

APPRENTICESHIPS

Welcome

Welcome

to **Apprenticeships**
A Student Guide

England's **Number ONE** College



RUNSHAW
COLLEGE



Welcome to
Runshaw

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.

“Runshaw is in a **different league...**”

OFSTED Nov 2013

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 assessors, 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 Trainer
Assessors

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.

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 a minimum of 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 4/5 – 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

With an apprenticeship, you will be able to demonstrate to an employer that you are employment-ready and willing to work. You will also be able to prove that you have the experience, skills and training needed for the job which often results in apprentices being offered a permanent job by the company upon completion. You could also be provided with excellent opportunities for study progression, such as higher level apprenticeship, or the chance to gain additional qualifications alongside your apprenticeship.

Real job benefits

As an apprentice, you will have a contract of employment which will include all regular employee benefits such as holiday allowance, sick pay and other forms of paid leave.

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'.

Qualifications, debt free

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 Government or your employer.

Employability & career prospects

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





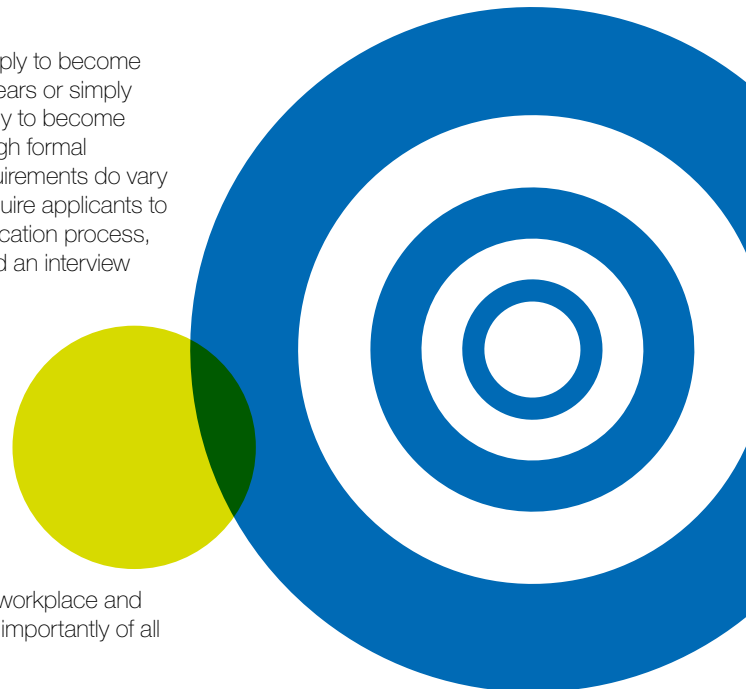
What are the requirements?

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.



Entry requirements

Please note that Individual employers may stipulate higher entry requirements than those stated below. The entry requirements listed should therefore be treated as the minimum entry requirements.

Furthermore, if you do not currently meet the entry requirements for the apprenticeship you wish to apply for, 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 working towards these.

GCSE English and maths equivalents include:

- 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 Level 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 may also be considered based on alternative qualifications (e.g. BTEC First Diploma, NVQ Level 2) and/or their life/work experience.
- 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

Accounting L3 & L4

x5 GCSE A*-C /Grade 9-4 which must include GCSE English and maths at Grade A*-C/Grade 9-4 or equivalent.

Beauty Therapy L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Business Administration L2 & L3

x4 GCSE A*-D /Grade 9-3 which must include GCSE English at Grade A*-C /Grade 9-4 and maths at Grade A*-D /Grade 9-3 or equivalent.

Business Administration L4

x5 GCSE A*-C /Grade 9-4 which must include GCSE English and maths at Grade A*-C/Grade 9-4 or equivalent.

Catering & Hospitality L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Catering & Hospitality L4

x5 GCSE A*-C /Grade 9-4 which must include GCSE English and maths at Grade A*-C/Grade 9-4 or equivalent.

Children & Young Peoples

Workforce L3 & L4

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Customer Service L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Engineering L3

x4 GCSE A*-D /Grade 9-3 which must include GCSE maths and Science at Grade A*-C /Grade 9-4 and English at Grade A*-D /Grade 9-3 or equivalent.

