

# *APPRENTICESHIP GUIDE*



**APPRENTICESHIPS**  
AT SALFORD CITY COLLEGE



# APPRENTICESHIPS

## AT SALFORD CITY COLLEGE



**PROVIDER OF THE YEAR 2021**

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**WWW.SALFORDCC.AC.UK**



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THERE HAS

# NEVER BEEN

A **BETTER** TIME TO BE AN

# APPRENTICE



**ALLAN MILNE**

**DIRECTOR OF BUSINESS DEVELOPMENT  
& APPRENTICESHIPS AT  
SALFORD CITY COLLEGE GROUP**

We are delighted that you are considering completing an apprenticeship with Salford City College.

***There has never been a better time to become an apprentice.*** Many of the biggest companies are recruiting more apprentices than ever before, providing outstanding career opportunities across a wide range of industry sectors.

Apprenticeships at Salford City College is an award-winning provider of College apprenticeships in the North West, supporting around 1,400 apprentices and working with over 500 employers.

In 2009, Salford City College launched their apprenticeship provision, supporting just ten apprentices with their business administration skills. In the years since, quality and growth have gone hand in hand, and we now offer over 50 apprenticeship programmes, working with the best employers to provide outstanding apprenticeship opportunities.

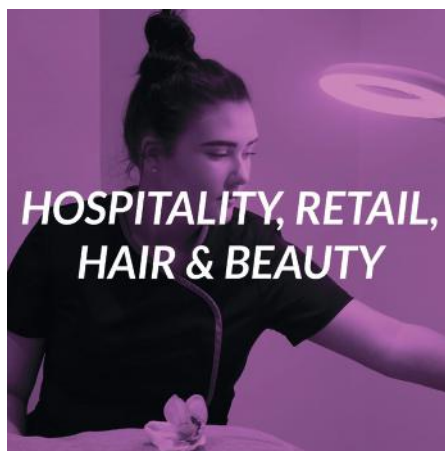
We are proud to provide excellent learning opportunities for all of our apprentices delivered by an outstanding team of specialist apprenticeship delivery staff. Our apprenticeship delivery team are experts in their field, equipped with a wealth of knowledge and experience from working in industry.

We look forward to welcoming you onto your chosen apprenticeship with Salford City College.

# SECTORS WE WORK IN

Apprenticeships at Salford City College deliver in a range of industry sectors with over 500 employers, meaning the opportunities available for you are widespread. Our apprenticeship programmes are very successful; we have excellent partnerships with our employers and are always seeking dedicated applicants to become our next apprentices.

We offer apprenticeships in the following industry sectors and you can find out more about our specific apprenticeship programmes on pages 12 - 41 of this guide.



**NOT SURE WHERE TO START? SEE PAGE 44 TO FIND OUT HOW OUR RECRUITMENT TEAM CAN SUPPORT YOU.**

# APPRENTICESHIPS EXPLAINED



## **WHAT ARE THEY?**

An apprenticeship is a job with training. It's a real job, with hands-on experience. You will have a contract of employment and an apprenticeship study programme to support your development. This means that you will be working for a company, earning an income, and achieving a qualification with Salford City College. You can start an apprenticeship whether you're 16 or 99, there's no age limit.

## **WAGES**

As an apprentice, you will receive a salary for your apprenticeship. This applies to time working and time spent training as part of your apprenticeship. The wage applies to all apprentices regardless of age.

## **CHOOSING AN APPRENTICESHIP**

Apprenticeships are an excellent way to begin or progress in your career. We offer a wide range of apprenticeships at varying levels across a broad range of sectors. You can view what programmes we offer on **page 12**.

Our Recruitment Team are on-hand to assist you in starting your apprentice journey with the College. See **page 12** for more information or call our Recruitment Team on **0161 631 5555** or email **[apprenticeships@salfordcc.ac.uk](mailto:apprenticeships@salfordcc.ac.uk)**.



**4/5**

## **HIGHER APPRENTICESHIP**

These are equivalent to a first and second year of a university degree and you may carry out work involving management and organisational strategy. You will need to be in an appropriate job role to undertake the required skills for apprenticeships at this level.

**3**

## **LEVEL 3 STANDARD**

Depending on your skills and experience, you may start on a Level 3 programme, or you may complete a Level 2 first. Level 3 programmes usually involve taking on more responsibility in the workplace or carrying out more skilful work.

**2**

## **LEVEL 2 STANDARD**

This is typically the first step on the apprenticeship ladder. Level 2 apprenticeships are an excellent starting point and will allow you to progress onto higher levels as you gain experience. These programmes usually last between 12 - 18 months.

**APPRENTICESHIP**

# **LEVELS EXPLAINED**

# THE RIGHT EMPLOYER FOR THE RIGHT JOB

We work with a range of employers across the North West who are seeking new talent to ensure their business continues to thrive.

Our employers recognise the value employing apprentices can bring by supporting their career development and progression; 95% of our apprentices remain in employment with their apprenticeship employer, with many progressing to higher levels of learning.

Observing the economic environment, we work with employers in sectors where we know there is significant economic growth. This means our apprentices are expanding their skills, knowledge and behaviours over a long period of time, to thrive in the workplace.

*"With the College, it really does feel like we are working with each other rather than for each other, it's a one team approach. All the College's programmes are cutting edge. Our strategic partnership has allowed us to invest more of our apprenticeship funds to support more people across our organisation. It's been brilliant both for us, for our apprentices and the wider apprenticeship sector in the City.*

**- FRANK O'SULLIVAN**  
**STRATEGIC HR & OD MANAGER**  
**SALFORD CITY COUNCIL**

Salford City Council



# OUR EMPLOYER PARTNERS

Here are just some examples of the fantastic employers and industry partners we work with to provide apprenticeship opportunities.



Salford City Council



The Albion Academy  
The best in everyone™  
Part of United Learning



# APPRENTICESHIP MYTHS BUSTED

## **“I CAN’T GO TO UNIVERSITY IF I COMPLETE AN APPRENTICESHIP.” - FALSE**

You can still progress with an apprenticeship and choose to go to university upon completion of a level 3 apprenticeship. The qualifications you’ll work towards are well recognised by universities. You could also progress from doing a university degree to starting an apprenticeship.

## **“APPRENTICESHIPS ARE BADLY PAID.” - FALSE**

The great thing about apprenticeships is that you earn a wage while gaining your qualifications. There are different rates of pay for apprentices depending on your age and what year of your apprenticeship you’re in. Many employers choose to pay above the minimum apprenticeship wage, and salaries can vary depending on region, sector and level of apprenticeship. For more information, visit [www.gov.uk/national-minimum-wage-rates](http://www.gov.uk/national-minimum-wage-rates). As an apprentice you are also entitled to apply for an NUS Apprentice Extra Card and a 16-25 Railcard, entitling you to huge discounts.

