

#YourFuture

Adult Education & Apprenticeships Prospectus



RUNSHAW COLLEGE

"We are extremely proud of our students, they are a delight to work with. I hope you will join us and I look forward to making you welcome at Runshaw as you boost your skills and achieve your career ambitions."

COMR

Courses

@ a glance

Maths & English - Page 4

Clare Russell

Principal & CEO

Course	Level	Days	Times	Duration	Price
Maths Functional Skills	Entry 3	Thursday	13:30 - 16:30	Up to 17 weeks	FREE*
Maths Functional Skills	1/2	Tues OR Thurs	09:30 - 12:30 13:30 - 16:30 17:30 - 20:30	Up to 17 weeks	FREE*
English Functional Skills	Entry 3	Thursday	09:30 - 12:30	Up to 17 weeks	FREE*
English Functional Skills	1/2	Tues OR Thurs	09:30 - 12:30 17:30 - 20:30	Up to 17 weeks	FREE*

*subject to eligibility

Professional Studies - Pages 5-6

Course	Level	Days	Times	Duration	Price	
Team Leading*	3	Remote	Remote	Up to 15 months	£1,299	
Leadership & Management*	5	Remote	Remote	Up to 18 months	£1,999	
Team Leading Apprenticeships			Please email apprenticeships@runshaw.ac.uk			
Customer Service Apprenticeshi	ps		Please email apprenticeships@runshaw.ac.uk			
Business Administration Apprenticeships			Please email apprenticeships@runshaw.ac.uk			
Leadership and Management Apprenticeships			Please email apprenticeships@runshaw.ac.uk			

* there is also an option to complete individual units

Accounting - Pages 7-8

Course	Level	Days	Times	Duration	Price
Accounting Certificate	2	Tues	17:30 - 20:30	35 weeks	£632.50
Accounting Advanced Diploma	3	Tues & Thurs	17:30 - 20:30	35 weeks	£2,573
Professional Accounting	4	Thursday	17:30 - 20:30	18 months	£2,573
Accounting Apprenticeships	Please email apprenticeships@runshaw.ac.uk				



Human Resources - Page 9

Course	Level	Days	Times	Duration	Price
CIPD Foundation Certificate	3	Thursday	17:00 - 20:30	35 weeks	£1,450
CIPD Associate Diploma	5	Tuesday	17:30 - 20:30	1 Year	£2,000
HR Apprenticeships			Please email a	apprenticeships@ru	nshaw.ac.uk

Access Courses - Pages 10-12

Course	Level	Days	Times	Duration	Price
Pre-Access to Social Science	2	Tues	09:30 - 15:30	18 weeks	£632.50
Access to Social Science	3	Tues, Wed & Thurs	09:15 - 16:30	34 weeks	£3,022
Access to Nursing & Midwifery	3	Tues & Wed	09:15 - 16:30	34 weeks	£3,384
Access to Paramedics	3	Tues & Wed	09:15 - 16:30	34 weeks	£3,384

Counselling Studies - Pages 13-14

Course	Level	Days	Times	Duration	Price
Counselling Skills	2	Tues or Thurs	17:30 - 20:30	30 weeks	£811
Counselling Studies	3	Tues or Thurs	17:30 - 20:30	30 weeks	£811
Counselling Diploma	4	Tues, Wed or Thurs	09:30 - 12:30, 13:30 - 16:30	2 years	£4,670

Education and Childcare - Page 15

Course	Level	Days	Times	Duration	Price
Teaching Assistant Certificate	2	Tuesday	17:00 - 20:30	30 weeks	£708.50
Teaching Assistant Diploma	3	Tuesday	17:00 - 20:30	35 weeks	£2,225
Teaching Assistant Apprenticeships			Please email apprenticeships@runshaw.ac.uk		
Childcare Apprenticeships			Please email apprenticeships@runshaw.ac.uk		

Please note that most of our courses may be FREE subject to eligibility, please see Page 18 for funding.

