

#YourFuture

Adult Education & Apprenticeships Prospectus

2023

RUNSHAW COLLEGE

Welcome



Clare Russell

Principal & CEO

"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."

Courses

@ a glance

Maths & English - Page 4

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 Apprenticeships				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	

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Courses

@ a glance

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 apprenticeships@runshaw.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

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Maths Functional Skills

#Future

Manager

Sales Assistant

Senior Administrator

Teaching Assistant

Our Functional Skills courses focus on the skills needed in everyday work and social situations. They help develop practical maths skills and allow you to apply these to a range of realistic everyday situations. Whether you need to learn how to calculate percentages for work or balance your personal finances, Functional Skills Maths courses will focus on practical maths skills used in everyday life.

Entry Requirements:

Prior to enrolment you would need to undertake a BKSB assessment to ensure you are enrolled onto the right level.

Duration:

Up to 17 weeks.

Price:

FREE if you are 19+ and you do not currently hold a GCSE at grade A*-C / 9-4 or equivalent.

Meet the student

"I came to Runshaw as it is close to home and I had good recommendations. I am going to University and would like to have more Maths knowledge. My goal is to complete Maths, my degree in Social Work, and become a Social Worker."



Leah Dootson

Course Units:



Number work



Shape & space



Data handling



Problem solving

English Functional Skills

#Future

Manager

Sales Assistant

Senior Administrator

Teaching Assistant

Our Functional Skills English course aims to build on your current skills and to focus on the skills needed to help you succeed in everyday work and social situations. They look at communication skills in reading, writing, speaking and listening and are available at three levels (Entry Level 3, Level 1 & 2).

Entry Requirements:

Prior to enrolment you would need to undertake a BKSB assessment to ensure you are enrolled onto the right level.

Duration:

Up to 17 weeks.

Price:

FREE if you are 19+ and you do not currently hold a GCSE at grade A*-C / 9-4 or equivalent.

Course Units:



Understanding textual features



Identifying different styles of writing



Communicating information and expressing views



Spelling words used in work, study and daily life



Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Team Leading Level 3

#Future

Business Entrepreneur

Marketer

Quality Manager

Systems Manager

This qualification will give you the core skills to lead a team successfully and the confidence to tackle difficult issues, like under-performance. You'll learn how to plan, allocate and monitor work; tools and techniques to develop yourself as a leader; and how to get the most from your team.

Entry Requirements:

4 x GCSE A*-D / 9-3 which must include GCSE English and maths at A*-C / 9-4 or equivalent or sufficient work-place experience.

If applicants do not hold the necessary grades, they will be interviewed by programme teacher or Head of Studies.

Duration:

9-15 months part-time.

Course Units:



Managing self



Data management



Organisational governance



Project management

For Team Leading apprenticeships, please email apprenticeships@runshaw.ac.uk

**Price:
£1,299**

Payment plan/employer sponsor available.



Increase
Leadership &
Management
Skills

**Support
Career
Advancement**

Professional
Pathway

Enhance
Capabilities

**#Future
#Leadership
#Manager**

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Leadership & Management Level 5

#Future

Business Entrepreneur

Marketer

Quality Manager

Systems Manager

An Operations or Departmental Manager is someone who manages teams and/or projects, and achieves operational or departmental goals and objectives, as part of the delivery of the organisation's strategy. They are accountable to a more senior manager or business owner. Our Leadership and Management course allows you to have the responsibility of managing a team, managing projects and delivering operational plans.

Entry Requirements:

5 x GCSEs A*-C/9-4 including maths and English or equivalent or BKSB sufficient diagnostic.

Competent computer skills (qualification not required) and in a position that aligns with a management role. If applicants do not hold the necessary grades, they will be interviewed by programme teacher or Head of Studies.

Duration:

18 months, part-time.

Price:

£1,999

OR for the individual units, the price is £349. Payment plan/employer sponsor available.

For Team Leading apprenticeships, please email apprenticeships@runshaw.ac.uk

Course Units:



Communication skills



Managing teams



Business planning



Project planning

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.

Jackie Alty



Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

AAT Accounting Level 2

#Future

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor

The Level 2 Certificate in Accounting is ideal for anyone wishing to study accountancy and finance alongside a range of complementary business and personal skills. The purpose of the Level 2 Certificate in Accounting is to offer the foundation accounting knowledge needed to progress to employment or further study in accountancy and finance, alongside business and personal skills that are transferable to any sector.

Entry Requirements:

You should have good numeracy and literacy skills and have GCSE Maths and English at Grade C/4, or an equivalent qualification. The ability to word process under time constraints is also essential.

You are also required to become a member of the AAT professional body and will need to pay the annual AAT membership fee.

Duration:

35 weeks, part-time.

Price:
£632.50

exc AAT membership.