Hairdressing & Barbering L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Health & Social Care L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Health & Social Care L5

x5 GCSE A*-C/Grade 9-4 which must include GCSE English and maths at Grade A*-C/Grade 9-4 or equivalent.

Housing & Property Management L2 & L3

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

IT L3

x4 GCSE at A*-D /Grade 9-3 which must include GCSE maths at Grade A*-C /Grade 9-4 and English at Grade A*-D /Grade 9-3 or equivalent. (Applicants wishing to study as a Digital Marketing Apprentice must also have experience with coding prior to application)

Science L3

x4 GCSE A*-D /Grade 9-3 which must include GCSE A*-D /Grade 9-3 which must include maths and science at Grade A*-C/Grade 9-4 and English at Grade A*-D/Grade 9-3 or equivalent.

Supporting Teaching & Learning in Schools L2 & L3

x4 GCSE A*-D /Grade 9-3 which must include GCSE English at Grade A*-C /Grade 9-4 and maths at Grade A*-D /Grade 9-3 or equivalent.

Team Leading L2

x4 x GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Warehousing & Storage L2

x4 GCSE A*-D/Grade 9-3 including maths and English or equivalent.

Where can I find an apprenticeship?

From the moment you contact Runshaw College, you can rest assured that we will help you throughout your apprenticeship journey. Our Apprenticeship Team is constantly working to help secure our learners with new and exciting employment opportunities across all sectors. However, due to factors such as location, level of apprenticeship or simply the high demand of applicants, it can sometimes take time to get a suitable vacancy arranged. Therefore, we often advise applicants to be pro-active in their search as well. This can be done in a number of ways including utilizing online sources and job sites, through to contacting businesses directly. Show employers that you possess initiative and enthusiasm; it's one of the many key attributes they will look for in a potential apprentice!

How & when should I apply?

You can actually apply for an apprenticeship throughout the year, however, some apprenticeships may have a cut-off point or a specific start date that you must consider when applying. When you do apply, you will undertake what is often referred to as the Learner Journey. This is briefly outlined below and will provide you with a guide to the process of becoming an apprentice. Should you have any questions at any stage, we will be happy to assist!

- 1. Complete and submit an application***
- 2. Update and send us your CV****
- 3. Submit qualification certificates or complete an online test**
- 4. If you are already employed, we will talk to your manager and arrange a visit.
If not, we will contact and send out your CV to employers for their consideration**
- 5. Attend any resulting interviews and inform us of the result**
- 6. If successful at interview, a start date for work and day release at college will be agreed with yourself and your employer**
- 7. Start your apprenticeship!**

* This can be found on our website www.runshaw.ac.uk

** Please send to apprenticeships@runshaw.ac.uk



Our Apprenticeship Courses



Accounting

Assistant Accountant (L3)

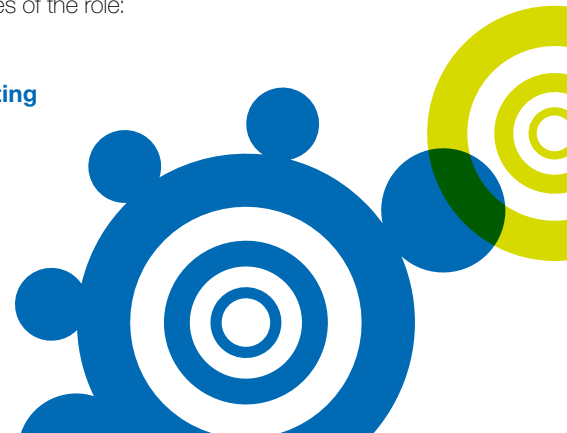
Professional Accountant (L4)

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 which will include access to very sensitive financial records and other confidential information, 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. Should you

progress to a higher level apprenticeship to become a Professional Accountant, you will specialise as either a Professional Accountant or Tax Technician and study their respective fields, as well as more technical and detailed aspects of finance.