Apprenticeships - Pages 16-17

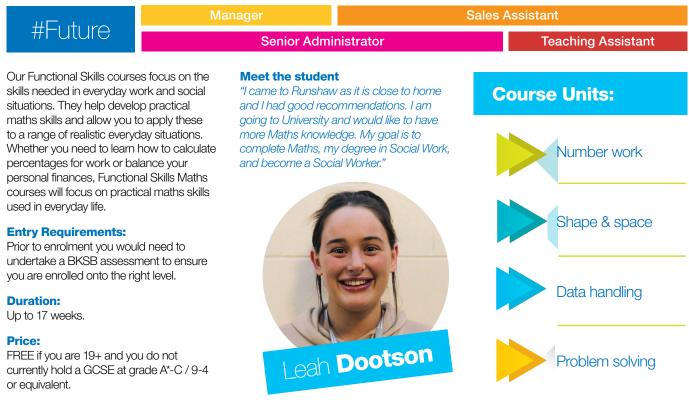
Courses coming soon - Page 18

FAQ's and apply! - Page 19

Funding - Page 18

Welcome to Maths & English

Maths Functional Skills



English Functional Skills

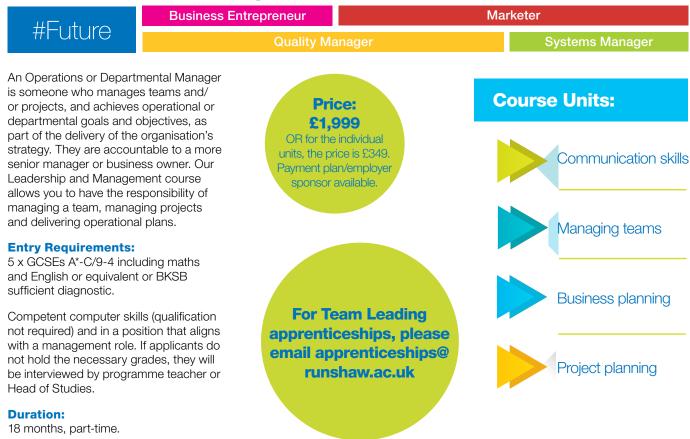
	Manager	S	ales Assistant
#Future	Senior Adm	ninistrator	Teaching Assistant
Our Functional Skills English cours to build on your current skills and on the skills needed to help you s	to focus Course ucceed in	Units:	
everyday work and social situation look at communication skills in rea writing, speaking and listening and available at three levels (Entry Leve 1 & 2).	ading, d are	Understanding textual eatures	
Entry Requirements: Prior to enrolment you would neer undertake a BKSB assessment to you are enrolled onto the right leve	o ensure	dentifying different styles of writing	
Duration: Up to 17 weeks.	i	Communicating nformation and	
Price: FREE if you are 19+ and you do n currently hold a GCSE at grade At or equivalent.	ot *-C/9-4	expressing views Spelling words used n work, study and daily life	

Team Leading Level 3



Welcome to Leadership

Leadership & Management Level 5



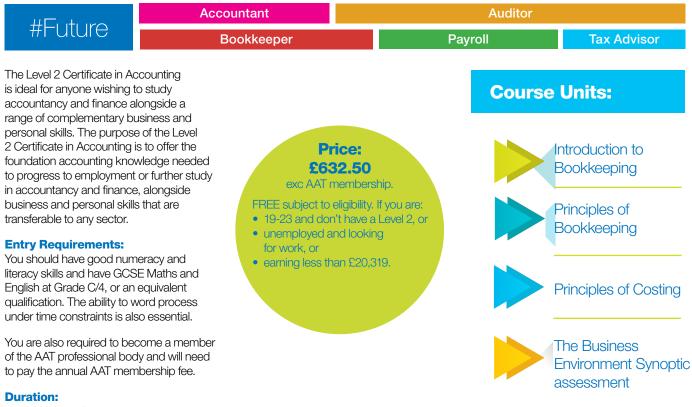
Meet the Teacher!

Jackie is Course Leader for Leadership and Management and Team Leading. She has a wealth of professional experience within the beauty industry as a salon, and a regional manager. Whilst undertaking the role of regional manager, she took an additional role as a trainer within the company, this inspired her to move from industry to teaching.

Jackie has experiences through other professional employment within the UK and during her time abroad in Australia. These experiences, combined with her educational training, have aided her development as an industry led teacher.