## **“I NEED THE EXPERIENCE TO GET AN APPRENTICESHIP.” - FALSE**

Employers recognise applicants won’t necessarily have previous work experience and welcome apprentices who will bring fresh ideas and a strong work ethic to their business. Alternatively, many people choose to complete an apprenticeship to pursue a new career.

## **“APPRENTICESHIPS HAVE STRICT ENTRY REQUIREMENTS.” - FALSE**

Each apprenticeship has differing entry requirements, depending on the sector and job role. Apprenticeships are open to anyone over the age of 16, there are no upper age limits, with hundreds of current apprentices aged over 25. Our entry requirement information is available on our website - [www.salfordcc.ac.uk](http://www.salfordcc.ac.uk).

## **“AN APPRENTICESHIP WILL LIMIT MY CAREER OPTIONS.” - FALSE**

An apprenticeship will enable you to learn, gain experience, and get paid while learning a versatile range of hard and soft skills, knowledge and behaviours. Our Apprenticeships team is on hand to answer any questions, from financial support to career routes.

**E-MAIL [APPRENTICESHIPS@SALFORDCC.AC.UK](mailto:APPRENTICESHIPS@SALFORDCC.AC.UK) OR CALL 0161 631 5555.**

### **COURSE FEES**

As an apprentice, you are not required to contribute towards the costs of the apprenticeship.

### **TECH SUPPORT**

Our apprentices have access to the full Microsoft Office Package, completely free! From creating graphs on Excel to swanky presentations on PowerPoint, you'll have the support you need to complete your work.

### **DISCOUNTS**

As an apprentice, you'll have access to hundreds of discounts on the high street and online via the NUS Apprentice Extra Card. You could also get discounted travel by applying for a 16-25 Railcard.

Scan the below QR codes to find out more.



**NUS APPRENTICE CARD**  
[www.apprenticeextra.co.uk](http://www.apprenticeextra.co.uk)



**16-25 RAILCARD**  
[www.16-25railcard.co.uk](http://www.16-25railcard.co.uk)

# SUPPORTING YOU

All apprentices should be given the best chance to succeed throughout their apprenticeship and their career. That is why you will be given an individual learning plan to support you throughout their journey.

To ensure that no apprentice is left behind, you will complete an initial assessment for maths and English. If needed, you will then access one-to-one support with our fully-qualified maths and English team; excellent maths and English skills are an essential part of any career path.

Furthermore, any apprentice who requires additional learning support will be given a Cognassist assessment. Cognassist is a support tool which will help us tailor our delivery to ensure your needs are met.

We devise bespoke support plans which will explain all arrangements that will be put in place to make sure that your needs are met. They include monthly reviews with your Trainer/Assessor and enable us to put reasonable adjustments in place.

All our Trainer/Assessors are experts in their fields and will give 100% commitment to develop your skills, knowledge and behaviours.

The aim of our overall support package is that no apprentice is left behind.

## PASTORAL SUPPORT

At Salford City College, we understand that the transition into an apprenticeship can be daunting. We have a range of support available to help you achieve your qualification and be successful in your career.

Our goal is to remove barriers to learning and ensure that you feel empowered to reach your full potential both in the classroom and in the workplace.

Our dedicated Pastoral Support Officer, works with all of our apprentices, ensuring that you are cared for and have access to dedicated support whenever needed.



**SALLY OGDEN**  
**PASTORAL LEADER**

**SALLY.OGDEN@SALFORDCC.AC.UK**  
**0161 631 5609**

# **THE ROLE OF THE DELIVERY TEAM**

It's the Delivery Team's job to support, train and coach you with your personal and professional development. Our Delivery Team works closely with you and help you settle into the workplace, liaise with your employer to keep track of your progress, and identify any areas for improvement to support you with.

## **THE HELP YOU NEED**

Your Delivery Specialist will monitor and review your progress in the workplace. They will also support you if you need any further support in your professional role. Our team are the link between the College and your employer to make sure you are progressing in your apprenticeship and keep you on the track to success.

## **KEEPING IN TOUCH**

Your Delivery Specialist will keep in touch with you throughout your apprenticeship and may check in with you by email, phone, digital online software or face-to-face meetings at your workplace or at one of our College venues. Our team usually complete progress reviews with you and your employer every 8 - 12 weeks.

## **APPRENTICES WHO LEARN IN COLLEGE**

As an apprentice, your time will be split between practical on-the-job learning and theory-based work. In your practical sessions, you will be equipped with the skills you need to progress in your chosen industry. Your theory-based workshops will be delivered by a Delivery Specialist to equip you with the knowledge you need to succeed in your End Point Assessment.

Studying an apprenticeship with Salford City College, you'll have access to our extensive range of facilities and resources across the City of Salford to help you achieve.



## OUR APPRENTICESHIP

# PROGRAMMES

BUSINESS, PROFESSIONAL & FINANCIAL SERVICES	LEVEL			
	2	3	4	5
Accounts & Finance Assistant	✓			
Assistant Accountant		✓		
Business Administrator		✓		
Compliance/Risk Officer		✓		
Customer Service Practitioner	✓			
Customer Service Specialist		✓		
Data Technician		✓		
Digital Support Technician		✓		
Financial Services Customer Advisor	✓			
HR Support		✓		
Information Communications Technician		✓		
Marketing Executive			✓	
Professional Accounting/Taxation Technician			✓	
Public Service Operational Delivery Office		✓		
Sales Executive			✓	
School Business Professional			✓	
Senior Financial Services Customer Advisor		✓		

CONSTRUCTION & THE BUILT ENVIRONMENT	LEVEL			
	2	3	4	5
Advanced Carpentry & Joinery		✓		
Bricklayer	✓			
Building Services Engineering Craftsperson		✓		
Building Services Engineering Design Technician		✓		
Building Services Engineering Service & Maintenance Engineer		✓		
Building Services Engineering Technician			✓	
Carpentry & Joinery	✓			
Civil Engineering Technician		✓		
Construction Quantity Surveying Technician			✓	
Construction Site Engineering Technician			✓	
Construction Site Supervisor			✓	
Construction Support Technician		✓		
Installation Electrician & Maintenance Electrician		✓		
Gas Engineering Operative		✓		
Groundworker	✓			
Painter & Decorator	✓			
Plasterer	✓			
Plumbing and Domestic Heating Technician		✓		



## EDUCATION & EARLY YEARS

### LEVEL

2 3 4 5

Assessor Coach



Children, Young People & Families Manager



Children, Young People & Families Practitioner



Early Years Educator



Early Years Practitioner



Early Years Lead Practitioner



Learning & Development Practitioner



Teaching Assistant



## HOSPITALITY, RETAIL, HAIR & BEAUTY

### LEVEL

2 3 4 5

Advanced & Creative Hair Professional



Beauty Therapist



Commis Chef



Hair Professional



Hospitality Manager



Hospitality Team Member



Production Chef



Senior Production Chef



## LEADERSHIP & MANAGEMENT

### LEVEL

2 3 4 5

Associate Project Manager



Operations Departmental Manager



Team Leader/Supervisor



## HEALTH & SOCIAL CARE

### LEVEL

2 3 4 5

Adult Care Worker



Lead Adult Care Worker



Lead Practitioner in Adult Care



Leader in Adult Care



**NOT SURE WHERE TO START? SEE PAGE 44 TO FIND OUT HOW OUR RECRUITMENT TEAM CAN SUPPORT YOU.**



# **BUSINESS, PROFESSIONAL & FINANCIAL SERVICES**

This diverse sector offers a wealth of wide-ranging career opportunities. The Business, Professional and Financial Services sector is the biggest in Greater Manchester, employing over 270,000 people, with another 95,000 jobs estimated to be created in the next two decades, presenting unique and exciting opportunities for a highly skilled workforce.

