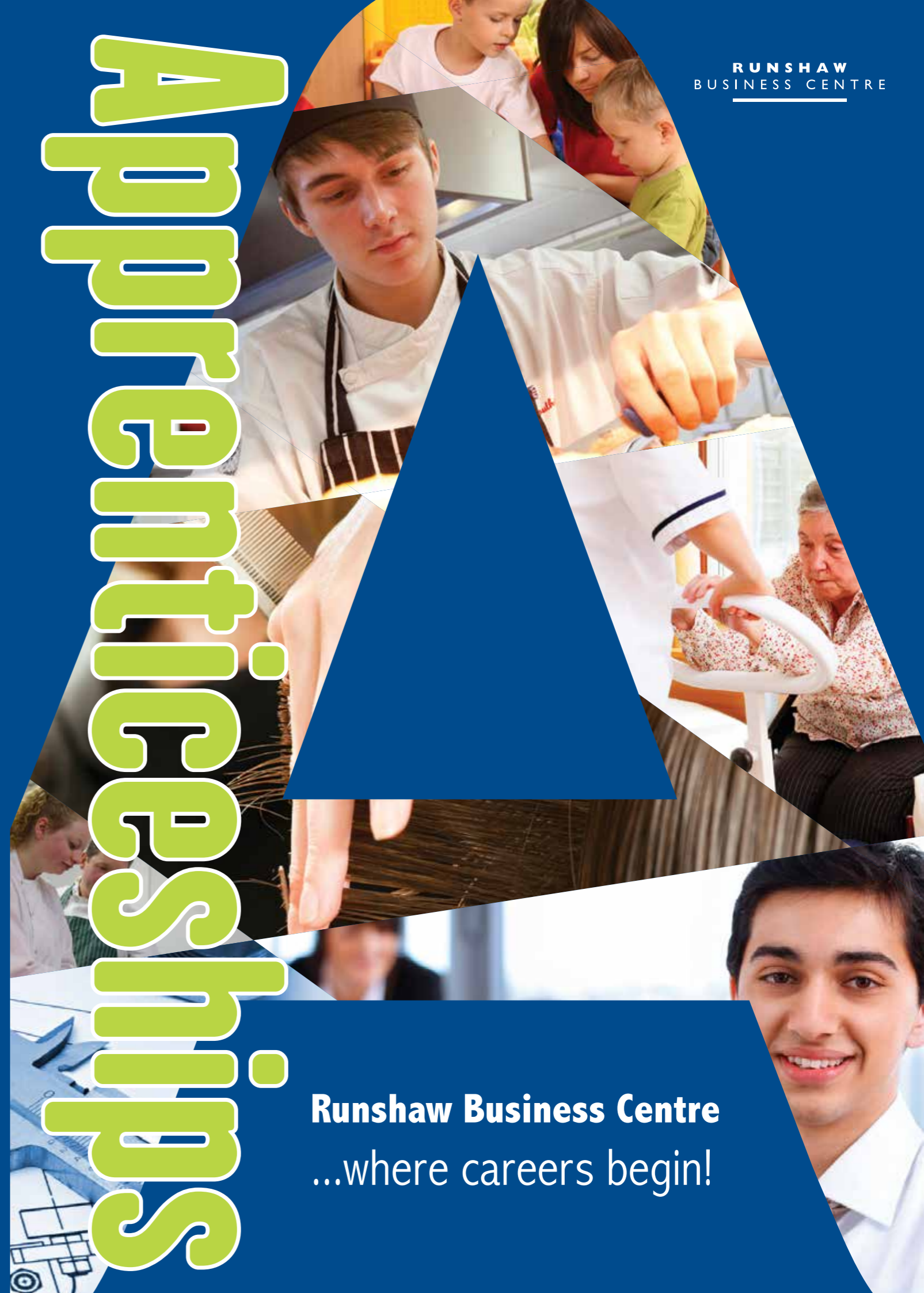


To apply for an Apprenticeship

If you are under the age of 16 and plan to leave school please contact Schools Liaison by calling 01772 643000. For all other applications please contact Runshaw Business Centre on 01772 643008 or email: apprenticeships@runshaw.ac.uk.

Apprenticeships

Runshaw Business Centre
...where careers begin!



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“Runshaw College has consistently achieved high success rates for its apprentices by recruiting learners with ambition, matching their needs with those of employers and paying very close attention to detail during the apprentices programme.”

