

RUNSHAW COLLEGE

Adult & Apprenticeship

# September Course Guide

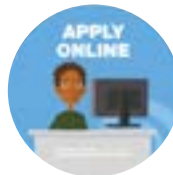
Being the best  
**YOU** in 2022!

SEE INSIDE FOR:  
**Adult Education**  
**Access Courses**  
**Apprenticeships**  
Get in & Get on with  
**Professional**  
Courses

*Your future  
starts here!*



# Course information





Please note that to apply for all our courses you just need to create an account on our **Apply Portal** on our website and we'll do the rest!

Open up to the possibilities of a new future with a new qualification. **You choose!**

## Accounting 2022

#Future	Accountant	Auditor	
	Manager	Tax Advisor	

Course & Level	When is it?	Length	Current Price & Funding
AAT Foundation Certificate in Accounting Level 2	Tues evening	35 weeks	 <b>FREE</b> if you earn under £18,525
AAT Advanced Diploma in Accounting Level 3	Tues & Thurs evening / Online	35 weeks	 <b>FREE</b> if you earn under £18,525

Accountancy Apprenticeship – including AAT, please email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)

## Business & Leadership 2022


#Future	Business Entrepreneur	Marketer
	Quality Manager	Systems Manager

Course & Level	When is it?	Length	Current Price & Funding
Business Administration Apprenticeship, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			
Customer Service Apprenticeship, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			
Management & Leadership Apprenticeship, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			
Team Leading Apprenticeship, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			

## Counselling 2022



#Future	Counsellor	Parole Officer
	Psychologist	Social Worker

Course & Level	When is it?	Length	Current Price & Funding
CPCAB Certificate in Counselling	Tues or Thurs	30 weeks	<b>£811</b> - FREE subject to eligibility.
CPCAB Certificate in Counselling Studies Level 3	Tues or Thurs evening	30 weeks	 <b>£811</b> - Level 3 free courses for jobs.
CPCAB Diploma in Counselling Studies Level 4 (2 year course)	Tues, Wed or Thurs daytime	Full academic year	<b>£4670</b> - Loan available.



#Future	Business Leader	Cyber Crime Officer
	Developer	Marketer

Course & Level	When is it?	Length	Current Price & Funding
E-Safety Level 1	Daytime	12 weeks	<b>£336</b> - Subject to eligibility this course is likely to be FREE
Certificate in Digital & IT Skills Level 2 (cyber security/programming pathways)	Daytime	Up to 20 weeks	<b>£941</b> - Subject to eligibility this course is likely to be FREE
Software Developer Level 3 Certificate	Online Platform	Up to 30 weeks	<b>£1645</b> - Subject to eligibility this course is likely to be FREE, loans available, Level 3 free courses for jobs.

Digital Marketing Apprenticeship, please email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)

# Education & Childcare 2022

#Future	School Manager	Special Needs Coordinator
	Teacher	



Course & Level	When is it?	Length	Current Price & Funding
Teaching Assistant Level 2 Certificate in Supporting Teaching & Learning	Tues evening	30 weeks	<b>£708.50</b> - FREE subject to eligibility.
Teaching Assistant Level 3 Diploma in Supporting Teaching & Learning	Tues evening	35 weeks	 <b>£2225</b> - Loans available. Level 3 free courses for jobs. <small>FREE if you earn under £18,525</small>
Access to Social Sciences	3 x 4 hour days (09:30 - 11:20 & 12:20 - 14:30)	34 weeks	 <b>£3022</b> - Loans available. FREE if you are U24 & this is your first Level 3. <small>FREE if you earn under £18,525</small>
Pre Access to Higher Education (Social Science)	Tues daytime	35 weeks	<b>£1265</b> - FREE subject to eligibility.

Childcare & Teaching Apprenticeships, please email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)



# Health Care & Community 2022

#Future	Midwife	Nurse
	Paramedic	Probation Officer

Course & Level	When is it?	Length		Current Price & Funding
Access to Nursing & Midwifery/ Health & Social Care	3 x 4 hour days (09:30 - 14:30)	34 weeks	 FREE if you earn under £18,525	<b>£3384</b> - Loans available. FREE if you are U24 & this is your first Level 3.
Access to Paramedic Science	3 x 4 hour days (09:30 - 14:30)	34 weeks	 FREE if you earn under £18,525	<b>£3384</b> - Loans available. FREE if you are U24 & this is your first Level 3.
Health & Social Care Level 2 Diploma	Live Online & workshops/work based visits Daytime	24 weeks, 3 hours per week		<b>£2225</b> - FREE subject to eligibility.
Health & Social Care Level 3 Diploma	Live Online & workshops/work based visits Daytime	Full academic year, 3 hours per week		<b>£2882</b> - FREE subject to eligibility.
Preparing to work in Adult Social Care Level 2 Certificate	Live Online	16 weeks, 3 hours per week		<b>£811</b> - FREE subject to eligibility.