**“ I HAVE LEARNED A LOVE FOR THE  
INDUSTRY I HAVE COME INTO. NOW IT IS  
SOMETHING I CAN SEE MYSELF DOING FOR  
A LONG TIME.”**

**ROBIN**  
CUSTOMER SERVICE  
APPRENTICE AT CO-OP



## OUR PROGRAMMES

# BUSINESS, PROFESSIONAL & FINANCIAL SERVICES

### ACCOUNTS & FINANCE ASSISTANT

An Accounts & Finance Assistant is an integral part of the team, responsible for maintaining an efficient and accurate finance function within a business. You will be responsible for assisting the team of accountants with junior accounting duties.

**LEVEL: 2**

**DURATION: 12-14 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESKILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

### BUSINESS ADMINISTRATOR

The Business Administrator is expected to deliver their responsibilities efficiently and with integrity, showing a positive attitude. The role involves demonstrating strong communication skills (both written and verbal) and adopting a proactive approach to developing skills.

**LEVEL: 3**

**DURATION: 12-18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

### ASSISTANT ACCOUNTANT

An Assistant Accountant provides support to internal and external customers and will work predominately either as an Assistant Accountant within a practice or within an organisation's finance function. In this role, you will assist in the day-to-day financial activities, such as data entry, month-end management accounts, and/or year-end financial statements.

**LEVEL: 3**

**DURATION: 15 - 18 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESKILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

### COMPLIANCE/RISK OFFICER

Within the Compliance/Risk function of an organisation, the role of the Compliance/Risk Officer includes providing straightforward support and advice to the business on their specific area(s) of expertise. This includes financial crime, training and competence, fraud, working with the business on specific problems that emerge, and analysing data.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**





### **CUSTOMER SERVICE PRACTITIONER**

As Customer Service Practitioner you will represent your organisation in a professional manner, delivering a high quality service digitally, or using the customer's own locality. Your role may include meet-and-greet, sales, service recovery, dealing with orders, payments, and giving advice.

**LEVEL: 2**

**DURATION: 12 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

### **DATA TECHNICIAN**

This occupation is found in all sectors where data is generated or processed, including but not limited to finance, retail, education, health, media, manufacturing and hospitality.

**LEVEL: 3**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**



### **CUSTOMER SERVICE SPECIALIST**

The typical route of a Customer Service Specialist is through sales, marketing and procurement. Becoming a Customer Service Specialist is about being professional and providing high-quality customer support within all sectors and organisation types.

**LEVEL: 3**

**DURATION: 15 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

### **DIGITAL SUPPORT TECHNICIAN**

The purpose of a Digital Support Technician is to maximise the effective use of digital office technologies, productivity software, and digital communications. You will learn to utilise collaborative technologies and digital information systems to achieve objectives.

**LEVEL: 3**

**DURATION: 12-14 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

## FINANCIAL SERVICES CUSTOMER ADVISOR

This apprenticeship has been designed for banks and building societies but may have wider applications across Financial Services. There are many front-line roles within these organisations responsible for maintaining detailed regulatory and risk frameworks.

**LEVEL: 2**

**DURATION: 12-18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

## HR SUPPORT

As a HR Support Officer, your work is likely to include handling day to day queries and providing HR advice; working on a range of HR processes, ranging from transactional to relatively complex, from recruitment through to retirement; using HR systems to keep records; providing relevant HR information to the business; working with the business on HR changes.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

## INFORMATION COMMUNICATIONS TECHNICIAN

Organisations increasingly rely on computer and communications systems in all areas of their operations and decision-making processes. It is therefore crucial to ensure the optimal performance and maintenance of systems. An Information Communication Technician (ICT) is critical to achieving this.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING & ASSESSMENT SESSIONS**

## MARKETING EXECUTIVE

As a Marketing Executive, you will help shape, support and deliver marketing plans, working in conjunction with the Marketing Manager who will define the overall marketing strategy. Occupations in marketing span most industries and sectors and the roles can sit within a specific company/agency that provides marketing deliverables and advice to external clients, or within an internal marketing team.

**LEVEL: 4**

**DURATION: 15-18 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY WORKSHOPS AT FRONTIER HOUSE & REGULAR LEARNING & ASSESSMENT SESSIONS**

## PROFESSIONAL ACCOUNTING/ TAXATION TECHNICIAN

Working in Professional Accounting/Taxation Technician, you will have responsibility for creating and/or verifying and reviewing accurate and timely financial information within the organisation in which they are employed, or on behalf of another organisation.

**LEVEL: 4**

**DURATION: 18-24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**



### **PUBLIC SERVICE OPERATIONAL DELIVERY OFFICER**

Operational delivery involves working on the front line in different public-facing environments. Your duties will depend on your employer but may include managing cases, resolving enquiries, collecting outstanding debts and background checks.

**LEVEL: 3**

**DURATION: 12-18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING  
& ASSESSMENT SESSIONS**

### **SENIOR FINANCIAL SERVICES CUSTOMER ADVISOR**

This apprenticeship has been designed for banks, building societies, and broader applications across the financial services sector. Within these organisations, there are several front-line roles that deal with customers and require a high level of technical knowledge and skills.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING  
& ASSESSMENT SESSIONS**

### **SALES EXECUTIVE**

As a Sales Executive, you will work in either Business to Business or Business to Consumer markets with responsibility to sell a specific product line or service. You will develop detailed product knowledge, competitor knowledge and an understanding of the market in which you operate.

**LEVEL: 4**

**DURATION: 15-18 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY  
WORKSHOPS AT FRONTIER HOUSE &  
REGULAR LEARNING & ASSESSMENT  
SESSIONS**

### **SCHOOL BUSINESS PROFESSIONAL**

School Business Professionals perform a role unique to education, administering and managing the financial, site and support services within a school context. You will provide essential support to school leadership teams, implementing financial and business decisions.