General responsibilities of the role:

- **Bookkeeping**
- **Financial Reporting**
- **Invoicing**
- **Sales Ledgers**
- **Taxes**
- **Payroll**



Beauty Therapy

Beauty Therapist (L2) (L3)

A beauty therapy apprenticeship is designed to assist you start a career in beauty, working towards helping people feel good and giving them confidence in their appearance. You will initially begin this apprenticeship learning general reception duties and how to carry out detailed and confidential consultations with clients whilst choosing the most appropriate services and products. Once you are confident with these foundations of beauty therapy, you will learn and become competent in providing facials, manicure, pedicures, waxing, and various make up services to your clients. Should you choose to progress to a Level 3 apprenticeship, you will expand on your existing skills and knowledge to offer further services such as aromatherapy, Swedish massages, Indian head massages and electrical facial treatments. Throughout this apprenticeship, you must demonstrate your ability to act with professionalism, without supervision, and observe the safe working practices associated with your role to achieve a high level of customer satisfaction.

General responsibilities of the role:

- **Reception Duties**
- **Consultation & Guidance**
- **Various Beauty Services**
- **Massages**
- **Aromatherapy**
- **Electrical Facial**
- **Stone Therapy**

Business Administration

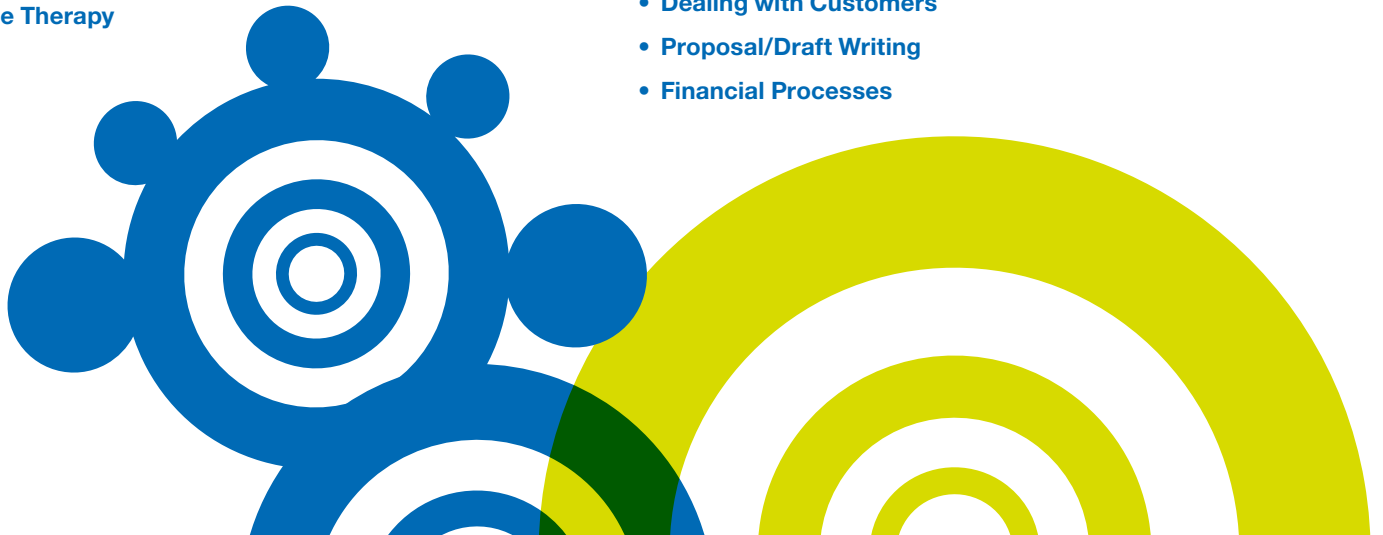
Business Administration (L2) (L3)

Business & Professional Administration (L4)

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.

General responsibilities of the role:

- **Record & Document Production**
- **Document/Data Storage**
- **Email Communication**
- **Telephone Duties**
- **Dealing with Customers**
- **Proposal/Draft Writing**
- **Financial Processes**



Catering & Hospitality

Commis Chef (L2)

Chef De Partie (L3)

A catering apprenticeship will see you involved with one of the UK's biggest industries and a role working anywhere from restaurants and hotels to school canteens, high street cafés and sandwich bars. Should you choose an apprenticeship in catering, you will likely be working in a fast paced environment and initially learn a variety of basic cooking skills, the functions of the kitchen and whilst gaining essential experience in areas such food safety, storage and preparation. You will also have the added benefit of being able to train in our well established and AA Award winning Foxholes Bistro at our Leyland campus to learn new tips and tricks along the way. Should you progress to a Level 3 apprenticeship, you will expand on your existing skills and knowledge to learn more advanced cooking techniques, how to lead a team and how to produce good quality food, often in high volume.

