

How to apply for an Apprenticeship in Rochdale, Middleton and Heywood

If you live in Rochdale, Middleton or Heywood you can access additional support in applying for an Apprenticeship.

www.rochdaleapprenticeships.org is a website where you will be able to search and apply for local Apprenticeship vacancies.

www.gov.uk/apply-Apprenticeship is the national Apprenticeship website where you can apply for posts all over the country.

 Follow us on Twitter @AppsInRochdale

 www.facebook.com/AppsinRochdale

Online web book version

www.blueprintgb.co.uk/rochdaleapprenticeships.html

APPRENTICESHIPS

in Rochdale, Middleton and Heywood

OPENING DOORS TO
A BETTER FUTURE



APPRENTICESHIPS

in Rochdale, Middleton and Heywood.

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INTRODUCTION

Jill Nagy – Chair of the Rochdale Apprenticeship Provider Network - RADAMA



Welcome to the latest Rochdale, Heywood and Middleton Apprenticeship brochure – the 12th year we have produced one!

Traditionally we put pictures from around our borough onto the cover of this brochure, however this year we have gone with the theme of 'Opening Doors'. Never before has there been so much choice linked to Apprenticeships and people of any age can access training right up to – and including – degrees.

The Apprenticeship Levy has also increased the numbers of Apprenticeship opportunities in sectors such as the council, NHS, Fire Service and Police – meaning a progression into genuinely essential careers.

Please take time to have a read of this brochure, as Apprenticeships aren't just for young people. Many current employees can access the wide range of Apprenticeship training to upskill themselves in the workplace and improve career opportunities.

The door to a better future is very firmly open.



WHAT IS AN APPRENTICESHIP?

An Apprenticeship is a job, with a wage, combined with training or qualifications that have been developed by the relevant industry.

You apply for an Apprenticeship like you would for any other vacancy and you will have to attend employer interviews, where you will be up against other candidates going for the same vacancy. If you are successful you will start work and begin your Apprenticeship qualifications.

Because you have a job, you get paid anything above the National Apprenticeship Minimum Wage of £3.70 an hour, although many employers pay more than this to start. The employers fix the rate of pay for the Apprenticeship.

Who can do an Apprenticeship?

For those people who learn better in a more 'hands-on' fashion, Apprenticeships offer a great way to train or gain qualifications whilst at the same time putting what you have learned into practice. There is a requirement that everyone achieves English and Maths at grade 'C' as part of their Apprenticeship. For those who have not achieved a Grade C (Grade 4) for GCSE it will mean taking Functional Skills qualifications up to level 2 as part of the Apprenticeship programme.

For those who already hold a degree, Apprenticeship funding is available providing there is no duplication of qualifications already held.

APPRENTICESHIP LEVELS... WHAT DO THEY MEAN?

There are now 4 levels of Apprenticeship available. The lowest level is aimed at entry-level roles in an industry, whilst the top levels have significant senior or management responsibility.



INTERMEDIATE APPRENTICESHIP

An Intermediate Apprenticeship (Level 2) programme, when completed, is the academic equivalent of 5 GCSEs at Grade C (Level 4) or above.



ADVANCED APPRENTICESHIP

An Advanced Apprenticeship (Level 3) programme is the equivalent of 2 A-Levels.



HIGHER APPRENTICESHIP

Many sectors are developing Apprenticeships at Level 4 or Level 5, allowing for progression to degree-level qualifications.



DEGREE APPRENTICESHIP

These programmes include a Bachelor's or Master's Degree from a top university as part of the programme. The cost of the degree is shared between the employer and the government.

WHERE TO GET INFORMATION ON APPRENTICESHIPS



Positive Steps provide careers information, advice and guidance to help young people make well-informed and realistic decisions about their career pathways.

We work with young people in schools up until 18 (or to 25 if they have a Special Educational Need or Disability) for young people who are not in education, employment or training to help them to decide on their futures and find opportunities.

A drop-in service is available at their office and appointments can also be made:

3 Union Street, Rochdale, OL161DY

Phone: 0161 621 9290

Opening times: Monday, Tuesday, Thursday and Friday 1:00pm to 5:00pm and Wednesday 9:00am to 1:00pm.