**LEVEL: 4**

**DURATION: 18-24 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY  
WORKSHOPS AT FRONTIER HOUSE &  
REGULAR LEARNING & ASSESSMENT  
SESSIONS**



**"I CHOSE AN APPRENTICESHIP BECAUSE I TEND TO LEARN  
BY EXAMPLE, AND I FEEL LIKE AN APPRENTICESHIP IS IDEAL  
FOR THAT."**

**SAMIR**

**MARKETING EXECUTIVE APPRENTICE AT KELLOGG'S**

*Kellogg's*



# CONSTRUCTION & THE BUILT ENVIRONMENT

There has never been a better time to enter this multi-billion-pound industry. Skylines across the region are being overtaken by large-scale building projects, and the long-term developments that are planned across the city are huge. It is estimated that over 27,000 new jobs will be created within the construction industry in Greater Manchester over the next fifteen years, with a significant number of these being apprentices.

**“ I HAVE GAINED SO MANY SKILLS FROM MY APPRENTICESHIP THAT WILL NOT ONLY BENEFIT ME IN MY CAREER BUT THAT WILL ALSO HELP ME IN DAY-TO-DAY LIFE. ”**

**NATHAN**

**CARPENTRY & JOINERY  
APPRENTICE AT SEDDON**

**Seddon**

## OUR PROGRAMMES

# CONSTRUCTION & THE BUILT ENVIRONMENT

### CONSTRUCTION CRAFT

#### BRICKLAYER

The range of sites and projects that bricklayers will work on include large commercial developments, new builds in housing, alterations, extensions and restorations. As an apprentice, you will develop a range of knowledge, skills and behaviours required to become a successful bricklayer.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

### CONSTRUCTION CRAFT

#### ADVANCED CARPENTRY & JOINERY

As an Advanced Site Carpenter, you will undertake complex first fixing, bespoke second fixing and the installation of complex structural components. Advanced Site Carpenters have the skills to work in a variety of settings, and often progress to running their own business or progressing into management positions.

**LEVEL: 3**

**DURATION: 15 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

### CONSTRUCTION CRAFT

#### CARPENTRY & JOINERY

As a Carpenter/Joiner you will develop a range of knowledge, skills and behaviours required to become a successful Site Carpenter. These will cover first fixing, second fixing, the installation of structural components, the use of power tools and elements of maintenance within site carpentry.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

### CONSTRUCTION CRAFT

#### GROUNDWORKER

As an apprentice Groundworker, you will learn about a range of topics including the use of power tools and equipment, mixing mortar and concrete, the use and setting out of equipment, drainage and ducting, concreting, flagging/paving, excavation and reinstatement of ground.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**



## CONSTRUCTION CRAFT

### PAINTER & DECORATOR

Painters and Decorators operate in domestic and commercial properties and undertake the decoration and protection of buildings. This apprenticeship will enable you to develop the knowledge, skills and behaviours required to deliver the high-quality finish clients expect.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

## CONSTRUCTION CRAFT

### PLASTERER

As a Plasterer, you will generally work within new build or refurbishment projects, although some plasterers also choose to work within smaller domestic settings, or on specialist restorations.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

## BUILDING SERVICES ENGINEERING

### BUILDING SERVICES ENGINEERING CRAFTSPERSON

As a Building Services Engineering Craftsperson, you will undertake the installation, testing, pre-commissioning, commissioning and decommissioning of large-scale engineering systems which are used for heating office blocks, factories, schools and hospitals.

**LEVEL: 3**

**DURATION: 48 MONTHS APPROX**

**DELIVERY MODEL: BLOCK RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**



**"I HAVE NOT ONLY LEARNED HOW TO DO BRICKWORK, I HAVE LEARNED HOW TO BEST DEAL WITH PEOPLE AND COMMUNICATE WITH MY TEAM."**

**DAVID**

**CONSTRUCTION SITE SUPERVISOR APPRENTICE AT MBG BRICKWORK**

**MBG BRICKWORK**  
LIMITED

## BUILDING SERVICES ENGINEERING

### PLUMBING & DOMESTIC HEATING TECHNICIAN

Plumbing and Domestic Heating Technicians plan, select, install, service, commission and maintain all aspects of plumbing and heating systems. Plumbing and Domestic Heating Technicians can find themselves working inside or outside a property. Customer service skills and being tidy and respectful are important qualities.

**LEVEL: 3**

**DURATION: 48 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

# CONSTRUCTION & THE BUILT ENVIRONMENT APPRENTICESHIP PROGRAMMES

## BUILDING SERVICES ENGINEERING

### BUILDING SERVICES ENGINEERING INSTALLER

As a Building Services Engineering Installer, you will acquire the necessary practical skills and knowledge to work on a range of specialised industrial and commercial installations. An ideal course if you are beginning a career in heating and ventilation installation.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: BLOCK RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

## BUILDING SERVICES ENGINEERING

### BUILDING SERVICES ENGINEERING TECHNICIAN

Building Services Engineering Technicians are associated with the supervision of the installation commissioning or servicing of environmental technologies on construction projects and are based on construction sites with occasional time in offices.

**LEVEL: 4**

**DURATION: 30 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

## BUILDING SERVICES ENGINEERING

### BUILDING SERVICES ENGINEERING SERVICE & MAINTENANCE ENGINEER

Building services make buildings work. As a Service and Maintenance Engineer, you play a key role in planning and completing a range of maintenance work, encompassing industrial and commercial building services engineering systems, such as ventilation, heating, water supply and more.

**LEVEL: 3**

**DURATION: 48 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

## BUILDING SERVICES ENGINEERING

### INSTALLATION ELECTRICIAN & MAINTENANCE ELECTRICIAN

As an Installation or Maintenance Electrician, you will develop the skills required for both first and second fix installations of systems. This course includes the 18<sup>th</sup> Edition Wiring Regulations certificate, and successful completion will enable you to register with the national Joint Industry Board (JIB) database for qualified installation and maintenance electricians.

**LEVEL: 3**

**DURATION: 48 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

**THE CONSTRUCTION INDUSTRY HAS A HUGE NEED FOR PEOPLE WITH A WIDE RANGE OF DIFFERENT SKILLS AND CRAFTS.**





## BUILDING SERVICES ENGINEERING

### GAS ENGINEERING OPERATIVE

Gas engineering involves the safe installation, commission, decommission and the ongoing service and repair of gas appliances in either a domestic or non-domestic setting. Working as a Gas Engineering Operative, you may be responsible for explaining how installations (or appliances) work and providing energy efficiency advice.

**LEVEL: 3**

**DURATION: 36 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT CITY SKILLS & REGULAR LEARNING & ASSESSMENT SESSIONS**

## TECHNICAL & PROFESSIONAL CONSTRUCTION

### CONSTRUCTION SITE ENGINEERING TECHNICIAN

On this apprenticeship programme, you will develop the knowledge and skills to control health and safety, support with sustainability, implement engineering principles, manage construction projects, plan and organise projects, and monitor quality.

**LEVEL: 4**

**DURATION: 30 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

## TECHNICAL & PROFESSIONAL CONSTRUCTION

### CONSTRUCTION QUANTITY SURVEYING TECHNICIAN

As a Construction Quantity Surveying Technician apprentice, you will develop the knowledge and skills to control health and safety, support with sustainability, implement construction technology and manage contracts and procurement in the workplace. In addition to controlling cost, financial reporting and business administration.