OFSTED 2013

Welcome

Apprenticeships at RBC the training arm of Runshaw College
An apprenticeship is a fantastic way to bridge the gap between full time education and the world of work. It provides on-the-job training, qualifications and a salary. Apprenticeships are aimed at anyone who is starting work for the first time or for someone who has switched careers and wishes to get a vocational qualification in their chosen sector. This brochure offers an insight into the apprenticeships on offer through Runshaw Business Centre; and how to get on board as a learner or an employer.

An apprenticeship provided by Runshaw Business Centre is a real job. It's a great way to make the transition from full-time education into the workplace and start on the road to a successful career. As an Apprentice you will work alongside experienced members of staff to learn the exact skills needed for your chosen career, whether that's hairdressing, engineering or catering. As well as gaining practical skills from the workplace you will also study nationally recognised qualifications such as NVQ Certificates or Diplomas. You will receive the perfect mix of theory and practical experience and to top it all you will also get paid a wage!

What is an Apprenticeship like?
An Apprenticeship is a job with training. You are employed in a 'real job', working alongside experienced staff and gaining hands on experience. The training provided is a combination of 'on and off the job' training; the classroom based learning takes place at Runshaw Business Centre.

Anyone living in England, aged over 16 and not in full-time education can apply to become an Apprentice. If you are already employed and not benefiting from training to support your employment (and not studied above Level 3), you can also apply to become an Apprentice provided a suitable framework is available for the role you are undertaking.

An Apprenticeship is essentially a set of qualifications called a 'Framework' developed by Sector Skills Councils. The core components of a Framework are:

- A competence qualification such as an NVQ Certificate or Diploma– this is a vocational qualification related specifically to performance at work.
- A Technical Certificate - this qualification provides subject knowledge relating directly to the job role.
- Functional Skills in English, Maths and ICT. Typically learners on a level 2 Apprenticeship will be required to achieve Functional Skills at level 1 and those on level 3 programmes are required to achieve level 2. Applicants with GCSE grade C or above may have some exemptions and ICT is not required within every framework.
- Personal, Learning and Thinking Skills (PLTS)
- Employee Rights and Responsibilities (ERR)
- Other qualifications or requirements as specified by the particular job.

What are the benefits to doing an Apprenticeship?

There are lots of great reasons to do an Apprenticeship, but some of the key reasons include:

- **Money** – an apprentice will be working for an employer and earning a salary while they learn. Salaries vary but typically an apprentices starting salary, at 16, would be in the region of £130 to £160 per week. However, as skills develop many employers tend to increase wages – in fact, research has found that apprentices earn an average of £170 per week.
- **Benefits** – apprentices get paid at least 20 days holidays. They receive the same benefits as other employees such as statutory sick pay, pension contributions and in some cases subsidised canteens and leisure facilities etc.
- **Qualifications** – apprentices gain nationally recognised qualifications. That means employers will recognise and value your skills and qualifications should you change your job or workplace.
- **Training** – with an Apprenticeship under your belt, employers will know that you've got the skills and training needed to do the job. It can provide excellent career progression; whether looking to study further or climb the ranks within the workplace.
- **Funding** – an Apprenticeship can be a debt free way of achieving nationally recognised qualifications. All Apprenticeships provided for under 19's are fully funded by the Government. Funding support is available for learners aged over 19.

Top 5 Employability Skills

We focus our training on improving those transferable skills most valued by employers

- Communication and interpersonal skills
- Problem solving
- Using initiative and self-motivation
- Working under pressure and to deadlines
- Organisational skills



“Now I am earning and learning. What more could I ask for?”

Andy Horan, Harley Davidson, Preston.

Runshaw Business Centre provides the knowledge and develops your skills; whilst the employer provides practical experience to put those skills into practice. Training can be classroom based, in a workshop or in the workplace.

Runshaw Business Centre offers Apprenticeships in the following vocational areas:

- Accounting & Payroll
- Beauty Therapy
- Business Administration
- Catering & Hospitality
- Children and Young Peoples Workforce
- Customer Service
- Engineering
- Hairdressing & Barbering
- Health & Social Care
- Housing Practice
- Management
- Teaching Assistants
- Team Leading
- Facilities Services & Management
- Warehousing
- Cleaning

Why Choose Runshaw Business Centre?

