

GROW your business talent ...



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We consistently rank highly in all areas of the annual Further Education National Employer Satisfaction Survey, for:

- *Understanding organisational need*
- *Flexibility*
- *Communication throughout the training process*
- *Efficiency*
- *Professionalism of delivery staff*
- *Delivering up-to-date training*
- *Training benefits*
- *Satisfaction*

Source: FE Choices Employer Satisfaction Survey 2014-15

Our Services

At Runshaw Business Centre, we have an outstanding reputation for delivering high quality Apprenticeships, professional qualifications and employer focused training.

Our specialist team is dedicated to providing you with an exceptional service from initial enquiry onwards. We will work with you to find the best solution to meet your organisational and training needs. This includes sourcing the right programmes to achieve your objectives, accessing funding support and ensuring that training is delivered at convenient times and locations.

We are dedicated to providing a high quality service to meet your specific business needs.



*Ben Tatlock
Apprenticeship in Business Administration
S&S Northern, Chorley*

Our Partners

We work with some of the largest names in industry, including British Aerospace, Harley Davidson, Waitrose, Bowker BMW, Westinghouse (Springfields Fuels), Hitachi and the NHS.

Our industry partnerships include over 500 organisations and with 25+ years' experience of delivering exceptional business training solutions, you can be assured we will deliver outstanding programmes to meet your business needs.

BAE SYSTEMS



HITACHI

Waitrose



"In collaboration with Runshaw Business Centre we identified relevant ILM and CMI qualifications and added our company values to create a bespoke training plan. Tutors spent a full day on site prior to delivery to better understand our working environment and incorporate industry related examples into the programme, which was the key to success. We have a strong relationship with Runshaw Business Centre; programme delivery is excellent and they are responsive to our needs."

James Jepson, Senior HR Advisor, Leyland Trucks

"The calibre of Apprenticeship candidates from Runshaw Business Centre is impressive. We recruit new Apprentices annually to support growth in the NHS and also retrain current staff members through Apprenticeship programmes. They are ideal in helping to reduce skill shortages, minimise staff turnover and increase productivity; and it's great that we are able to support learning through these programmes."

Heather Ritchie, Apprenticeship Coordinator, Lancashire Teaching Hospitals NHS Foundation Trust

Apprenticeships

Apprenticeships can enhance your workforce and introduce a fresh perspective to your business.

Why Apprenticeships?

Apprenticeships have been designed to help your employees reach a high level of competency and performance. They can make your organisation more effective, productive and competitive by addressing your skills gaps directly.

Apprenticeships offer a route to harness fresh talent - if you have trained staff with the right skills for the job, they can do a wider range of tasks and take on new responsibilities.

Apprenticeships deliver transferable skills and can be tailored to your specific organisational needs, offering the opportunity to strengthen and diversify your business.



Madeline Fisher
Apprenticeship in Professional Cookery
The Boars Head at Hoghton

Apprenticeships

What Apprenticeships are available through Runshaw Business Centre?

We offer Apprenticeships in:

- | | |
|---|--|
| Accounting L2 L3 | Hairdressing L2 L3 |
| Barbering L2 L3 | Health & Social Care L2 L3 |
| Beauty Therapy L2 L3 | Hospitality Services L2 |
| Business Administration L2 L3 L4 | Hospitality Supervision & Leadership L3 |
| Children & Young People's Workforce L2 L3 | Housekeeping L2 |
| Clinical Healthcare Support L2 L3 | Licensed Hospitality L2 |
| Customer Service L2 L3 | Professional Cookery L2 L3 |
| Engineering L2 L3 | Supporting Teaching &
Learning in Schools L2 L3 |
| Facilities Service L2 | Team Leading L2 |
| Food & Drink Service L2 | |
| Front of House Reception L2 | |

What do they involve?

Apprenticeships include:

- a minimum of 30 hours per week paid employment.
- a knowledge based element, ie a Technical Certificate.
- a competency based element, ie a National Vocational Qualification (NVQ).
- transferable skills.
- a module on employment rights and responsibilities.
- personal learning and thinking skills.
- Functional Skills in English and Maths.

- L2** Level 2
- L3** Level 3
- L4** Level 4

Guide to Apprenticeship Qualifications

Level 2 Apprenticeships (intermediate)

Equivalent to five GCSEs at Grade A*- C. Apprentices work towards a work-based learning qualification such as an NVQ Level 2, Functional Skills or GCSEs in English and Maths, and in most cases, a relevant knowledge-based qualification.

Level 2 is suitable for a junior member of staff who is at the beginning of their career.