**LEVEL: 4**

**DURATION: 30 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

## TECHNICAL & PROFESSIONAL CONSTRUCTION

### CONSTRUCTION SITE SUPERVISOR

The main duties of a Construction Site Supervisor include supervising specialist contractors, controlling health and safety standards, recording, control and reporting of progress, the minimisation of environmental impact, control of quality of work, and assisting commercial staff with the monitoring of cost.

**LEVEL: 4**

**DURATION: 30 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**

## TECHNICAL & PROFESSIONAL CONSTRUCTION

### CONSTRUCTION SUPPORT TECHNICIAN

Technicians operate in a range of settings including estimating, planning, buying, site, quantity surveying and design and build roles. Site and office environments include industrial, commercial, residential, refurbishment, heritage, retail and public sector projects. Technicians within this specific career area are engaged to interpret, analyse, contribute and directly assist construction contracting professionals working with a wide range of project resources and documentation regularly interacting with internal and external customers.

**LEVEL: 3 DURATION: 30 MONTHS APPROX DELIVERY MODEL: DAY RELEASE AT FUTURESILLS AT MEDIACITYUK & REGULAR LEARNING & ASSESSMENT SESSIONS**



# EDUCATION & EARLY YEARS

Education, the industry that is critical for the future of the region. There has never been a better time to pursue a career in the education sector. The number of full-time teaching assistants has rapidly increased since 2000, from 79,000 employees to 243,700, with schools spending approximately £4.4billion nationally on support staff (equating to 13% of the education budget).

**“AN EXCEPTIONAL MEMBER OF STAFF, AN INTEGRAL PART OF THE TEAM AND AN INSPIRATION TO HER COLLEAGUES.”**

**DANIELLE**

**(TESTIMONY FROM DANIELLE'S EMPLOYER)  
CHILDCARE APPRENTICE  
AT GROW HAPPY CHILDCARE**





## OUR PROGRAMMES

# EDUCATION & EARLY YEARS

### ASSESSOR COACH

The Assessor Coach is a dual professional; using your professional knowledge and skills, you will support vocational and professional development across the formal education and training landscape as well as in any employer setting.

**LEVEL: 4**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### CHILDREN, YOUNG PEOPLE & FAMILIES MANAGER (RESIDENTIAL)

As a Children, Young People and Family Manager you will ensure direction, alignment and commitment within your own practice. You will build teams, manage resources and lead new approaches to working practices, that deliver improved outcomes and put the child, young person or family at the centre of practice in a residential setting.

**LEVEL: 5**

**DURATION: 28 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### CHILDREN, YOUNG PEOPLE & FAMILIES MANAGER (COMMUNITY)

A Children, Young People and Families manager is someone who ensures direction, alignment and commitment within their own practice, their team, the organisation and across partnerships to help children, young people and families aspire to do their best and achieve sustainable change in a community setting.

**LEVEL: 5**

**DURATION: 28 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### CHILDREN, YOUNG PEOPLE & FAMILIES PRACTITIONER

You will understand the importance of and be skilled in, early intervention and safeguarding work. You will manage risk across the spectrum needs for children, young people and families. You may work in settings as diverse as children's centres, community and residential settings.

**LEVEL: 4**

**DURATION: 18-24 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### **EARLY YEARS EDUCATOR**

An Early Year Educator is a highly trained professional who plays a key role in ensuring that young children learn and develop and are kept healthy and safe. You may work in a range of settings including children's centres, pre-school, reception classes, or as a childminder.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### **EARLY YEARS PRACTITIONER**

The practitioner may work in a range of private and public settings, for example, children's centres, home based provision, and hospitals, delivering the EYFS requirements set by the government for the learning, development and care of children from birth to five years, in both indoor and outdoor activities.

**LEVEL: 2**

**DURATION: 12 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### **LEARNING & DEVELOPMENT PRACTITIONER**

Learning and Development Practitioners are typically involved with identifying learning needs, designing and sourcing learning solutions, delivering and evaluating training, and working with stakeholders and managers. The role focus is often on the practical delivery of training.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**



**"I AM LEARNING WHAT IT WOULD BE LIKE TO PURSUE THIS CAREER, AND IT'S PERFECT FOR ME. I HAVE LEARNT SO MUCH SO FAR AND I WOULD DEFINITELY RECOMMEND AN APPRENTICESHIP. THE COURSE AND QUALIFICATION COVERS EVERYTHING I NEED TO KNOW."**

## **ISOBELLE**

**EDUCATION & EARLY YEARS APPRENTICE AT  
RAMILLIES HALL NURSERY**



**RAMILLIES HALL  
NURSERY**

### **TEACHING ASSISTANT**

Teaching Assistants work in Primary, Special and Secondary Education, encompassing special educational needs and emotional vulnerabilities. The primary role is to support the class teacher to enhance pupils' learning, ensuring pupils understand the work set, know their learning objectives, and stay on task in order to make progress.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY WORKSHOPS  
AT FRONTIER HOUSE & REGULAR  
LEARNING & ASSESSMENT SESSIONS**





# HEALTH & SOCIAL CARE

Caring for those in need is both an amazing and rewarding career. Over 160,000 people work in health and social care roles across Greater Manchester, with figures expected to increase significantly as life expectancy and medical advancements improve. The career opportunities within this sector are immense, with large numbers of additional staff required across both the public and private sectors.

**“ I LIKE WORKING WITH THE RESIDENTS IN THE CARE HOME I WORK IN, AND EVEN MORE SO BECAUSE THEY SEEM HAPPIER WHEN I AM AROUND THEM. IT MAKES ME TAKE PRIDE IN MY WORK. ”**

**KATY**

HEALTH & SOCIAL CARE APPRENTICE  
AT WIGAN COUNCIL

**Wigan**  
**Council**

## OUR PROGRAMMES

# HEALTH & SOCIAL CARE

### ADULT CARE WORKER

Adult Care Workers are frontline staff who help and support adults with care and/or support needs to achieve their personal goals, whilst living as independently and safely as possible, enabling them to have choice and control in their lives.

**LEVEL: 2**

**DURATION: 12-18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### LEAD ADULT CARE WORKER

Lead Adult Care Workers are frontline staff who help adults with care and support needs to achieve their personal goals and have control and choice in their lives. In addition, Lead Adult Care Workers have responsibility for providing supervision, frontline leadership, guidance and direction, or working autonomously, exercising judgement and accountability.

**LEVEL: 3**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**



**"IT HAS BEEN WORTH EVERY SECOND TO GO HOME EACH DAY KNOWING YOU MADE A DIFFERENCE IS EVERYTHING. I CAN SAFELY SAY THAT BEING IN A CAREER YOU LOVE AND ENJOY, MEANS YOU DON'T EVEN REALISE WHAT AN INCREDIBLE JOB YOU'RE DOING."**

**SARAH**

**HEALTH & SOCIAL CARE  
APPRENTICE AT NHS**





### LEAD PRACTITIONER IN ADULT CARE

A Lead Practitioner guides and inspires team members to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges.