Positive Steps advisors are also available at the following venues and times:

MONDAY

FASHION CORNER **by appointment**
Nicola Barlow (07711 484 996)

TUESDAY

THE LIGHTHOUSE CENTRE, MIDDLETON
10:00am - 1:00pm
Anne Quinlan (07471 037 557)
Rhiannon Thomas (07816 270 642)

HEYWOOD MAGIC POSITIVE STEPS ADVISER
1:30pm - 4:00pm
Karen Hodgson (07471 036 797)

THURSDAY

THE LIGHTHOUSE CENTRE, MIDDLETON
1:00pm - 4:00pm
Anne Quinlan (07471 037 557)
Rhiannon Thomas (07816 270 642)

FRIDAY

HEYWOOD MAGIC POSITIVE STEPS ADVISER
12:30pm - 4:00pm
Karen Hodgson (07471 036 797)

Contact us: 0800 195 8528 | 0161 621 9290



TRAINEESHIPS



Employers consistently say that they are concerned that young people often lack the right skills and attitudes when they apply for an Apprenticeship or other employment.

Yet many young people are highly motivated by work, or the prospect of it. Traineeships support young people, aged 16-24, to develop the skills they need to impress potential employers and to secure and succeed in employment, including Apprenticeships.

Traineeships offer young people the opportunity to undertake a substantial work placement and work skills training, alongside support to improve their English and Maths. They are aimed at those young people who are

almost ready to enter the workplace but lack the skills needed to secure employment. The programme will last no longer than 6 months.

[For further information contact any of the training providers listed in this brochure.](#)



DEBT-FREE DEGREES APPRENTICESHIPS ARE NOW AVAILABLE AT DEGREE LEVEL

Many young people think that the only way to achieve higher education qualifications is to go to university. Whilst university is one option, Apprenticeships are starting to provide an alternative pathway into degree level learning.

Higher Apprenticeships are at the same level as Foundation Degree's, HND / HNC yet are completed in the workplace rather than at full time university.

Degree Apprenticeships combine a Bachelor's or Master's Degree from a top university as part of the training. The employer and government cover the cost of the degree, so there are no student loans to worry about and all the time you have a job and income. This is a brand new pathway and currently Degree Apprenticeships are available in Digital, Automotive Engineering, Banking and Construction, although further new programmes are under development including Teaching, Social Work, Nursing, Police Officer and Solicitor.

The biggest difference between Higher and Degree Apprenticeships and university is in the funding. There are currently no student loans associated with Higher Apprenticeships, as employers contribute heavily towards the qualification costs. As Apprentices are employed, they will also be receiving a wage, so the Higher Apprenticeship route into degree level learning can be extremely cost-effective.



THE NEW APPRENTICESHIP 'STANDARDS'