FREE subject to eligibility. If you are:

- 19-23 and don't have a Level 2, or
- unemployed and looking for work, or
- earning less than £20,319.

Course Units:



Introduction to Bookkeeping



Principles of Bookkeeping



Principles of Costing



The Business Environment Synoptic assessment

AAT Accounting Level 3

#Future

Accountant

Auditor

Bookkeeper

Payroll

Tax Advisor

This Level 3 course builds on the topics covered in the AAT Level 2 Certificate and extends on the areas covered to the completion of final accounts. The programme is designed to provide the maximum flexibility to students from a wide range of circumstances and diverse backgrounds, allowing them to gain skills and knowledge based on nationally agreed standards of competence.

Entry Requirements:

AAT Level 2 Certificate in Accounting or a L2 accounting qualification from another awarding body or A Level Accounting at Grade A*-C. 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.

Duration:

35 weeks, part-time.

Price:
£2,573

exc AAT membership.

FREE subject to eligibility. If you are:

- 19-23 and don't have a Level 3, or
- unemployed and looking for work, or
- earning less than £20,319.

For AAT apprenticeships, please email apprenticeships@runshaw.ac.uk

Course Units:



Business Awareness



Preparing Financial Statements



Management Accounting Techniques



Tax Processes for Businesses

Apply: www.runshaw.ac.uk/apply

e: adulteducation@runshaw.ac.uk

Check today if your course is FREE!

AAT Accounting Level 4

#Future

Accountant

Auditor

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.

Course Units:



Applied management accounting



Drafting and interpreting financial statements



Internal accounting systems and controls



Personal tax & business tax

Price:
£2,573

exc AAT membership.
Advanced Learner Loan
available.

Meet the Teachers!



Kathryn Mullen

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."

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

CIPD Level 3

#Future

Business Adviser

Data Scientist

HR Director

Life Coach

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 should have 2 years work experience and 5 GCSEs or equivalent including minimum Grade C/4 in Maths and English. If you do not meet these requirements, then you should send in a CV to adulthoodeducation@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:

35 weeks, part-time.

Price:

£1,450

exc CIPD membership fee.
Payment plan/employer
sponsor available.

**For CIPD
apprenticeships,
please email
[apprenticeships@
runshaw.ac.uk](mailto:apprenticeships@runshaw.ac.uk)**

Course Units:



Business, culture and
change in context



Principles of analytics



Core behaviours for
people professions



Essentials of people
practice

CIPD Level 5

#Future

Business Adviser

Data Scientist

HR Director

Life Coach

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 adulthoodeducation@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

Price:

£2,000

exc CIPD membership
fee. Advanced Learner
Loan available.

Course Units:



Evidence-based
practice



Employment
relationship
management



Professional
behaviours and
valuing people



Essentials of people
practice

Apply: www.runshaw.ac.uk/apply

e: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

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

#Future

Criminologist

Psychologist

Special Needs Coordinator

Teacher

The study of Social Sciences opens up diverse opportunities in areas such as the criminal justice system: HM courts and tribunal service; welfare services; the police, prison and probation services; youth and community work; and local government. For those wishing to pursue a career in Psychology, career paths may include clinical, health, sport, forensic and neuropsychology.

Entry Requirements:

GCSE English at Grade A*-C/9-4 or equivalent.

Although not an entry requirement for this course, a Level 2 maths qualification is desirable on starting the course but not essential. Where applicants do not have this qualification, progress will be reviewed by the Head of Studies and they will study Level 2 maths alongside this course starting in Semester 2.

Duration:

34 weeks, part-time.

Price:

£3,022

FREE subject to eligibility.
If you are 19-23 and don't have a Level 3.
Advanced Learner Loan available.

Course Units:



Introduction to Sociology



Practical investigations in Psychology



Theories and perspectives in Criminology



Project planning

Meet the Teacher!

Nasrullah Anwar worked for 13 years as a Chief Officer at a number of charities. During this time he also completed an Executive Diploma in Management Studies and a Masters in Community Leadership. His return to education inspired him to switch careers and he got his first teaching job at the UCLan. In 2016, he took a job teaching HE and Adult courses at Runshaw College, where he also completed his PGCE. Currently, Nasrullah is Course Leader for the Access to HE: Social Sciences and the L2 Pre Access: Social Sciences course and is in the process of completing his Professional Doctorate in Education.



Nasrullah Anwar

Course Leader for Access to HE

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Pre Access to Social Sciences

#Future

Criminologist

Psychologist

Special Needs Coordinator

Teacher

The study of Social Sciences opens up diverse opportunities in areas such as the criminal justice system: HM courts and tribunal service; welfare services; the police, prison and probation services; youth and community work; and local government. For those wishing to pursue a career in Psychology, career paths may include: clinical, health, sport, forensic and neuropsychology.