**LEVEL: 4**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

### LEADER IN ADULT CARE

A Leader in Adult Care will guide and inspire teams to make positive differences to someone's life when they are faced with physical, practical, social, emotional, psychological or intellectual challenges. They will be a leader of the care team and will develop and implement a value -based culture at a service or unit level.

**LEVEL: 5**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR LEARNING &**

**ASSESSMENT SESSIONS**

**A FURTHER 275,000 WORKERS WILL BE NEEDED IN THE HEALTH & SOCIAL CARE SECTOR BY 2025, THE OPPORTUNITIES ARE ENDLESS.**







# HOSPITALITY, RETAIL, HAIR & BEAUTY

Greater Manchester is a capital of hospitality, retail, hair and beauty. Almost one million visitors make the journey to Manchester and Salford each year, with hotel and restaurant occupancy figures amongst the highest in the country. Apprenticeships are a fantastic way to enter these industries, gaining the skills and knowledge you need whilst gaining practical industry experience.

**“MY APPRENTICESHIP HAS BENEFITED ME  
IN ALL WAYS. MY FAVOURITE THING ABOUT  
IT IS THAT I’M ACTUALLY IN THE  
WORKPLACE AS A PROFESSIONAL.  
I’M SO PLEASED WITH THE JOURNEY  
THAT I’VE HAD.”**

**HANI**  
BEAUTY THERAPY APPRENTICE  
AT LIDA HAIR & BEAUTY



## OUR PROGRAMMES

# HOSPITALITY, RETAIL, HAIR & BEAUTY

### ADVANCED & CREATIVE HAIR PROFESSIONAL

Advanced & Creative Hair Professionals are creative, passionate, and driven professionals who work without supervision, managing themselves and others when required. They provide a quality service, whilst working to the highest standards, continuously developing their personal and professional skills.

**LEVEL: 3**

**DURATION: 24 MONTHS APPROX**  
**DELIVERY MODEL: DAY RELEASE AT**  
**WORSLEY COLLEGE & REGULAR**  
**LEARNING & ASSESSMENT SESSIONS**

### BEAUTY THERAPIST

On successful completion of this programme, you will be able to carry out consultations with clients, demonstrate professionalism, and develop excellent communication skills and safe working practices.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**  
**DELIVERY MODEL: DAY RELEASE AT**  
**WORSLEY COLLEGE & REGULAR**  
**LEARNING & ASSESSMENT SESSIONS**

### COMMIS CHEF

A Commis Chef is the most common starting position in many kitchens and is the junior culinary role. A Commis Chef prepares food and carries out basic cooking tasks. The primary objective of the Commis Chef is to learn and understand how to carry out the basic functions in every section of the kitchen.

**LEVEL: 2**

**DURATION: 18 MONTHS APPROX**  
**DELIVERY MODEL: DAY RELEASE AT**  
**WORSLEY COLLEGE & REGULAR**  
**LEARNING & ASSESSMENT SESSIONS**

### HAIR PROFESSIONAL

Hair Professionals will be able to shampoo and condition hair, cut hair using a range of techniques, style, finish, colour and lighten hair for ladies and men, on a range of hair types. They also need to be able to carry out consultations with clients, demonstrating professionalism, using strong communication skills and safe working practices.

**LEVEL: 2**

**DURATION: 24 MONTHS APPROX**  
**DELIVERY MODEL: DAY RELEASE AT**  
**WORSLEY COLLEGE & REGULAR**  
**LEARNING & ASSESSMENT SESSIONS**



## HOSPITALITY MANAGER

Hospitality Managers work across a variety of organisations, including bars, restaurants, cafés, conference and banqueting centres, hotels and contract caterers. These managers generally specialise in a particular function; however, their core knowledge, skills and behaviours are aligned.

**LEVEL: 4**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

## HOSPITALITY TEAM MEMBER

A Hospitality Team Member can work in a range of establishments, for example bars, restaurants, cafés, conference and banqueting centres, hotels and contract caterers. The role is extremely varied, Hospitality Team Members must be adaptable and ready to support team members across the business.

**LEVEL: 2**

**DURATION: 15 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**

## PRODUCTION CHEF

Production Chefs work as part of a team in time-bound and often challenging kitchen environments, for example, schools, hospitals, and the armed forces. They report to the Senior Production Chef or appropriate line manager. Production Chefs are likely to work with centrally developed standardised recipes and menus, producing food often in high volumes.

**LEVEL: 2**

**DURATION: 18 MONTHS APPROX**

**DELIVERY MODEL: DAY RELEASE AT WORSLEY COLLEGE & REGULAR**

**LEARNING & ASSESSMENT SESSIONS**



**"I MEET WITH MY ASSESSOR ONCE EACH WEEK TO DISCUSS ASSESSMENT CRITERIA AND THIS IS OFTEN FOLLOWED BY A MEETING WITH MY LINE MANAGER TO TALK ABOUT HOW WE CAN COVER THIS IN MY DAILY WORK. EVERYONE INVOLVED IS EXTREMELY SUPPORTIVE AND IT'S GREAT TO BE ABLE TO TRAIN WITHIN A REAL LIFE WORKING RESTAURANT TO COMPLETE MY QUALIFICATION."**

**ELISHA**

**HOSPITALITY APPRENTICE AT THE GLASS HOUSE AT WORSLEY**



## SENIOR PRODUCTION CHEF

Senior Production Chefs may lead a brigade team or support the Head Chef in larger establishments. They supervise production chef teams in a variety of kitchen environments, for example, schools, hospitals, the armed forces, care homes and high street casual dining or pub kitchens.

**LEVEL: 3**

**DURATION: 15 MONTHS APPROX**

**DELIVERY MODEL: REGULAR**

**LEARNING & ASSESSMENT SESSIONS**





# LEADERSHIP & MANAGEMENT

Leadership and Management skills are crucial across all industries and businesses. Our Leadership and Management apprenticeships have been developed for those working within management roles or moving into new leadership positions where the development of these skills is key.

**“ I HAVE LEARNED A LOT. THE APPRENTICESHIP HAS REALLY HELPED ME TO IMPROVE MY TEAMS AND IMPROVE MY OWN WAY OF WORKING AND MANAGING. ”**

**JON**

**LEADERSHIP & MANAGEMENT  
APPRENTICE AT TAMESIDE COUNCIL**

 **Tameside**  
Metropolitan Borough

## OUR PROGRAMMES

# LEADERSHIP & MANAGEMENT

### ASSOCIATE PROJECT MANAGER

Projects can be defined in all organisations, and require management to achieve success. Projects vary in size, complexity, budgets and resources. An Associate Project Manager knows what needs to be achieved, how much it will cost, how long it will take and works with the project team to achieve the required outcomes.