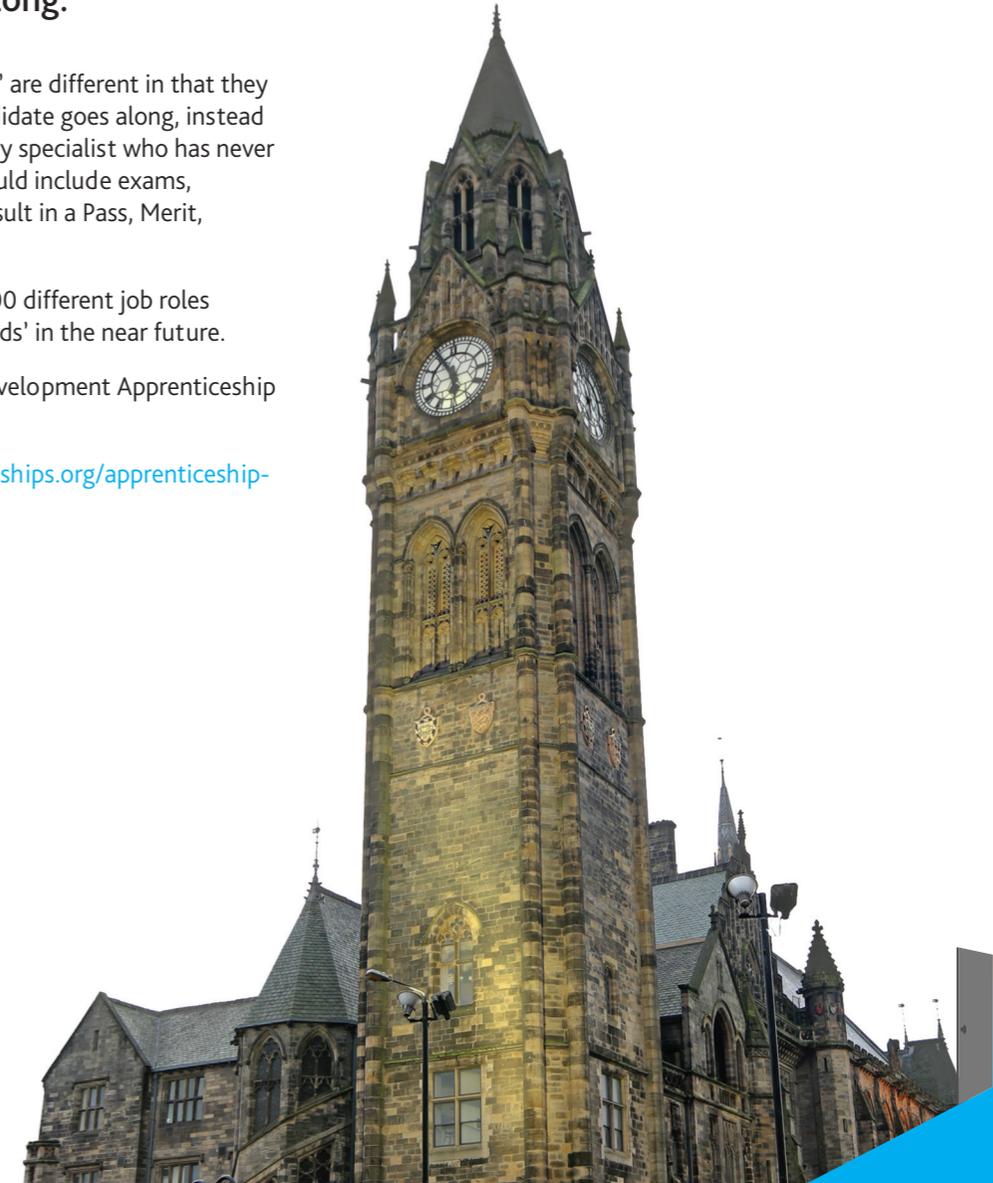
The way in which Apprenticeships are delivered and assessed is changing. Traditional Apprenticeships were delivered in small 'chunks', which were signed off by an assessor as the candidate went along.

The new Apprenticeship 'Standards' are different in that they are largely not assessed as the candidate goes along, instead they are END TESTED by an industry specialist who has never met the candidate. The end test could include exams, projects, discussions etc and will result in a Pass, Merit, Distinction or 'Fail' outcome.

There are expected to be around 800 different job roles covered by Apprenticeship 'Standards' in the near future.

A full list of available and under development Apprenticeship 'Standards' can be found at:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>



HOPWOOD HALL COLLEGE



Apprenticeships are a fantastic opportunity which offers a flexible approach to learning, combining practical on-the-job learning with technical education and skills.

We have a wide range of Apprenticeships in many industries allowing you to gain practical skills and experience. Together with our state-of-the art facilities and high standard of teaching, assessment and resources, you can be assured Hopwood is the right choice for you.

Apprentices at Hopwood have access to some of the best tuition and facilities of any College in the local area. There are lots of opportunities to get involved in outside of your Apprenticeship. We have a wide range of extra curriculum activities such as free gym membership, library, and additional resources.