General responsibilities of the role:

- **Creation & Review of Menus**
- **Food Preparation**
- **Food Production**
- **Food Storage**
- **Food Safety**

Hospitality Team Member (L2)

Hospitality Supervisor (L3)

Hospitality Manager (L4)

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 and that of the business. 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. With these skills you could later progress to a Level



3 or higher level apprenticeship to learn how to lead and motivate a team as well as many other functions associated and necessary for a supervisory role. Overall, the catering and hospitality sector offers incredible career opportunities as well as a variety of roles for you to choose from.

General responsibilities of the role:

- **General Customer Service**
- **Customer Feedback**
- **Product/Service Knowledge**
- **Complaints Resolution**
- **Event Planning/Management**
- **Supervising others**



Children and Young People's Workforce

Childcare (L2)

Early Years Educator (L3)

An apprenticeship within the Children & Young People's Workforce sector offers you a fulfilling opportunity to begin a career working with children and young people on a daily basis. You could potentially work within a variety of settings and with children aged between 0-19 in order to gain a better understanding of how to support and promote learning and development. During your apprenticeship, you will become confident in caring for the children or young adults under your care and in supporting their individual needs. You will do this by learning how to provide them with a safe, yet stimulating environment to enjoy, as well as the necessary theory relating to their learning and development. This apprenticeship will further ensure that you are given the chance to put your skills and theory into practice within the workplace whilst offering the further possibility of progression. Should you indeed wish to progress on to the Level 3 apprenticeship, you will be required to choose from three possible pathways to further expand, develop and focus your skills and knowledge. These options being the Early Years Educator, Children and Young People's Social Care or Residential Childcare Pathway.

General responsibilities of the role:

- **Planning & Assisting with the Daily Routine**
- **Preparation & Serving of Meals**
- **Observation & Monitoring**
- **Child Care & Hygiene**
- **Record Keeping**

Customer Service

Customer Service Practitioner (L2)

Customer Service Specialist (L3)

An apprenticeship within the customer service sector is aimed at training you how to interact with the public and address their needs whilst maintaining a professional, high quality level of assistance throughout. You will likely be required to familiarise yourself with the products or services that your organisation provides and will often serve as the initial point of contact for any requests, complaints or enquiries. Therefore, by working as both an individual and as part of a team, you will gain the skills and knowledge necessary to fulfil this role. This will include developing a high level of communication and professionalism and an understanding into how to provide a positive customer experience. By the end of your apprenticeship, you will have obtained an insight into the needs of the customer and learnt how to achieve customer satisfaction in relation to both their dealings with you and your organisation. Should you progress to a Level 3 apprenticeship, you will develop and expand on these skills to gain an even greater and more specialist level of competency in this sector. This will include dealing with more complex and technical requests, complaints or queries and becoming adept at sharing your expert knowledge of your organisations products, services and systems with both customers and colleagues.

General responsibilities of the role:

- **Product/Service Knowledge**
- **General Customer Service**
- **Data Entry & Recording**
- **Complaints Resolution**
- **Customer Satisfaction**
- **Customer Feedback**
- **Call Handling**



Engineering

Mechatronics Maintenance Technician (L3)

An apprenticeship in this sector will help you start a challenging yet hugely exciting career in engineering and teach you skills that can be applied to hundreds of work roles within the industry. Initially this apprenticeship will focus on giving you a solid foundation of skills and technical knowledge which will enable you to contribute within the workplace, including how to operate safely as well as how to apply your learning and techniques to solve various engineering problems. Once you have proven that you are competent, you will then be able to progress towards specialising as a Mechatronics Maintenance Technician. As such, you will learn and practice how to ensure that plant and equipment perform to the required standard to meet production targets whilst promoting Safety, Quality, Delivery and Cost within High Value Manufacturing environments. Typically, the work may also see you cover a broad range of activities including installation, testing, fault finding and the on-going planned maintenance of automated equipment. This will provide you with a complex blend of skills, including knowledge and occupational behaviours across the electrical, electronic, mechanical, fluid power and control systems disciplines.