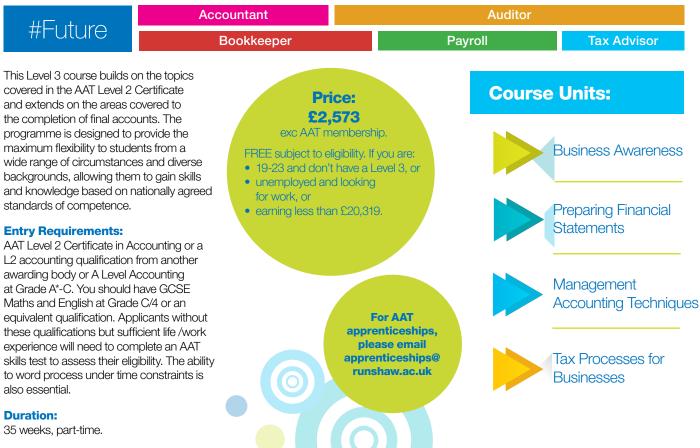


AAT Accounting Level 2



35 weeks, part-time.

AAT Accounting Level 3



Welcome to Accounting

AAT Accounting Level 4

	Accountant		Auditor			
#Huture	Bookkeeper		Payroll	Tax Advisor		

The Level 4 Diploma in Professional Accounting allows you to master complex accounting tasks and qualify for senior finance roles, as well as AAT full membership. Students will gain competencies in drafting financial statements for limited companies, recommending accounting systems strategies and constructing and presenting complex management accounting reports.

Entry Requirements:

AAT Level 3 Advanced Diploma in Accounting or a L3 Accounting qualification from another awarding body. You should have GCSE Maths and English at Grade C/4 or an equivalent qualification. Applicants without these qualifications but sufficient life / work experience will need to complete an AAT skills test to assess their eligibility. The ability to word process under time constraints is also essential. To be accepted on the course, other factors will also be taken into consideration including:

- commitment to study
- previous skills, experience and success

Duration:

18 months, part-time.

Price: £2,573 exc AAT membership. Advanced Leaner Loan available.



systems and controls

Personal tax & business tax

Meet the Teachers!



Accounting Teacher

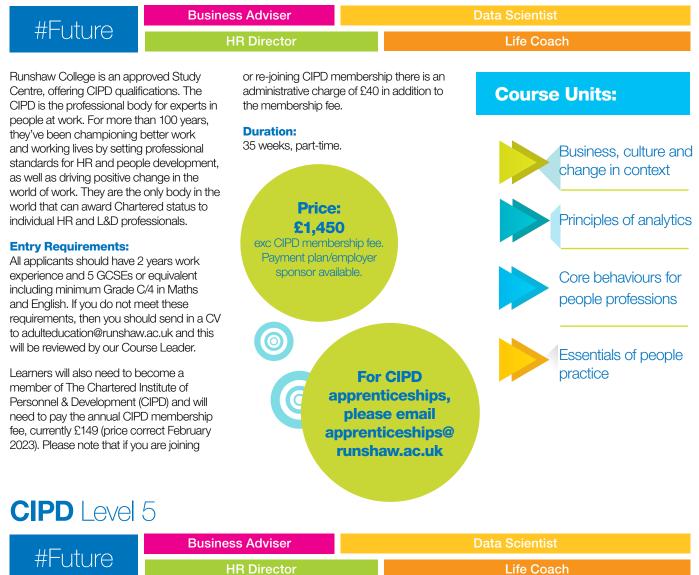
"Teaching AAT is such a pleasure, to see learners grow into a widely recognised qualification to further their careers.

I love sharing my knowledge & experience with others that want to pursue a future in finance."

Jag **Parekh** Accounting Teacher

"I have enjoyed teaching Accounting at all levels which includes AAT, A Level and at degree level. I believe AAT is an excellent qualification which gives many progression opportunities to a great choice of careers."

CIPD Level 3



Runshaw College is an approved Study Centre, offering CIPD qualifications. The CIPD is the professional body for experts in people at work. For more than 100 years, they've been championing better work and working lives by setting professional standards for HR and people development, as well as driving positive change in the world of work. They are the only body in the world that can award Chartered status to individual HR and L&D professionals.

Entry Requirements:

All applicants must have 3 A levels equivalent and worked in HR/line management in some capacity OR a degree in any subject and no HR experience. If you do not meet these requirements, then you should send in a CV to adulteducation@runshaw.ac.uk and this will be reviewed by our Course Leader. Learners will also need to become a member of The Chartered Institute of Personnel & Development (CIPD) and will need to pay the annual CIPD membership fee, currently £149 (price correct February 2023). Please note that if you are joining or re-joining CIPD membership there is an administrative charge of £40 in addition to the membership fee.