**LEVEL: 4**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY  
WORKSHOPS AT FRONTIER HOUSE &  
REGULAR LEARNING & ASSESSMENT  
SESSIONS**

### OPERATIONS DEPARTMENTAL MANAGER

This apprenticeship is designed to support and help those responsible for leading teams and delivering business plans to be successful. An in-house team of management and leadership experts has created a programme that will instil new skills and confidence in you to succeed in your career.

**LEVEL: 5**

**DURATION: 24 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY  
WORKSHOPS AT FRONTIER HOUSE &  
REGULAR LEARNING & ASSESSMENT  
SESSIONS**

### TEAM LEADER/ SUPERVISOR

A Team Leader/Supervisor is a first-line management role with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome. They provide direction, instructions and guidance to ensure the achievement of set goals.

**LEVEL: 3**

**DURATION: 12-18 MONTHS APPROX**

**DELIVERY MODEL: MONTHLY  
WORKSHOPS AT FRONTIER HOUSE &  
REGULAR LEARNING & ASSESSMENT  
SESSIONS**

### WE ALSO OFFER SECTOR SPECIFIC LEADERSHIP & MANAGEMENT APPRENTICESHIPS:

#### SCHOOL BUSINESS PROFESSIONAL

See page 19

#### CONSTRUCTION SITE SUPERVISOR

See page 25

#### CHILDREN, YOUNG PEOPLE & FAMILIES MANAGER

See page 28

#### LEADER IN ADULT CARE

See page 33

#### HOSPITALITY MANAGER

See page 37





**“IT’S BEEN REALLY HELPFUL TO KNOW THAT THERE IS SO MUCH SUPPORT ON HAND, NO MATTER WHAT DAY OR TIME, THERE’S ALWAYS SOMEONE TO HELP YOU WHEN YOU NEED IT.”**

**SARAH**

**LEADERSHIP & MANAGEMENT APPRENTICE  
HEAD OF PARTICIPATION (14-19)  
AT SALFORD CITY COUNCIL**

**Salford City Council**

**MANAGEMENT APPRENTICESHIPS OFFER OPPORTUNITIES FOR STRUCTURED, PROFESSIONAL LEARNING, LEADING TO RECOGNISED QUALIFICATIONS.**







**“ I COULDN'T HAVE ASKED FOR A BETTER COMPANY TO WORK FOR OR A BETTER COLLEGE TO DO MY APPRENTICESHIP WITH. WHENEVER I NEEDED SOMETHING, THE APPRENTICESHIP TEAM WOULD BE VERY ACCESSIBLE AND QUICK TO SET UP A CALL OR MEETING TO MAKE SURE EVERYTHING WAS OKAY.”**

**HANAAN**

**CUSTOMER SERVICE APPRENTICE AT  
NO.1 COPPERPOT CREDIT UNION**



# GET THE APPRENTICESHIP YOU WANT.

Our Recruitment Team are on hand to support you on your apprenticeship journey, aiming to match you with the best possible employer so that you can excel in your future career.

Many of our programmes have flexible start dates throughout the year, whilst others are aligned with the College academic calendar and term times.

We offer a range of activities to support you in seeking an apprenticeship from 1-to-1 appointments, workshops and advice sessions, we are here to help you find the right job.

If you are interested in becoming an apprentice, our Recruitment Team want to hear from you.

**CONTACT THE RECRUITMENT TEAM TODAY TO DISCUSS YOUR FUTURE.  
CALL 0161 631 5555 OR EMAIL [APPRENTICESHIPS@SALFORDCC.AC.UK](mailto:APPRENTICESHIPS@SALFORDCC.AC.UK).**



*"The support from the Recruitment Team was fantastic. The Team were already speaking to employers before I'd finished school. This made me feel more confident upon leaving and now I couldn't be happier in my Joinery apprenticeship."*

**- CALLUM THWAITE, CARPENTRY & JOINERY APPRENTICE  
FORMER MOORSIDE HIGH SCHOOL STUDENT**

# HOW TO APPLY

Our Apprenticeship Recruitment Team will work with you to help you find employment within the sector of your choice and advise you on the right apprenticeship programme for your needs. You can apply for an apprenticeship with us through the following methods:

## APPLY ONLINE

We work with a wide range of employers providing a recruitment service for their vacancies. Our live vacancies are advertised on our website, which you can apply for.

VIEW OUR LIVE VACANCIES HERE:



[WWW.SALFORDCC.AC.UK/SECTORS/](http://WWW.SALFORDCC.AC.UK/SECTORS/)



## JOIN OUR WORK READY TALENT POOL

Alternatively, if you're still at school and hoping to progress onto an apprenticeship when you finish, please fill in our online enquiry form which can be found on our website.

FILL IN OUR ONLINE ENQUIRY FORM:



[WWW.SALFORDCC.AC.UK/APPRENTICESHIPS-SALFORD-CITY-COLLEGE/APPRENTICESHIP-ENQUIRY/](http://WWW.SALFORDCC.AC.UK/APPRENTICESHIPS-SALFORD-CITY-COLLEGE/APPRENTICESHIP-ENQUIRY/)

## SEND US YOUR CV

Alternatively, to express a general interest in being considered for an apprenticeship, please email your CV, along with details of any current qualifications to:

[APPRENTICESHIPS@SALFORDCC.AC.UK](mailto:APPRENTICESHIPS@SALFORDCC.AC.UK)

## MAKE AN ENQUIRY

To discuss your options or ask advice please contact the Apprenticeship Team on:

0161 631 5555.



# WHERE WILL I COMPLETE MY APPRENTICESHIP?

Depending what programme you are on will depend whether you will attend College on day release or block release, attend workshops or remain entirely in the workplace with regular meetings from your Delivery Specialist.

## DAY RELEASE

If you are on a day release programme, this typically involves the apprentice working four days a week in their workplace and one day with the training provider/in College.

## BLOCK RELEASE

Block release programmes include the apprentice completing a full working week with block training periods throughout the apprenticeship, typically lasting between one and three weeks each time.

## WORKSHOPS

Your programme may involve working a full week with various facilitated workshops with your Delivery Specialist throughout the apprenticeship. These are a mixture of taught sessions, group work, and allocated time to work on your apprenticeship.

## ONE-TO-ONE SUPPORT

Some programmes involve the apprentice completing their apprenticeship entirely in the workplace with regular learning and assessment sessions with a Delivery Specialist and one-to-one support from them throughout.

## 20% OFF THE JOB

All apprentices are entitled to 20% of their time as “off the job” training, to enable them to develop their skills and complete any course work. When this takes place will be agreed between the apprentice, the line manager and the Delivery Specialist.