General responsibilities of the role:

- **Maintenance and Testing of Plant and Machinery**
- **Knowledge & Understanding of Plant & Machinery**
- **Problem Solving**
- **Record Keeping**

Hairdressing & Barbering

Hairdressing Professional (L2)

Hairdresser (L3)

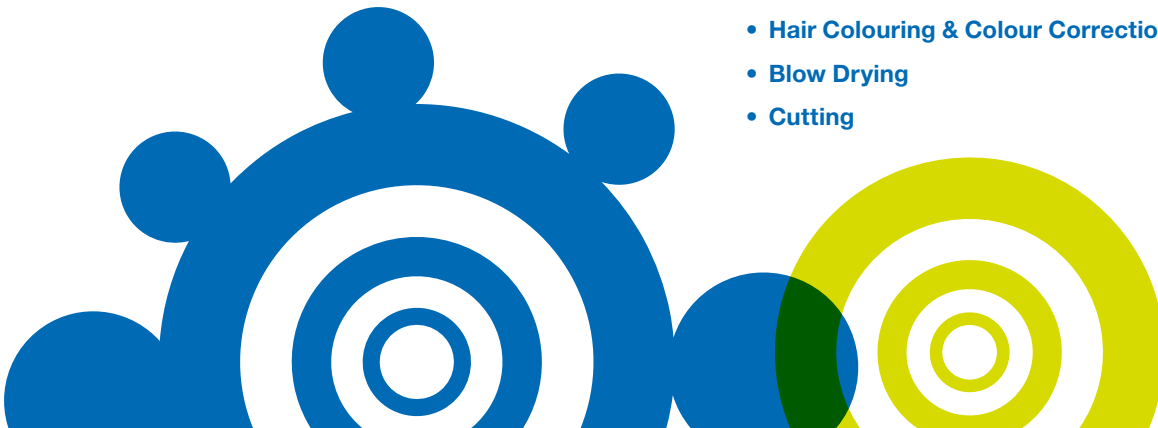
An apprenticeship within this sector will see you work within a diverse, fast moving, and ever changing industry. You will spend the first part of this apprenticeship studying mandatory core skills, both at work and in college, to gain the knowledge and confidence to progress. This will include learning about the basic structure of hair and skin, how to conduct consultations with the customer and various safe working practices which are essential to the role. Once you have demonstrated the ability to communicate effectively as well as present a safe professional attitude to meet the expectations and needs of the employers, you will be able to specialise in either hairdressing or barbering & study their respective fields.

Should you progress to a Level 3 apprenticeship and specialise in hairdressing, you will work in a salon and cover all aspects of hairdressing. This will enable you to work your own column and expand on your current skills and abilities to further develop aspects such as cutting and colouring using the latest fashion techniques.

If you choose to specialise in barbering, you will also expand on your current skills and knowledge to learn and apply new techniques focused specifically towards the cutting and styling of men's hair.

General responsibilities of the role:

- **Knowledge of Styles and Styling Techniques**
- **General Reception Duties**
- **Consultation Services**
- **Shampooing & Conditioning**
- **Hair Colouring & Colour Correction**
- **Blow Drying**
- **Cutting**



Health & Social Care

Adult Care Worker (L2)

Lead in Adult Care (L3)

Leader in Adult Care (L5)

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. By choosing to work in this industry, you will have regular satisfaction that you are making a difference to an individual's way of life. It is often assumed that this career involves working solely in hospitals or clinics, but there are many other forms of care which can see you working in a variety of residential, domiciliary and specialised care environments.

If you choose to begin a career as an adult care worker, 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. This apprenticeship will give you the necessary skills and experience required to meet the responsibilities of the role, such as how to follow and implement individual care or support plans and ensure that those in care are safe and receive the respect and dignity that they deserve.