‘Each year we delivery over 600 apprenticeships’

‘We work closely with employers to source local vacancies for local young people’

‘92% of all our apprentices achieve positive outcomes’

‘Our Traineeship programme provides the ideal stepping stone into an Apprenticeship, full time employment and a career.’

Runshaw Business Centre as the training arm of Runshaw College has developed excellent working relations with industry and businesses across the region. It has been delivering successful apprenticeships for the past 10 years. Building on its success year on year it has a proven track record across a wide range of subjects and with various organisations from both the public and private sectors.

RBC is renowned for the level of support it offers all its Apprentices and as an Apprentice you are provided with a dedicated tutor and learning support tutor.

Our tutors will work with you as you progress through your programme to ensure you are provided with a learning programme that is supportive of your needs and enables you to progress steadily and ultimately be successful. As a learner with Runshaw Business Centre you will be at the heart of everything we do. Our aim is simple, we want to ensure that you are happy and fulfilled and achieve your goals and ambitions during your time with us.

An Apprenticeship is a way for young people and adult learners to earn while they learn in a real job, gaining a real qualification and a real future. Hiring apprentices helps businesses to grow their own talent by developing a motivated, skilled and qualified workforce.



“Runshaw has been exceptional, I would definitely recommend the Apprenticeship programme.”

Kieran Thomas, Walton Summit Truck Centre

The Business Benefits of Hiring an Apprentice

An Apprenticeship is a way for young people and adult learners to earn while they learn at work. They enable individuals to gain work related qualifications allowing them to build confidence and develop themselves and their careers. Hiring apprentices can really help businesses to grow their own talent by developing and nurturing a motivated, skilled and qualified workforce. Apprenticeships help businesses grow their own talent.

- 96% of employers that take on an apprentice report benefits to their business.
- 72% of businesses report improved productivity as a result of employing an apprentice.

Apprenticeships deliver for businesses and help them grow by:

- Reducing training and recruitment costs
- Increasing productivity and profitability
- Developing a skilled, motivated and qualified workforce
- Improving customer service results
- Providing financial return on investment
- Creating a future workforce that's been nurtured and developed within the company.

More than 100,000 employers, in over 160,000 workplaces, currently use Apprenticeships to attract new talent, re-skill existing staff and tackle skill shortages. Apprenticeships are available to businesses of all sizes and from all sectors in England. Employment is a fundamental part of an Apprenticeship as an apprentice must be employed in a job role with a productive purpose.

Improve the bottom line

Apprenticeships deliver real returns to the bottom line, helping to improve productivity and competitiveness. Training apprentices can also be more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

Fill skills gaps

Apprenticeships deliver skills designed around business needs, providing the skilled workers needed for the future. They also help to develop the specialist skills needed to keep pace with the latest technology and working practices.

Motivate the workforce

Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. Remember, an apprentice is with a business because they want to be – they have made an active choice to learn on the job and a commitment to a specific career.

Apprenticeship Levels

There are three levels of Apprenticeship available:

- 2 - Intermediate Level Apprenticeships
- 3 - Advanced Level Apprenticeships
- 4/5 - Higher Apprenticeships (equivalent of a Foundation Degree).

If you are interested in finding out more about employing apprentices and the benefits they can bring to business please email us at apprenticeships@runshaw.ac.uk. Alternatively you can call us on 01772 643008 and a member of the team will be delighted to assist with your enquiries.

“Runshaw kept me focused and helped me work toward my goals.”

Melanie Heald, Charnock Farm Garden Centre.

Business & IT Apprenticeships

Business

An apprenticeship in business would be perfect for you if you wish to learn the skills needed to keep a business running efficiently and profitably. Millions of people work in a general business context and an Apprenticeship in this area could see you develop a wide range of transferable skills useful across many industry and business sectors.

Most jobs in this sector are office-based with a typical 9 to 5, Monday to Friday working week. It's important to be punctual and presentable, and you'll need to be a good team player. It's important to have good communication skills and an excellent phone manner.

Typically an Apprentice in this sector will be learning the back office necessities of a business supporting an administrative or operational function. However, a role in customer services could lead to you being the face/voice of a business as you could be based on reception, handle phone calls, customer enquiries and even complaints.