Duration:

Full academic year, part-time



Course Units:

Evidence-based practice Employment relationship management

Professionalbehaviours and valuing people

e: adulteducation@runshaw.ac.uk

Essentials of people practice

Apply: www.runshaw.ac.uk/apply

Check today if your course is FREE!

Welcome to Access to Higher Education

Access to Higher Education: Social Sciences Psychology, Criminology & Sociology



Pre Access to Social Sciences



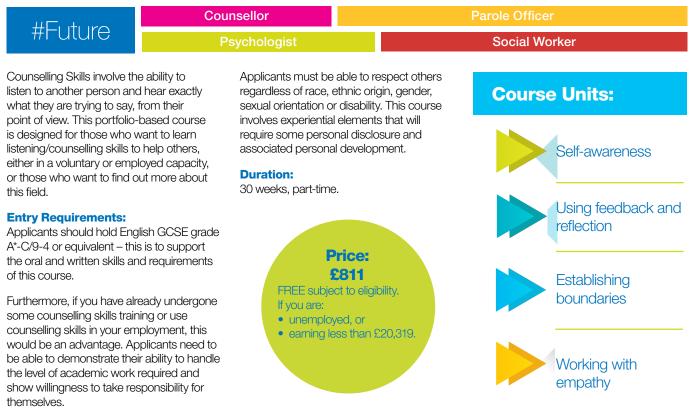
Access to Higher Education: Nursing & Midwifery/ Health & Social Care

	Midwife	Nurse
#Future	Paramedic	Probation Officer
Helping to improve lives thro support and education, a ca Nursing, Health & Social Ca extremely fulfilling. During this one-year course well supported by an expert student-centred and will hel University studies in just 12 p	areer in the re sector is Prio £3,5 FREE subject If you are 19- have a l bo you move onto Advanced La	384 t to eligibility. 23 and don't evel 3. earner Loan
Entry Requirements: GCSE English Language, S maths at grade A*-C/9-4. So require students to have a fu driving licence, with no more	ome Universities III UK manual	Infectious diseases Aspects of human
Please be aware that if your is to work within the healthc it will be necessary to under and Barring Service (DBS) of place of employment. If you conviction this may exclude working in some job roles.	are professions, go a Disclosure heck at your have a criminal	Pharmacology
Duration: 34 weeks, part-time.		

Access to Higher Education: Paramedic Science



Counselling Skills Level 2 CPCAB Certificate



Counselling Studies L3 CPCAB Certificate

	Counsellor			Parole Office	r
#Future	P	sychologist		Social Wo	orker
This course provides learnir which will enable you to dev practice counselling skills. It your knowledge/understand	elop and will also increase	Applicants must be regardless of race, e sexual orientation or		Course	e Units:
skills and look at counselling more depth. It is specifically for those who want to take t towards training to become (having already acquired sol skills),or continue their skills for voluntary work or employ does not qualify you to be a	y theories in designed he next step a counsellor me counselling development /ment. This level	£	ice: 311		Using counselling theory Supporting counselling studies
Entry Requirements: You should have previously hours of counselling skills tra completing the CPCAB Cou Level 2 Certificate (CSK-L2) You will also need to have a assess your eligibility for the	aining, eg by Inselling Skills or equivalent. n interview to	FREE subject If you are: • 19-23 and o Level 3, or • unemploye • earning less	don't have a		Understanding relationships
Applicants need to be able their ability to handle the leve work required and show will responsibility for themselves	el of academic ingness to take		\bigcirc		Empathic understanding

Welcome to Counselling

Therapeutic Counselling Level 4 CPCAB Diploma



Teaching Assistant Level 2 Certificate

School Manager Special Needs Coordinator #Future Teacher This course is designed to prepare you You will need to complete a DBS for this to support the teacher and the delivery course and in doing so will need to provide **Course Units:** of curriculum within a school, as well as 3 ID documents. These can include; Birth introduce the skills necessary to help Certificate, Driving Licence, Passport, Bank Contribute to children develop self-esteem, independence statement or a letter. and skills for learning. teamwork in a **Duration:** learning environment **Entry Requirements:** 30 weeks, part-time. You should have GCSE Grade A*-C/Grade 9-4 in either Mathematics or English, or an Safeguarding children equivalent qualification. If you only have one and young people of these qualifications, you must be willing to **Price:** undertake the other alongside this course. £708.50 We offer Functional Skills courses in English Understand children FREE subject to eligibility. and Maths and can create an individual and young people's If you are: learning programme tailored to your needs. • unemployed, or development • earning less than £20,319. You are also required to undertake a minimum of 80 hours work placement in a Provide displays in a setting. You should arrange this placement yourself prior to the start of the course. learning environment