## OUR VENUES

If you are on day release, block release or attending a workshop, it will be at one of the following venues across Salford:



**CITY SKILLS**  
LISSADEL STREET, M6 6AP



**FRONTIER HOUSE**  
SALFORD QUAYS, M50 3SR



**FUTURESKILLS AT MEDIACITYUK**  
DAKOTA AVENUE, M50 2PU



**WORSLEY COLLEGE**  
WALKDEN ROAD, M28 7QD

# TRAVEL MADE EASY.

If you are aged under 19 and on an apprenticeship programme which requires you to travel into College for day release, our dedicated College Bus Service is a safe and reliable way to travel to and from College. Our College buses will drop you off at College and collect you from the same point each day, throughout term time.

As a student, you can also apply for a 16-25 Railcard to help when travelling to and from your employer. To be eligible you must be studying over 15 hours a week, for at least 20 weeks over the year.

Our College venues have free parking .



## **THE BUS SERVICE COVERS THE FOLLOWING AREAS:**

- Altrincham
- Astley
- Atherton
- Belle Vue
- Blackley
- Bolton
- Boothstown
- Broughton
- Bury
- Cadishead
- Cheetham Hill
- Chorlton
- Davyhulme
- Farnworth
- Flixton
- Irlam
- Leigh
- Levenshulme
- Little Hulton
- Lostock
- Mosley Common
- Peel Green
- Stretford
- Tyldesley
- Urmston
- Walkden
- Westhoughton
- Worsley



## **BUS TIMETABLE**

To find out which bus service will fit your needs, scan the QR code to access our College Bus Service Brochure.



# PARENT FAQs



These frequently asked questions offer you and your child the opportunity to discuss employment and training options, and if an apprenticeship could be the perfect way to kickstart their career.

## **WHAT APPRENTICESHIP IS RIGHT FOR YOUR SON/DAUGHTER?**

You can help your son/daughter research routes into their ideal career and if an apprenticeship could help them get there. We offer a range of apprenticeship programmes, with excellent industry links, across various sectors.

Visit [www.salfordcc.ac.uk/courses/apps](http://www.salfordcc.ac.uk/courses/apps) to explore your child's options.

## **WHAT APPRENTICESHIP LEVELS ARE THERE?**

Your son/daughter can apply for various levels of apprenticeships, depending on their current skills and qualifications. While often misunderstood, apprenticeship qualifications are a great route to university or employment upon completing a Level 3 programme.

Our Apprenticeship Recruitment Team is available to discuss our various apprenticeships in more detail. You can contact the team via the Live Chat feature on our website, Monday to Friday.

## **HOW CAN I FIND THE RIGHT EMPLOYER?**

There are several questions to think about when researching a potential employer:

- Does your son/daughter want to work for a large or small employer?
- What ethos and values do they want from the employer?
- What benefits would attract them to an employer?

You can access our current apprenticeship vacancies at [www.salfordcc.ac.uk/sectors](http://www.salfordcc.ac.uk/sectors) to find out more about the different types of employers we work with.



## WHAT CAN YOU DO TO HELP YOUR CHILD TO FIND AN APPRENTICESHIP?

- Look through apprenticeships available online and discuss which ones may be best suited to them considering their interests and skills. Visit [www.salfordcc.ac.uk/sectors](http://www.salfordcc.ac.uk/sectors) to view our latest vacancies.
- Assist them with understanding how much they have to offer, young people can sometimes lack confidence in their abilities. Talk about things they do around the home, for example looking after siblings, assisting with technical issues, cooking meals.
- If they have upcoming interviews, ask practice questions and help them come up with answers using real life examples to support their answers.

### RESOURCES FOR PARENTS & GUARDIANS:



[www.apprenticeships.gov.uk/influencers/  
resources-for-parents#](http://www.apprenticeships.gov.uk/influencers/resources-for-parents#)

### SUPPORTING YOUR CHILDREN INTO TRAINING AND EMPLOYMENT:



[www.parentalguidance.org.uk/  
apprenticeships-training](http://www.parentalguidance.org.uk/apprenticeships-training)

### PODCAST - 'THE PARENTS' PERSPECTIVE'



[amazingapprenticeships.com/  
the-parent-perspective-podcast/](http://amazingapprenticeships.com/the-parent-perspective-podcast/)

### OPEN EVENTS

The Colleges within Salford City College Group host open events at numerous points in the academic year, where our Apprenticeship Team will be available to talk to you face-to-face about your child's career plans, discuss current vacancies, and advise how to apply.

Attending our open events also gives you and your child the opportunity to tour one of our Colleges where they may be attending for day release or block release as part of their apprenticeship. See our latest open event schedule by scanning the QR Code below or visiting [www.salfordcc.ac.uk/college-open-events](http://www.salfordcc.ac.uk/college-open-events).



**OPEN EVENTS**







## NOT FOUND WHAT YOU ARE LOOKING FOR? LOOK AT OUR PARTNER COLLEGES IN YOUR AREA:



### City Skills

Delivering the Skills for Success in Your Region

What we offer?

Construction | Electrical Installation | Plumbing | Motor Vehicle Studies  
Civil Engineering | Carpentry & Joinery | Painting & Decorating | Multi-Trade

Lissadel Street | M6 6AP | 0161 631 5004 | [admissions@salfordcc.ac.uk](mailto:admissions@salfordcc.ac.uk)

/CitySkillsSCC @CitySkillsSCC @CitySkillsSCC



### Eccles Sixth Form College

A Centre of Vocational Excellence

What we offer?

Animal & Equine | Applied Science | Business Studies | Criminology | Early Years, Care & Education  
Health & Social Care Psychology | Protective Services | Sport & Exercise Science | Travel & Tourism  
Veterinary Nursing

Chatsworth Road | 0161 631 5002 | [admissions@salfordcc.ac.uk](mailto:admissions@salfordcc.ac.uk)

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### FutureSkills at MediaCityUK

A Centre of Creative & Digital Excellence

What we offer?

Digital Marketing & Journalism | Media Make-Up | Digital Media & Content Creation | Music |  
Creative Business Production | Computing & Cyber Security | Computer Science | Games Design | IT  
Software Development | Professional Construction

Dakota Avenue | 0161 631 5003 | [admissions@salfordcc.ac.uk](mailto:admissions@salfordcc.ac.uk)

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### Pendleton Sixth Form College

A Centre of Academic Excellence

What we offer?

Business, Finance & Economics | Computing & ICT | School of Creative Arts & Design | English  
& Modern Foreign Languages | Film & Media | Humanities & Social Sciences | The Pendleton  
School of Theatre | Centre of Excellence for Science, Technology, Engineering & Maths (STEM)

Dronfield Road | M6 7FR | 0161 631 5001 | [enquires@salfordcc.ac.uk](mailto:enquires@salfordcc.ac.uk)

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### Worsley College

Over 100 Years of Educational Excellence

What we offer?

Business & Travel | Early Years Childcare | Hairdressing, Beauty Therapies & Media Make-up Health &  
Social Care | Hospitality & Culinary Arts | The Prince's Trust Team Programme | Passport to College

Walkden Road | Worsley | 0161 631 5005 | [enquires@salfordcc.ac.uk](mailto:enquires@salfordcc.ac.uk)

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