Business Administration

Effective administration is essential to the day-to-day smooth running of a business. As a Business Administration Apprentice your exact duties will depend on your employer but it's likely you will deal with internal and external correspondence; type up letters, agendas and reports; send emails and faxes; answer phone calls and provide a reception

service, meeting and greeting external visitors. Many more senior members of staff rely on the assistance of administrators to do their jobs. This sort of work requires a strong sense of responsibility, accuracy and attention to detail.

One of the great things about business administration is that you can work almost anywhere. With your transferable skills, you could be working in either the public or private sector; a huge corporate business or a small charity. Administration roles are also an excellent starting point to move into management once you have more experience. You will also learn valuable IT skills to support you in your role.

Customer Service

Good customer service is key to the success of any business or organisation. An Apprenticeship in Customer Service equips you with the skills to deliver excellent customer service which will serve you well in virtually any industry. The service industry sector is vast and most customer service apprentices work in retail, financial services, call centres, hospitality and recreation.

As a Customer Service apprentice it's most likely that you will work at the front end of an employer's business activities and regularly assist customers. You will need clear up-to-date knowledge of your organisations products and services. You will also need to be able to communicate effectively with all sorts of people.



Accounting & Payroll Apprenticeships

Accounting and Payroll

Running a business involves a lot of financial activities, from invoicing and sales ledgers to taxes and payroll. An Apprenticeship in accounting and payroll could find you working in a finance department in a larger organisation or working in an accountancy firm.

In an accounts department you will be helping a business manage their money. You will have some responsibility over the recording of financial transactions and may be involved in ensuring that payments get paid on time, invoices are processed and departmental budgets are correctly managed.

Accountancy firms give you exposure to a number of businesses at any one time. Work for an accountancy firm and you may be responsible for preparing accounts, completing VAT returns and dealing with financial statements.

Both roles are office based and usually 9 to 5. You will need to be efficient and methodical as well as discreet as you will have access to a lot of very sensitive financial records and other confidential information.

A Level 2 Apprenticeship in Accounting provides a solid foundation to start a career in accountancy. There are opportunities to progress on to further qualifications (Level 3) and eventually Chartered status.

“I’m doing lots of things I’ve never done before like VAT returns, payroll and meeting clients. I enjoy the variation of spending one day a week at Runshaw and the rest of my time in the office.”

Amy Taylor,
Studholme Bell, Chorley

Runshaw Business Centre offers Frameworks in:

- Business Administration (Levels 2, 3 & 4)
- Accounting (Levels 2 & 3)
- Payroll (Levels 2 & 3)

Managers and team leaders need a good understanding of business strategy, decision making and the skills to enable the sound management of others. It can be a big job and involve a wide range and variety of activities.

As an apprentice your role will vary depending on the level and sector in which you are employed. You may be involved in planning, allocating and monitoring the work of a team as well as giving feedback and supporting team members. You will need to be good with people and problem solving. You will also need to be able to take a balanced view of things and have a willingness to listen and understand others points of view whilst at the same time making the right decision.

Good managers are essential to the success of any business and the skills gained on these Apprenticeships are transferable to any business or industry sector. At Runshaw Business Centre we offer apprenticeships in both Team Leading and Management. The Team Leader Level 2 is for those who are in supervisory positions and provides a solid foundation and support as you begin a career managing people in today's fast moving business environment. Level 3 in Management is the natural progression for leadership development ideal also for first line managers and offers a pathway to the highly regarded further qualification with the Institute of Leadership and Management (ILM) or the Chartered Management Institute (CMI).



Team Leader

The Apprenticeships in Team Leading have been developed to support those working as team leaders, section leaders, floor managers, helpdesk managers, trainee supervisors, team coordinators and other team leader positions.

Key qualities in this role are good communication skills, leadership, working well with others, having basic numeracy skills and a good command of written English as well as being reliable and presentable.

An Apprenticeship in Team Leading provides you with a understanding of your role, function and responsibilities. It will also establish the limits of your authority and accountability. You will be experiencing the role whilst developing new skills. You will be guided and supported in your decisions as a new leader, ensuring you can operate in the work place feeling motivated and confident that you can make a difference.

Management

There are many types of management roles. In small businesses there may only be one manager, while large organisations will have several ranks of junior managers, finance managers, sales managers etc.

An Apprenticeship in Management will develop your key business skills to include prioritising, delegation, decision making, allocating work and monitoring performance. You may also be involved in managing projects and budgets.

This is a demanding yet rewarding programme where you will work towards functional skills in numeracy, literacy and ICT. Following completion of this Apprenticeship you may have the opportunity to progress to a Higher Apprenticeship in Business or one of our professional programmes in Management at level 4 or 5.