General responsibilities of the role:

- **Providing Quality Care & Compassion**
- **Supporting Independent Living**
- **Supporting Service Users & Their Individual Needs**
- **Supporting Other Staff**
- **Supervising Others**

Healthcare Worker (L2)

Senior Health Care Worker (L3)

Should you wish to begin a career in healthcare support, you will often find yourself working alongside health professionals to provide patient care in a range of settings. In doing so you will learn and gain the skills and experience required to fulfil the responsibilities of the role in order to perform both routine clinical and non-clinical duties. Ultimately, your role will see you working in support of other health care professionals – such as doctors and nurses – to provide patients with high quality compassionate care.

General responsibilities of the role:

- **Providing Quality Care & Compassion**
- **Various Clinical & Non-Clinical Duties**
- **Supporting Patient Needs**
- **Supporting Other Staff**

Both of these paths will involve working with young children and vulnerable adults and a range of personal or intimate care needs, therefore apprenticeships within this sector are usually more suited to those over the age of 18. However, should you be interested in a career in care, then an apprenticeship in this sector offers you excellent opportunities for career and study progression and can eventually lead to senior or managerial roles.



Housing & Property Management

Housing & Property Management Assistant (L2)

Housing & Property Management (L3)

This apprenticeship will see you starting a career within the housing sector and give you the chance to get involved in a number of different roles for various organisations such as housing associations, councils or related agencies. You will begin your apprenticeship as a Housing Assistant which involves dealing with customers and the administrative work needed to support the creation and sustainment of successful tenancies. This apprenticeship will help you learn how to operate effectively within a team and achieve a good standard of competency in your duties, whether that be general administrative duties, supporting consultations, supervised viewings or rental negotiations. You may later progress to an apprenticeship which will expand upon your existing skills and knowledge and often require you working alone or with minimum supervision to resolve a range of more complex, often people related, issues. These could range anywhere from assisting people to live independently through to anti-social behaviour. This career therefore offers excellent opportunities for both study and career progression which could lead to professional or managerial roles.

General responsibilities of the role:

- **Preparing of Paperwork**
- **Recording and Filing of Documents**
- **Property & Customer Surveys**
- **Property Viewings**
- **Rental Negotiations**
- **Phone Duties**

Human Resources

HR Support (L3)

HR Consultant/Partner (L5)

This 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 may consist of dealing with a range of responsibilities from recruitment to retirement, changes in policy or law or legal risks. This apprenticeship will therefore 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 excellent opportunities available for study or career progression which may see you able to specialise in a certain role and working as part of a team or even leading one.

General responsibilities of the role:

- **Knowledge & Understanding of HR Law and Legislation**
- **Problem Solving & Decision Making**
- **Advice & Guidance**
- **Record Keeping**





IT

Digital Marketer (L3)

With organisations across the world increasingly looking to develop their online presence and expand into the world of digital marketing, an apprenticeship in this field could see you working with a variety of organisations across a range of sectors. As a digital marketer you may be required to work as part of a team and towards set marketing briefs or instructions, which will often include digital campaigns

across various online platforms and social media networks. Ultimately, this apprenticeship will teach you how to acquire, engage and retain customers for your organisation and become proficient with various forms of technology, an increasingly sought after skill set.

General responsibilities of the role:

- **Customer Acquisition, Engagement and Retention**
- **Competency with Various Online & Social Media Platforms**
- **Knowledge & Understanding of Marketing & Technology**
- **Data Entry, Recording & Analysis**
- **Programming & Coding**

Infrastructure Technician (L3)

With an IT apprenticeship, you will learn the necessary skills and knowledge to become a qualified Infrastructure Technician. Your apprenticeship will see you working 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. As part of this, you will learn and gain experience in areas such as IT security, remote infrastructure, data recording and analysis, coding and various maintenance processes. You may also find yourself working within a team but must be able to work individually and use your initiative. 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.

General responsibilities of the role:

- **Troubleshooting**
- **IT Security**
- **Data Entry, Recording & Analysis**
- **Remote Infrastructure**
- **Problem Solving**
- **Workflow Management**
- **Coding, Programming & Logic**



Science

Laboratory Technician (L3)

This apprenticeship could see you working within a wide range of organisations including, but not limited to, chemical, pharmaceutical, biotechnology and analytical science services. As a Laboratory Technician, you will learn and carry out both routine and one-off laboratory testing and perform a variety of technical support functions across the organisation. You must be prepared to learn and able to work safely and ethically to comply with employer and regulatory standards. You will be expected to work either as an individual or as part of a laboratory team with minimum supervision, taking responsibility for the quality and accuracy of the work that is undertaken. By the end of your apprenticeship you will be competent in your role and have learned how to be proactive in finding solutions to problems and identifying areas for improving the business or organisation.