We offer a wide range of quality Apprenticeship frameworks and standards in the following industries:

- Business and Professional
- Financial
- Motor Vehicle
- Electrical Engineering
- Design & Print
- Health & Care
- Construction / Trades
- Engineering and Manufacturing
- Catering and Hospitality

How to become an Apprentice:

Register

Research which type of Apprenticeship interests you, search our website to see the full range of Apprenticeships available. Apply online or register with Apprenticeships@hopwood.ac.uk who can provide advice and guidance, and notify you for opportunities.

Search

Apprenticeships@hopwood has a full list of Apprenticeship job vacancies and can support you with applications, writing a CV and interviews.

More vacancies available...

- 1) Log on to Apprenticeships.org.uk
- 2) Click 'Search for vacancies', start searching. You can search using keywords, job role or postcode. If you already have secured a job or already employed – contact us Apprenticeships@hopwood.ac.uk and we will work with your employer to create an Apprenticeship training plan and get you started.

Start

Once you have secured your position, we are ready to begin your Apprenticeship journey, developing a range of new skills and knowledge whilst working.

Traineeships – pre Apprenticeships

Traineeships are designed for those who don't yet have the skills or experience to start the Apprenticeship. You'll develop the skills and workplace experience that employers are looking for through:

- A work placement opportunity – up to 6 months duration
- Employability skills and experience
- Vocational skills and qualifications
- Maths & English development
- Professional experience for your CV
- Progression route onto an Apprenticeship

We are passionate about Apprenticeships and have a dedicated team who will support you along the way. For more information:

Contact us
Apprenticeships@hopwood
<http://www.hopwood.ac.uk/search-Apprenticeships>

ROCHDALE TRAINING



Rochdale Training has been providing employers in Rochdale and surrounding towns with Apprentices for over 50 years and is recognised as having one of the most effective training programmes for young people. Ofsted graded us as Outstanding for Teaching, Training, Learning & Assessment.

Our recently refurbished Training Centre has benefited from approx £1m of investment.

Besides specialising in Apprenticeships, we provide NVQ qualifications at various levels and many short courses in a wide variety of business related areas.

All our learners receive top quality work-based learning in a variety of subjects including:

- Business Administration
- Customer Service
- Engineering: Fabrication & Welding, Mechanical, Electrical, Maintenance & Tool Making.
- Health and Social Care & Childcare
- Team Leading & Management
- Traineeships – providing essential work preparation training and work experience to secure an Apprenticeship
- Higher Level Apprenticeships also available e.g. Management & Engineering – contact us to discuss eligibility

Our Apprenticeships provide full time employment with a local company, competitive rates of pay and great opportunities for further personal and professional development.

Support for Students

Rochdale Training supports learners throughout their Apprenticeship with in-centre and in-company learning. Apprentices work towards all the components of the Apprenticeship Standard – knowledge, skills, behaviours,

Functional Skills and any mandated qualification. Training on Employee Rights and Responsibilities and added value components such as First Aid and single unit certification are also available.

Applicants should preferably have at least 5 GCSEs but ALL applicants will have the opportunity for an interview - and for engineering disciplines, to take an aptitude test. Determination and commitment are as valued to us as qualifications.

Facilities

- Engineering Training Centre
- Business Training Centre
- Meeting Rooms & Free Car Parking
- Close proximity to Town Centre & Train Station

Contacts

Recruitment Team
Rochdale Training
Fishwick Street
Rochdale
OL16 5NA
For full details of our Apprenticeship vacancies visit www.rochdaletraining.co.uk
Tel: 01706 631417
Email: recruitment@rochdaletraining.co.uk

MANTRA LEARNING THE NATIONAL LOGISTICS ACADEMY



The National Logistics Academy at Mantra Learning

Mantra Learning has created The National Logistics Academy to provide young people with all the training and support they need to get their first job and start an Apprenticeship in this dynamic industry.

An Apprenticeship in logistics offers an exciting and challenging career path for any young person. This fast growing sector is being driven by the current surge in home shopping. As such it is highly customer focused, increasingly reliant on information technology, and involves working with some very advanced equipment. There are no glass ceilings in logistics and a talented young person can quickly rise from the warehouse floor or back office to a senior management position.