Runshaw Business Centre offers Frameworks in:

- Team leading (Level 2)
- Management (Level 3)

Care can be such a rewarding occupation and one which requires individuals to possess a range of specific skills not everyone is able to develop. People who work in this industry have the satisfaction of knowing that they are making a positive difference to an individual's quality of life.

Looking after people in hospital isn't the only type of care. Those employed in this sector may find themselves working in residential, domiciliary and specialised care for people with a range of medical conditions as well as older people needing support in their own homes or in the community; which is known as social care.

The care system is set to change significantly over the coming years as the UK population ages. But the very young need looking after too- as more parents go out to work, there's a growing demand for trained childcare providers.

As you will be working with young children or vulnerable adults and dealing with personal or intimate care needs, Apprenticeships in the adult care sector are usually for those over 18. Everyone who is employed in this sector will undergo checks by the Disclosure and Barring Service (DBS) (previously CRB checks).

Health and Social Care

Social care is about helping people with a particular need such as the disabled, the elderly or people with learning disabilities. This type of care usually takes place in the home, in care homes or out in the community. It can include anything from helping people get dressed to washing them or feeding them. As an apprentice in Social Care you could be a personal care assistant helping someone in their everyday life.

As an Apprentice in Health Care you could work in a hospital, in the community, hospices



or private clinics. You could be supporting doctors or nurses or helping patients in hospital wards or their homes – serving food, making and changing beds etc.

Clinical Health

As an apprentice, you could work in various clinical healthcare support roles (for example as a clinical healthcare support worker or healthcare assistant) alongside health professionals to provide patient care in a range of settings. An Apprenticeship in this area provides the skills and knowledge required to become competent in supporting healthcare professionals – such as doctors, nurses, allied health professionals and healthcare scientists – to provide clinical healthcare.

Allied Health Profession Support

An Apprenticeship in this area will provide the skills and knowledge to be competent in supporting Allied Health Professionals. Various support roles such as therapy assistants and therapy helper's work alongside Allied Health Professionals which include physiotherapists, radiographers, podiatrists and speech therapists. The aim of these roles is to provide patient care in a range of settings including clinics, people's homes and hospitals.

Teaching Assistant

This Apprenticeship is about supporting teaching and learning in the classroom. Teaching Assistants work with teachers to support learning in the classroom. They carry out duties like lesson preparation and work with small groups or individuals, allowing the teacher to concentrate on teaching the class. Some learning support staff specialise in areas such as reading, writing or special needs.

You'll work under the close supervision of a class teacher. Your duties will vary depending on how the teachers you work with plan their lessons and handle day-to-day classroom activities – however, you could find yourself supervising arts and crafts activities, helping with outings, or reading to the class.

Children and Young People's Workforce

The two levels of Apprenticeship offered in this area give people a fulfilling opportunity to work with children and young people while also gaining an understanding into the 'hows' and 'whys' of their development. Equally, it ensures candidates put childcare theory into practice.

As an apprentice, the exact nature of your job role will depend on your employer. Level 2 Apprenticeships are for those who assist those who are making sure children are looked after, kept happy and nourished. With the progression to a Level 3 Apprenticeship individuals would be responsible for supervising the team and ensuring policies and procedures are followed.

Runshaw Business Centre offers Frameworks in:

- Child Care (Levels 2 & 3)
- Teaching Assistant (Levels 2 & 3)
- Health and Social Care (Levels 2 & 3) typically only available for 19+
- Clinical Health (Levels 2 & 3)
- Allied Health Support (Level 2 & 3)

“Runshaw Business Centre have really supported me.”

Kirstie Barker, The Legacy Rainbow House

The engineering sector covers a wide range of occupations that can be quite diverse in nature. At Runshaw Business Centre we provide Apprenticeships in 4 skill areas. These are electrical, fabrication and sheet metal and mechanical engineering. These areas can be applied to 100's of work roles from manufacturing and production to technical and maintenance.

The sort of work you'll be doing will depend on your employer and the industry they are within. Engineers require a good standard of mathematics, the ability to problem solve and work as part of a team.

If you are embarking on the electrical engineering framework, one thing is certain: you'll need to be good with machinery and understanding how things work. Electrical engineers need to understand systems and processes and can be found employed in manufacturing, production and maintenance type roles.