Level 3 Apprenticeships (Advanced)

Equivalent to two A Levels. Apprentices work towards a work-based learning qualification such as an NVQ Level 3, Functional Skills or GCSEs in English and Maths, and in most cases, a relevant knowledge-based certificate.

Level 3 is suitable for those working in a Team Leader or Supervisor role and ideally candidates should have five GCSEs at Grade A*-C or have completed a Level 2 Apprenticeship.



Jack McLaughlin
Apprenticeship in Professional Cookery
The Boathouse Pub and Kitchen, Appley Bridge

Q&As

Apprenticeships take between one and three years to complete.

Who are they for?

Apprenticeships can be used to train new employees and to upskill existing employees.

Where do they take place?

Most of the training is 'on-the-job' at your premises. Depending on the type of job being done, or the elements of training being undertaken, the off the-job training provided by Runshaw Business Centre could be one day a week.

What are the benefits?

There are real business benefits to taking on an Apprentice. Apprentices tend to be eager, motivated, flexible and loyal to the company that invested in them. They are with you because they want to be and have made an active choice to learn on the job and a commitment to a specific career.

Apprenticeships deliver real returns to your bottom line including*:

- higher overall productivity for your company.
- better motivated staff and increased job satisfaction.
- more loyal employees and improved future skills levels.

Employers also state that Apprenticeships help them improve productivity and become more competitive, as training Apprentices is more cost effective than hiring skilled staff, leading to lower overall training and recruitment costs.

* Apprenticeships Evaluation: Employers (BIS Survey 2014)

Q&As

I have an employee keen to do an Apprenticeship. Can I still take them on as an Apprentice?

Yes. In fact many employers believe it extremely beneficial to offer current employees up-to-date training through an Apprenticeship.

What rights do Apprentices have?

An Apprentice is an employee of your organisation and like all employees, they are entitled to the same rights and benefits as other employees.

What's the role of Runshaw Business Centre?

Runshaw Business Centre is responsible for an Apprentice's off-the-job training.

We will work with you to:

- help you decide which Apprenticeship is right for your organisation.
- agree a training plan for your Apprentice.
- recruit an Apprentice or support your existing staff into Apprenticeships.
- ensure that national quality standards are met and deliver integrated, coherent training.
- manage the training and evaluate its delivery.

When you take on an Apprentice, we will work with you to make sure training is well planned. Once your Apprentice begins, we will follow their progress and deal with any issues that may arise.

What are my responsibilities as an employer?

You must give your Apprentice an induction into their role and provide on-the-job training, relevant supervision, support and mentoring. As with all employees, you are also responsible for the wages of your Apprentice.

Amber Mitchell
Apprenticeship in
Business Administration
The Legacy Rainbow House,
Mawdesley



Q&As

Apprentices aged under 19, and Apprentices aged 19+ in the first year of their Apprenticeship. It is £3.30 per hour and applies to time working, plus time spent training as part of the Apprenticeship. Organisations are free to pay above the minimum wage and many do so. As skills develop, many employers tend to increase wages – in fact research has found that Apprentices earn an average of £170 to £230 per week.

The Apprenticeship Levy: an opportunity to grow your business

The government is committed to recruiting 3 million Apprentices by the year 2020. To support this initiative, an Apprenticeship Levy of 0.5% will be introduced from April 2017 for employers with a UK paybill of over £3m.

You will be able to access funds from the Levy in the form of a digital voucher. This voucher will be used to purchase Apprenticeship training for new Apprentices, as well as supporting the development of existing employees through an Apprenticeship.

If your organisation has a pay bill of less than £3m it will not have to pay the Levy. In England, organisations will still be able to access government support for Apprenticeships through the National Apprenticeship Service.

If you would like further information about the Levy, please contact us.

Bespoke Training & Professional Qualifications

We specialise in providing cost effective training solutions that can make a real difference to your organisation, whatever its size.

Quality and bespoke solutions

Our long history of working with employers enables us to create and deliver quality bespoke training solutions, designed to address your training and development needs.

We take care and time to understand your individual requirements and provide practical solutions that make a real difference to both your organisation and employees.

Using our years of experience in helping people and organisations, our knowledgeable sales team and our respected tutors will assist and guide you from the moment you enquire.

Professional qualifications

We are the leading provider of professional qualifications in the North West with over 25 years' experience of delivering accredited qualifications from major awarding bodies including:



Contact Us

Based in Chorley, Lancashire we are within easy reach of the M61, M65 and M6 motorway networks. Buckshaw Parkway railway station is located directly behind the College and bus stops are located adjacent to the campus.

To find out how Runshaw Business Centre can grow your business talent contact us today.

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www.runshaw.ac.uk



Lucy Copeland
Apprenticeship in Business Administration
Clariotts Care, Bamber Bridge