General responsibilities of the role:

- **Lab Testing**
- **Preparing the Laboratory**
- **Equipment Competency & Maintenance**
- **Data Recording, Evaluation & Analysis**
- **Problem Solving**

Supporting Teaching & Learning in Schools

Teaching Assistant (L2) (L3)

This apprenticeship will provide you with the skills and experience necessary to enjoy an immensely rewarding career as a qualified Teaching Assistant, responsible for supporting teaching and learning within a range of schools. As a Teaching Assistant, this apprenticeship could see you working within a SEN establishment and working across all age ranges. This may also encompass students with special educational needs and emotional vulnerabilities. Your primary role as a Teaching Assistant will be to support the class teacher to enhance pupils' learning either in groups or individually, ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. You will do this by helping to promote self-belief, social inclusion and a high self-esteem, whilst ensuring pupils thrive in a positive, nurturing, safe environment. You will gain the knowledge and experience required to fulfil these responsibilities and must also be prepared to have an active role in supporting the learner to access the curriculum and act with honesty and integrity at all times in order to be a good role model. You must also be willing to take part in team meetings and contribute to the planning and running of class activities. By completing this apprenticeship, you will have developed a good set of skills that may enable you to progress onto a higher level apprenticeship or into a related subject area.

General responsibilities of the role:

- **Assisting the Teacher in the Classroom**
- **Prepare and Assist with Activities**
- **Supporting Students & Their Learning**



Team Leading

Team Leader/Supervisor (L3)

This apprenticeship is ideal if you believe yourself capable of leading and managing people and are currently seeking a career or employment within first line management. This could see you working as a team leader or supervisor with operational/project responsibilities and managing a team to deliver clearly defined outcomes. This apprenticeship could see you working in variety of sectors and in all sizes of organisation, and while specific responsibilities will vary, the knowledge, skills and behaviours needed will be the same whatever the role. You will both practice and learn these skills and behaviours within the workplace, including how to provide direction, instructions and guidance to ensure the achievement of set goals. Other key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning and monitoring workloads and resources, delivering operational plans, resolving problems, and building relationships internally and externally. Although this may sound challenging, you will be supported at all times and receive the training, skills and knowledge required to effectively lead a team as well as excellent career opportunities.

General responsibilities of the role:

- **Provide Leadership and Guidance to a Team**
- **Manage and Develop Team Members**
- **Plan and Monitor Workloads**
- **Problem Solving**
- **Relationship Building**

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 vocational courses, then these could be the apprenticeships for you!

Warehousing & Storage

Supply Chain Warehouse Operative (L2)

This apprenticeship presents you with the chance to learn and become a Warehouse Operative, working in a variety of warehouse environments. Your responsibilities will vary but could include receiving and examining deliveries, storing and moving goods, picking and packing orders, maintaining stock records and cleaning. You will learn and be required to safely work under pressure and use a range of equipment, machinery and vehicles relevant to your role and setting.

As a Warehouse Operative, you must be prepared to work as a team and as an individual and communicate with a wide range of people and customers. Having a passion to meet customers' expectations by providing a quality service that encourages repeat business is also a desired attribute for this apprenticeship. Throughout your apprenticeship you will gain essential knowledge, skills and behaviours that all Warehouse Operatives are required to demonstrate, regardless of occupational area and often be required to work flexible working patterns including 4-on-4-off, days, nights, evenings and weekends. This apprenticeship could open you up to further career and study opportunities in this sector or future supervisory or managerial roles.

General responsibilities of the role:

- **Accepting & Inspecting Deliveries**
- **Goods Storage and Transport**
- **Operating Various Systems & Machinery**
- **Packaging & Loading of Goods**
- **Stock Recording & Reporting**
- **Record Keeping**

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, prefect, form representatives
- 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, you can arrange to meet with one of our Matrix accredited Information, Advice and Guidance student advisors who will assist you. Please contact Student Services if you would like to arrange a meeting.

email: studentservices@runshaw.ac.uk



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