An engineering Apprenticeship with a framework in fabrication offers training in practical hand skills and the safe operation of hand and machine tools to produce components from sheet metal, fabricating and welding. Training could include producing mechanical drawings using computer aided design.



As a mechanical engineering Apprentice you will gain the skills, knowledge and experience to provide maintenance of equipment and machinery. All the engineering apprenticeships begin by learning about work safety, how to communicate technical information and identifying engineering equipment.

Working in this field requires a good head for figures and IT literacy. You'll need good written and verbal communication skills; and you'll have to be a team player, but engineers are required to use their own initiative to problem solve.

Through the Advanced Apprenticeship, you can become either a skilled craftsman (skilled in practical trades, like fitting or machining) or a technician (involved in technical matters and problem-solving). Prospects in this sector are very good and a career in engineering can be financially rewarding too. Engineers get the satisfaction of seeing how their practical problem solving skills can make a real difference.

Runshaw Business Centre offers Frameworks in:

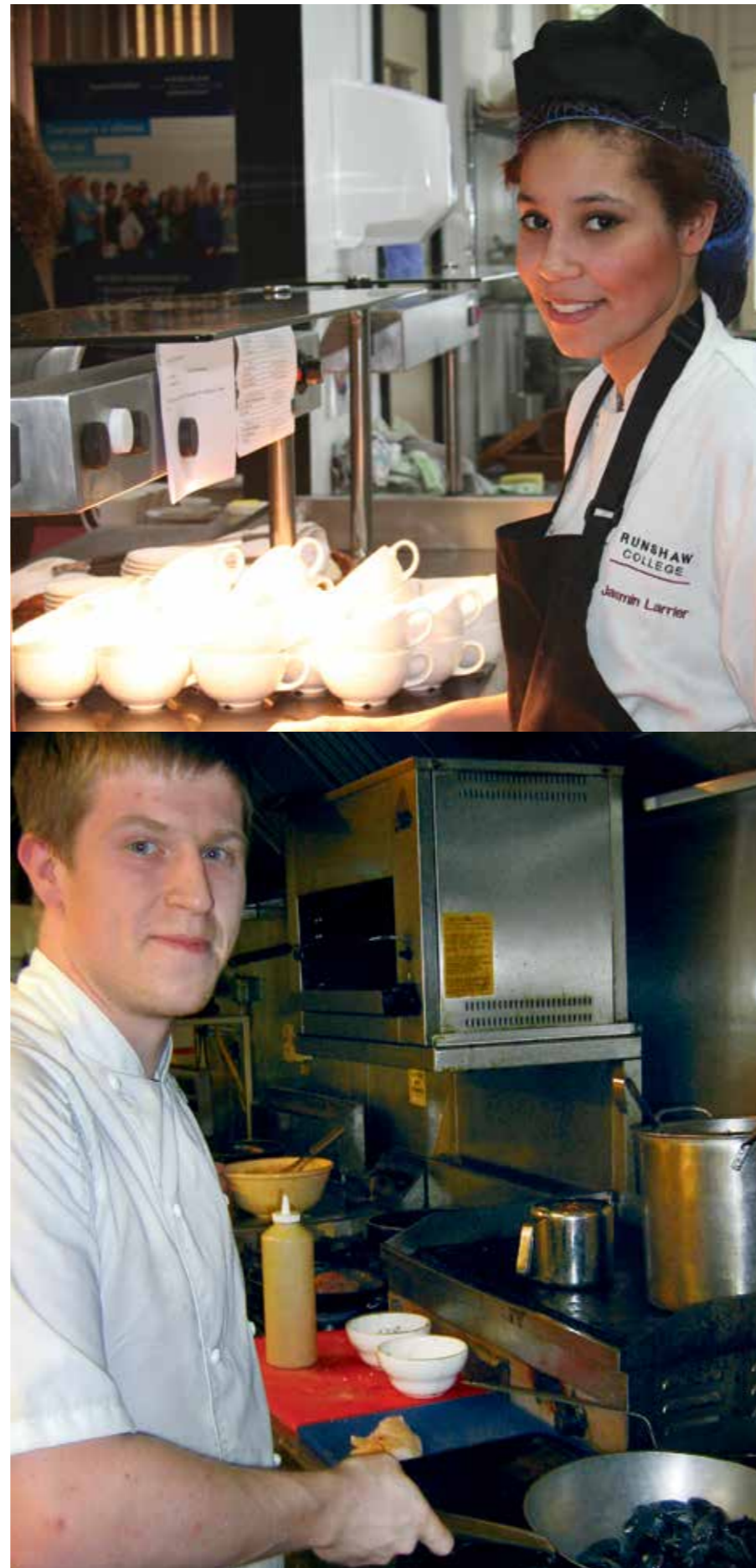
- Engineering (Level 2)
- Engineering (Level 3)