Entry Requirements:

No formal entry requirements, but you do need a willingness to learn. We will signpost you to help with English and Maths if you need these qualifications to progress. We will help you with a bespoke learning package to ensure you have exactly what you need to progress on to the L3 Access to HE course and beyond.

Duration:

16 weeks, part-time.

Price:
£632.50

FREE subject to eligibility.
If you are:
• unemployed, or
• earning less than £20,319.

Course Units:

- Introduction to Sociology
- Introduction to Psychology
- Introduction to Education
- Study management

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

#Future

Midwife

Nurse

Paramedic

Probation Officer

Helping to improve lives through care, support and education, a career in the Nursing, Health & Social Care sector is extremely fulfilling.

During this one-year course you will be well supported by an expert team who are student-centred and will help you move onto University studies in just 12 months.

Entry Requirements:

GCSE English Language, Science and maths at grade A*-C/9-4. Some Universities require students to have a full UK manual driving licence, with no more than 6 points.

Please be aware that if your long-term goal is to work within the healthcare professions, it will be necessary to undergo a Disclosure and Barring Service (DBS) check at your place of employment. If you have a criminal conviction this may exclude you from working in some job roles.

Duration:

34 weeks, part-time.

Price:
£3,384

FREE subject to eligibility.
If you are 19-23 and don't have a Level 3.
Advanced Learner Loan available.

Course Units:

- Human reproductive biology
- Infectious diseases
- Aspects of human physiology
- Pharmacology



Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Access to Higher Education: Paramedic Science

#Future

Midwife

Nurse

Paramedic

Probation Officer

Helping to improve lives through care, support and education, a career in the Paramedics Science is extremely fulfilling.

During this one-year course you will be well supported by an expert team who are student-centred and will help you move onto University studies in just 12 months. The course gives you the opportunity to apply for a degree in Paramedics Science or to secure a student Paramedic position with an ambulance service trust.

Entry Requirements:

GCSE English language, Science and maths at grade A*-C/9-4. Some Universities require students to have a full UK manual driving licence, with no more than 6 points.

Please be aware that if your long-term goal is to work within the healthcare professions, it will be necessary to undergo a Disclosure and Barring Service (DBS) check at your place of employment. If you have a criminal conviction this may exclude you from working in some job roles.

Duration:

34 weeks, part-time.

Price:

£3,384

FREE subject to eligibility.
If you are 19-23 and don't have a Level 3.

Advanced Learner Loan is also available.

Course Units:



Infectious diseases



Role of the paramedic



Mental health issues



Aspects of human physiology



Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Counselling Skills Level 2 CPCAB Certificate

#Future

Counsellor

Parole Officer

Psychologist

Social Worker

Counselling Skills involve the ability to listen to another person and hear exactly what they are trying to say, from their point of view. This portfolio-based course is designed for those who want to learn listening/counselling skills to help others, either in a voluntary or employed capacity, or those who want to find out more about this field.

Entry Requirements:

Applicants should hold English GCSE grade A*-C/9-4 or equivalent – this is to support the oral and written skills and requirements of this course.

Furthermore, if you have already undergone some counselling skills training or use counselling skills in your employment, this would be an advantage. Applicants need to be able to demonstrate their ability to handle the level of academic work required and show willingness to take responsibility for themselves.

Applicants must be able to respect others regardless of race, ethnic origin, gender, sexual orientation or disability. This course involves experiential elements that will require some personal disclosure and associated personal development.

Duration:

30 weeks, part-time.

Price:
£811

FREE subject to eligibility.

If you are:

- unemployed, or
- earning less than £20,319.

Course Units:



Self-awareness



Using feedback and reflection



Establishing boundaries



Working with empathy

Counselling Studies L3 CPCAB Certificate

#Future

Counsellor

Parole Officer

Psychologist

Social Worker

This course provides learning experiences which will enable you to develop and practice counselling skills. It will also increase your knowledge/understanding of such skills and look at counselling theories in more depth. It is specifically designed for those who want to take the next step towards training to become a counsellor (having already acquired some counselling skills), or continue their skills development for voluntary work or employment. This level does not qualify you to be a counsellor.

Entry Requirements:

You should have previously undertaken 90 hours of counselling skills training, eg by completing the CPCAB Counselling Skills Level 2 Certificate (CSK-L2) or equivalent. You will also need to have an interview to assess your eligibility for the course.

Applicants need to be able to demonstrate their ability to handle the level of academic work required and show willingness to take responsibility for themselves.

Applicants must be able to respect others regardless of race, ethnic origin, gender, sexual orientation or disability.

Duration:

30 weeks, part-time.

Price:
£811

FREE subject to eligibility.

If you are:

- 19-23 and don't have a Level 3, or
- unemployed, or
- earning less than £20,319.