Teaching Assistant Level 3 Diploma

#Euturo		Manager	Specia	al Needs Coordinator
#Future			Teacher	
If you are looking for a rewar then training to become a Te Assistant is exciting, fulfilling	eaching and provides	minimum of 100 ho in a school or colleg	uired to undertake a urs work placement le setting. You should	Course Units:
the unique opportunity to he inspire young children at the their educational career.		start of the course.	ent yourself prior to the	Communication skills
Entry Requirements: You should have GCSE Gra 9-4 in either Mathematics of equivalent qualification. If yo of these qualifications, you r undertake the other alongsid	r English, or an u only have one nust be willing to	35 weeks, part-time	ice:	Managing teams
This course is a progression those who have passed an Level 2 Teaching Assistant of (or equivalent, e.g. Child Car & Development Level 2) or h	appropriate qualification re Learning nave had	FREE subject If you are: • unemploye		Business planning
substantial experience in as in learning environments, ur assessments, supporting be management etc, or an equ qualification (e.g. Level 2 Ke Functional Skills/Basic Skills	ndertaking ehaviour ivalent y Skills/			Project planning

#FutureSuccess

Apprenticeships

C Welcome to earning & learning!

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

Business & Professional Services

Accounting L2 Accounting L3 Accounting L4 Business L3 Customer Services L2 Customer Services L3 Team Leader/Supervisor L3 HR Support L3 Manager (Departmental / Operations) L5

Digital Digital Marketer L3

Education & Childcare

Early Years L2 Early Years L3 Teaching Assistant L3

Take your next step now! Please email **apprenticeships@ runshaw.ac.uk**



Apprenticeships

#BuildTheFuture

HR Support

Level 3



"I had no experience in an office environment or using a computer so **an apprenticeship was the best way** to kick start my career as a people professional!"

Team Leader/Supervisor



Level 3

"I chose this apprenticeship because I wanted to validate my existing **leadership knowledge** and improve in my weaker areas. The course I felt would **provide valuable tools** that I can use to better my leadership."

"I always love learning **new skills** and this apprenticeship certainly delivered. I was able to **practice my new skills** within the workplace and then write up the evidence to then validate with my trainer." Use an Apprenticeship for CPD in your current role!

How to become an apprentice

To do an apprenticeship you need an employer, scan the QR code to see our vacancies.



If you already have an employer, please email apprenticeships@runshaw.ac.uk



Runshaw College are always looking to add more courses to meet the needs of our community and partner employers. Please see below courses that we are hoping to put on for September:

- **Software Development Level 3 Diploma** Ideal for those wanting to develop their knowledge and understanding of the digital world.
- Web App Development Level 5 Diploma An exciting look at the role of, and design and maintenance of digital Apps.
- Sustainability in the Workplace Levels 1 and 2 This course is designed for those wanting to upskill their staff members who believe the importance of sustainability within their workplace.
- FREE Community Courses

This course is for those wanting to take up a hobby or to expand their knowledge and creativity.



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.

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

Scan the QR code for more info!



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.

Find out more Contact us on 01772 642040

or email adulteducation@ runshaw.ac.uk



Can anyone apply for these courses?

Yes, as long as you are aged 19 or over on August 31st 2023.

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** 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 **adulteducation@runshaw.ac.uk** Offsite courses are based at Strawberry Fields, Euxton Lane, Chorley, PR7 1PS. Please go to **www.runshaw.ac.uk** for more information.

Please note that all courses are offered in good faith, and information including prices are 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.





Runshaw College Langdale Road Leyland, Lancashire PR25 3DQ

For Adult Enquiries 01772 642040 adulteducation@runshaw.ac.uk

For Apprenticeship Enquiries 01772 643008 apprenticeships@runshaw.ac.uk

www.runshaw.ac.uk



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in linkedin.com/in/runshaw-apprenticeships