Hospitality and catering industry is big business in the UK. It is a vast industry covering top end restaurants, bars and hotels; to workplace and school canteens as well as high street cafés and sandwich bars. There are lots of roles too, from kitchen and food production to food and drink service and management roles.

People in this sector often work long hours which can be unsociable as when work finishes for those on a 9 -5 day, it could be just beginning for people employed in hospitality. They're the ones who run the restaurants, and fast food outlets. They serve us in pubs, bars, hotels as well as on planes, boats and trains. Equally they are the ones who get up early to ensure that workforces across the country are fed and watered, school dinners are made and hospitals have the food they need for patients.

“Hard work but loving every second and learning new skills everyday.”

Matthew Kirk



The work in this sector is interesting and varied and offers a different lifestyle to office type occupations which suits many people. Roles include kitchen professionals such as cooks, chefs, food preparation, and bakers as well front of house waiters, waitresses and hostesses.

Runshaw Business Centre offers two Levels of Apprenticeship in this area. The advanced Level 3 is for those individuals who supervise within the kitchens, and front of house areas. These apprentices will organise plan and manage operations as well as ensure that the work environment is safe and free from risk. An apprentice in this sector needs plenty of stamina, good people skills and should be a good team player; it also helps if you have good communication skills.

Runshaw Business Centre offers Frameworks in:

- Hospitality & Catering (Level 2 & 3)

If you are looking for a job that is rewarding and diverse as well as glamorous and exciting then a role in the beauty industry may be perfect for you. Many hairdressers, barbers and beauty therapists feature in every high street in the country and there are lots of opportunities to start a career in this sector. Becoming an apprentice in hairdressing and beauty therapy for those with an entrepreneurial spirit could lead to future self-employment or owning your own salon.

Hairdressing

Covering all the aspects of hairdressing you will work as a salon junior, assisting senior staff while training to be a junior stylist.

Your duties are likely to include booking appointments, shampooing, conditioning, drying and styling hair. You may have to mix and apply hair colours. You will learn about the effects of the chemicals on the hair and skin and the principals of colouring, perming and relaxing the hair. Advanced levels develop cutting and colouring skills and the latest fashion techniques.



”I have really enjoyed my time at Runshaw completing my Hairdressing NVQ levels 2 and 3. I am very excited about what’s next for my career in hairdressing.”

Edward Wright, Scott Charles Hairdressing, Tarleton



Hairdressers need lots of stamina as they are often on their feet for long periods of time. It also helps if you have good communication skills and are particularly good at listening, whilst able to put people at ease and understand their wishes.

Barbering

If you are interested in cutting and styling men’s and boys hair then an apprenticeship in barbering will equip you with the skills need to cut and style. You will learn about other important aspects relating to barbering such as hygiene, disposing of chemicals and working as a team.

Men are putting a greater emphasis on their appearance and the demand for highly skilled barbers is on the increase.

Beauty Therapy

An apprenticeship in beauty therapy is about helping people feel good about their bodies and giving them confidence in their appearance. It covers a wide range of treatments from simple facials and make up to waxing and other forms of epilation. As an apprentice you will assist senior therapists and learn a range of therapy skills and techniques.

On the advanced apprenticeship you will work as a beauty therapist; learning techniques like body massage as well as more complicated electronic treatments to remove unwanted hair or improve skin condition.

You will work closely with clients and as the job can be very personal you will need to develop the ability to be able to put them at ease and generally be pleasant and approachable.

Runshaw Business Centre offers Frameworks in:

- Hairdressing, Barbering (Levels 2 & 3)
- Beauty Therapy (Levels 2 & 3)

“The course has taught me more techniques and has given me more windows of opportunity.”

Leon Gibbs, LA Hights, Chorley

An Apprenticeship in housing will see you starting a career with a social housing provider. These vary in size and structure although within each organisation there are numerous roles and functions. However, almost all of these will involve being in direct contact with tenants processing applications, resolving issues and supporting their needs. If you have an interest in customer service and communities and would enjoy working with a diverse range of people then an apprenticeship in housing could be perfect for you.