Course Units:



Using counselling theory



Supporting counselling studies



Understanding relationships



Empathic understanding

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Therapeutic Counselling Level 4 CPCAB Diploma

#Future

Counsellor

Parole Officer

Psychologist

Social Worker

This part-time qualification gives learners the knowledge, skills and competencies to work as a therapeutic counsellor in an agency context. It is designed to lead to an employed or voluntary role in a counselling agency in both health care and non-medical settings. Learners with sufficient experience can also begin working as independent practitioners in private practice. The course is delivered one day a week over two years.

Entry Requirements:

Level 2 Certificate in Counselling Skills and Level 3 Certificate in Counselling Studies or their equivalent.

Interview – applicants need to be able to demonstrate their ability to handle the level of academic work required and show a willingness to take responsibility for themselves. An enhanced DBS is required. Residential is not included in the fees.

Duration:

2 years part-time, one day per week.

Price:

£4670

exc. CPCAB membership.
Advanced Learner Loan
available.

Course Units:



Working self-reflectively



Client diversity



Self-awareness in counselling process



User-centred approach

Meet the Teacher!

As a Runshaw counselling alumni student herself, Nicola is dedicated to inspiring, and developing equally passionate, and resilient counselling students.

Nicola is a BACP registered person-centred counsellor in regular supervised practice. She has real experience of working with a diverse range of clients and presenting issues, knowledge which she brings to life on her taught courses.

Completing all her professional training here at Runshaw, Nicola has first-hand experience of the assessment structure and requirements of the awarding body.



Nicola **Holland**

Course Leader for Level 2 Counselling Skills

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

Teaching Assistant Level 2 Certificate

#Future

School Manager

Special Needs Coordinator

Teacher

This course is designed to prepare you to support the teacher and the delivery of curriculum within a school, as well as introduce the skills necessary to help children develop self-esteem, independence and skills for learning.

Entry Requirements:

You should have GCSE Grade A*-C/Grade 9-4 in either Mathematics or English, or an equivalent qualification. If you only have one of these qualifications, you must be willing to undertake the other alongside this course.

We offer Functional Skills courses in English and Maths and can create an individual learning programme tailored to your needs.

You are also required to undertake a minimum of 80 hours work placement in a setting. You should arrange this placement yourself prior to the start of the course.

You will need to complete a DBS for this course and in doing so will need to provide 3 ID documents. These can include; Birth Certificate, Driving Licence, Passport, Bank statement or a letter.

Duration:

30 weeks, part-time.

Price:
£708.50

FREE subject to eligibility.

If you are:

- unemployed, or
- earning less than £20,319.

Course Units:



Contribute to teamwork in a learning environment



Safeguarding children and young people



Understand children and young people's development



Provide displays in a learning environment

Teaching Assistant Level 3 Diploma

#Future

School Manager

Special Needs Coordinator

Teacher

If you are looking for a rewarding career, then training to become a Teaching Assistant is exciting, fulfilling and provides the unique opportunity to help support and inspire young children at the very start of their educational career.

Entry Requirements:

You should have GCSE Grade A*-C/Grade 9-4 in either Mathematics or English, or an equivalent qualification. If you only have one of these qualifications, you must be willing to undertake the other alongside this course.

This course is a progression route for those who have passed an appropriate Level 2 Teaching Assistant qualification (or equivalent, e.g. Child Care Learning & Development Level 2) or have had substantial experience in assisting pupils in learning environments, undertaking assessments, supporting behaviour management etc, or an equivalent qualification (e.g. Level 2 Key Skills/ Functional Skills/Basic Skills).

You will also be required to undertake a minimum of 100 hours work placement in a school or college setting. You should arrange this placement yourself prior to the start of the course.

Duration:

35 weeks, part-time.

Price:
£2,225

FREE subject to eligibility.

If you are:

- unemployed, or
- earning less than £20,319.

Course Units:



Communication skills



Managing teams



Business planning



Project planning

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

#FutureSuccess

Apprenticeships

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**

Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

#BuildTheFuture

HR Support

Level 3



Skye Morrison

"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



Graeme Berry

"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



Apply: www.runshaw.ac.uk/apply email: adulthoodeducation@runshaw.ac.uk

Check today if your course is FREE!

September Courses **Coming Soon**

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.

Scan the QR code for more info!



Funding

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

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**



FAQs and Apply!

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 **adulthoodeducation@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.



Apply today!

Apply: **www.runshaw.ac.uk/apply** email: **adulthoodeducation@runshaw.ac.uk**

Check today if your course is FREE!



CONTACT US

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Leyland, Lancashire
PR25 3DQ

For Adult Enquiries




01772 642040
adulteducation@runshaw.ac.uk





For Apprenticeship Enquiries

01772 643008
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www.runshaw.ac.uk

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