# Hospitality & Catering 2022

#Future	Chef	Dining Room Manager
	Head of Purchasing	Hotel Manager

Course & Level	When is it?	Length	Current Price & Funding
Industry Skills for Chefs	September start	7 weeks	FREE subject to eligibility.
Hospitality & Catering Apprenticeships, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			

# Human Resources 2022

#Future	Business Adviser	Data scientist
	HR Director	Life Coach

Course & Level	When is it?	Length	Current Price & Funding
CIPD Foundation Certificate in People Practice Level 3	Thurs evening / Online	35 weeks	<b>£1265</b> - exc. CIPD Membership fee.
CIPD Associate Diploma in People Management Level 5	Tues evening / Online	Full academic year	<b>£1565</b> - exc. CIPD membership fee. Part loans available.
Human Resources Apprenticeship Level 3 – including CIPD, please email <a href="mailto:apprenticeships@runshaw.ac.uk">apprenticeships@runshaw.ac.uk</a>			

# Maths & English *New You in September 2022*

#Future	Manager	Sales Assistant
	Senior Administrator	Teaching Assistant

Course & Level	When is it?	Length	Current Price & Funding
English (Functional Skills & Entry)	Tues afternoon, Tues evening, Thurs morning	17 weeks	<b>FREE</b> if you are 19+ and you do not currently hold a GCSE at Grade A*-C / 9-4 or equivalent.
Maths (Functional Skills & Entry)	Tues morning, Tues evening, Thurs afternoon, Thurs evening	17 weeks	<b>FREE</b> if you are 19+ and you do not currently hold a GCSE at Grade A*-C / 9-4 or equivalent.
ESOL courses (English as a second language, including Employability packages)	Various (Day & Evening)	Various	<b>FREE</b> subject to eligibility.



## Apprenticeships 2022



Here are just some of the Apprenticeships we offer for all **ages 16 and over**, from **Level 2** to **Level 5**:

- Accountant
- Business
- Chef
- Childcare
- Customer Services Specialist
- Digital Marketer
- Early Years Educator
- Hospitality
- Human Resources
- Teaching Assistant
- Team Leader / Supervisor
- Leadership & Management



Take your next step now! Email [apprenticeships@runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)



Use an **Apprenticeship** for **CPD** in your current role!

## Investing in your education is easier than you think!

You may be able to access a wide range of finance and funding to help you during your time at college. Many courses are FREE depending on your eligibility.

To receive financial support you must comply with nationality and residency conditions. Your age and financial circumstances can also determine what support is available to you.

**Funding for Level 2 Qualifications:** You may be eligible to study a course and get your course and exam fees free of charge if you receive certain benefits, please contact us about this.

Other financial support may also be available:

- Care to Learn
- Learner Support Funds
- Advanced Learner Loan/Bursary
- Payment by instalment
- Learners in Receipt of Low Wage

For transport and childcare costs, please apply for the Learner Support Fund or Adult Bursary Fund if your course is being funded by an Advanced Learner Loan.

For more details, contact us on **01772 642040** or email [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk)

**Learners in Receipt of Low Wage** – Full Level 2 courses are free if you're employed and earn less than £18,525.

**Financial Support** – If you would like more information on financial support, please contact Student Services **01772 622677**, email [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk) or visit the 'Money Matters' page on our website at [www.runshaw.ac.uk](http://www.runshaw.ac.uk)

*We are here to help!*

Apply here for Adult Education:  
[www.runshaw.ac.uk/apply](http://www.runshaw.ac.uk/apply)

Apply here for Apprenticeships:  
[www.runshaw.ac.uk/apprenticeships](http://www.runshaw.ac.uk/apprenticeships)

## Free Courses

Depending on your circumstances, many courses may be free



## Loans

For most of our courses Level 3 and above you can apply for a loan to help pay your fees

## Ready to Apply?

**Speak with our team, we are here to help you achieve your ambitions!**

### Next Steps

- Email us at [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk) with any questions or call on **01772 642040**
- **Create** an application online

**Please remember you must be 19 or over by 31st August 2022 to apply for our adult courses**

# Any Questions?

## Can Anyone Apply for these Courses?

Yes, as long as you are aged 19 or over on August 31st 2022.

## Is there a Deadline for Applying?

Adult courses start in September, so please apply in good time. Many courses are oversubscribed, so please apply early to be assured of a place.

## I have been out of Education for a while.

### Does this matter?

No! We welcome people of all ages and from all walks of life.

## Can I get Help with Fees?

You may be able to get help depending on your circumstances.

Please see [www.runshaw.ac.uk/financial](http://www.runshaw.ac.uk/financial) for more information.

## What is a Skills Assessment?

This is a simple online assessment for our Functional Skills courses to ensure you are on the correct course.

## Are there Evening Classes?

There is the option to attend evening classes for many of our courses. Please check the course information details on the website.

## Do you have Disabled Access?

We certainly do, we are fully disability compliant.

## Can I Meet the Tutors?

Our open events are the perfect opportunity to speak with the tutors from all the courses. Please see our website for updates on open events.

## Is there Parking?

Parking is free at our Leyland Campus in the evening. Daytime parking is also available for adult learners. For more information, contact us on **01772 642040** or email [justask@runshaw.ac.uk](mailto:justask@runshaw.ac.uk)

Offsite courses are based at **Strawberry Fields, Euxton Lane, Chorley, PR7 1PS**. Please go to [www.runshaw.ac.uk](http://www.runshaw.ac.uk) for more information.

*Please note that all courses are offered in good faith, and information is accurate at the time of publication. Runshaw reserves the right to: cancel courses if they do not reach enrolment targets; change the syllabus or entry requirements of a course without prior notice; alter the curriculum in response to political/local changes.*

Invest in  
**YOU** in  
2022!





Your new **2022** career starts here



**#Future Accountant**



**#Future Entrepreneur**



**#Future Nurse**



**#Future Teacher**

Be the  
**#FutureYou**  
you want  
to be!

Start your **#future** here:

**01772 642040**

[www.runshaw.ac.uk](http://www.runshaw.ac.uk)

**justask@runshaw.ac.uk**

**Leyland Campus**

Langdale Road, Leyland, Lancashire, PR25 3DQ



@Runshaw\_Apps



RunshawApprenticeships



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