As a housing Apprentice your duties will depend on your employer and your role could see you arranging repairs, letting homes, dealing with rent collection, community development or general tenant liaison.

Housing officers are involved in the day-to-day management of rented properties that belong to housing associations. They deal with both people and property, assessing the needs of people applying for housing, allocating vacant accommodation and dealing with any problems that may occur, from anti-social behaviour to broken boilers.

The work can be both office-based and in the community visiting tenants, attending meetings and inspecting buildings. On this apprenticeship you will learn about customer service, housing management, lettings and allocation. You will learn about the issues surrounding homelessness, the need for social housing and be able to provide appropriate support to residents and families.



Facilities Management

Facilities managers are responsible for the systems and people that make a building operate effectively, efficiently and safely. Activities include anything from managing the maintenance of the heating or air conditioning systems to managing the catering, cleaning, reception and the security of a building. In many cases the facilities manager will be responsible for environmental management, business planning and risk management.

As an apprenticeship in facilities services you could be working as an assistant to a facilities manager, supervising one or more of the facilities or services. You will be involved in resolving issues and making sure the facilities are running smoothly. You could also be employed by a facilities management company in a junior or trainee role.

A key skill in this role is the ability to quickly assess a situation and then be able to take appropriate action. Good communication skills are essential. On this Apprenticeship you could deal with a wide section of the community and will develop an understanding of customer service excellence.

Cleaning Services

There's more to cleaning than most people realise – working with chemicals, operating heavy machinery as well as learning specific techniques for cleaning and maintaining specialist areas such as wooden floors. Cleaning staff ensure the cleanliness of both domestic and commercial areas. They are required for the National Health Service ensuring cleanliness of hospital wards and waiting rooms as well as in offices, factories, schools and shopping centres.

Training is an important part of this career because cleaners deal with hazardous chemicals, and sometimes with large machinery. They also need to have the right customer care skills as cleaners are often in contact with customers. As an apprentice, you'll learn a range of cleaning techniques and skills as well as a sound understanding of health and safety, working effectively with customers and communication skills.

Runshaw Business Centre offers Frameworks in:

- Housing Practice (Levels 2 & 3)
- Facilities Services (Level 2),
- Facilities Management (Level 3),
- Cleaning (Level 2),

“Runshaw Business Centre continues to provide us with an excellent service. They listen to our business needs and continue to meet them.”

Wigan and Leigh Housing

Apprenticeships are for anyone aged 16 years and over who doesn't already have a higher level qualification such as a degree or level 4 NVQ. Whether you are just leaving school, have been working for years or are seeking to start a new career; you just need to be living in England and not taking part in full-time education. There are different entry requirements depending on the specific Apprenticeship and industry sector. Not everything rides on your academic achievements alone; employers will value your enthusiasm, interest and desire to learn.

In order to apply you should be:

- Committed
- Responsible
- Prepared for further study
- Happy to work both individually and as part of a team
- Able to use your initiative
- Able to show you have researched the area of work and that you are the right person for the job.

To apply for an Apprenticeship

If you are under the age of 16 and plan to leave school please contact Schools Liaison by calling 01772 643000. For all other applications please contact Runshaw Business Centre on 01772 643008 or email: apprenticeships@runshaw.ac.uk.



Employer satisfaction quotes (FE Choices Survey 2015)

97% of employers we work with would recommend us to organisations seeking similar training.

Overall employers rated their satisfaction of Runshaw Business Centre at 9.1 out of 10

Employers rated the professionalism of our staff at 9.4 out of 10.

“The staff at Runshaw motivate you to try harder, they are friendly and help you feel relaxed when talking to them. I would definitely recommend Apprenticeships.”

Katie Platt
Robin Oatridge & Co, Preston

Employing an Apprentice is easier than you might think. Apprentices are dedicated, motivated, ambitious and make things happen! Our dedicate team will help you find the right person for your business and provide the training and support to enable them to become a valuable asset in your company.

To create your own Apprenticeship success story, call us today on 01772 643008 or email apprenticeships@runshaw.ac.uk

Disclaimer – The information in this guide was correct at the times of publication. Please note that it is sometimes necessary for the College to change the details of courses and programme that it offers.