We are looking for young people who are leaving school or college from years 12 to 13 and are looking for their first job or older people up to age 24 who want a change of career.

We recruit and train apprentices covering a wide range of roles including warehouse operatives, mechanics, road transport co-ordinators and customer service advisors. We have excellent links with local employers who are constantly on the lookout for enthusiastic, bright young people who want to get their career started and learn a trade as an apprentice.

Pathway to an Apprenticeship

For most young people the best way to make sure of getting a good Apprenticeship with one of these employers is through our Pathway to Apprenticeship Traineeship programme. This highly focused course involves up to 6 weeks in-centre training, where you will gain a vocational qualification in either: warehousing and storage, road transport, motor vehicle maintenance or customer service.

You will also do a work preparation course which helps you get your CV into shape, write an application letter and prepares you for that all-important Apprenticeship interview.

We will teach you all about health and safety so you don't harm yourself or your work colleagues. We will help you improve those essential English and Maths' skills and you will gain some valuable practical skills such as first aid and manual handling. Depending on the Apprenticeship you want to pursue you could gain a licence to operate a Powered Pallet Truck (a valuable skill in a warehouse) or do a course in tyre fitting.

Throughout the programme and your work experience placement you will be supported by your personal Training Advisor. At the end of the programme you will receive a guaranteed interview with the employer and hopefully you will succeed in getting the Apprenticeship place that starts off your career.

Great facilities

You will learn at our fully equipped learning centre in Middleton where we have a fully working warehouse and a motor vehicle workshop incorporating state of the art equipment to give you a real workplace learning experience.

To find out more please contact:

Mantra Learning, Greengate, Middleton
Manchester, M24 1RU
Tel: [0333 220 6646](tel:03332206646)
Email: Apprenticeships@logisticsacademy.co.uk
Web: www.logisticsacademy.co.uk

Free driving lessons

Because we believe that being able to drive is such an important life skill we include free driving lessons as part of the Traineeship and Apprenticeship programmes.



KYP TRAINING



KYP have been delivering qualifications and training for almost 40 years to both young people and adults. We support a wide and diverse range of people from different backgrounds, different ages and with different skills. Apprenticeships are a large part of what KYP do.

We deliver apprenticeship training and Levels 2, 3, 4 or 5 in the following areas:-

- Business Administration and Customer Service
- Childcare and Residential Childcare
- Health and Social Care
- Teaching and Learning in Schools
- Hospitality
- Team Leading and Management

KYP are based in a beautifully renovated mill which cost over £3.7m and is located close to Rochdale town centre. We have on-site facilities which include: Children's nursery, café, fully equipped training rooms and an ICT suite.

Some modules and any functional skills qualifications will be delivered at KYP. However, most of your apprenticeship training will be delivered within your employer base.

KYP help and support young people to gain employment through the process of CV building and guiding you through the interview process and helping you practice the answers to possible questions.

Our caring and qualified staff team will guide you through your chosen qualification, with the support of your employer. This will help you complete your Apprenticeship in the time set and they will tailor the support given depending on your individual needs.

In addition to apprenticeships, KYP offer other training such as: - Basic Food Hygiene, First Aid, maths, English and ICT. Some of these may become part of your Apprenticeship programme, or you may want to pay extra for these to help you gain more skills which will become useful as you progress through your career.

To find out more, please contact one of our apprenticeship recruitment team.

KYP (Training Dept)
Unique Enterprise Centre
Belfield Road
Rochdale
OL16 2UP

Tel: [01706 630 140](tel:01706630140)

Email: Apprenticeships@kyp.org.uk

Web: <http://kyp.org.uk>



THE GROWTH COMPANY EDUCATION & SKILLS



The Growth Company is the biggest provider of apprenticeships and training in Greater Manchester and we've been providing quality apprenticeships to young people for nearly 30 years.

Just under 99% of our learners find a job or pursue further training after they finish their apprenticeship and to date, we've helped almost 100,000 young people to take the first step towards a rewarding career.

So if you're looking for an alternative to college or university, where you can earn and learn your way into a job that suits your passion, we can help.

We have apprenticeships, pre-apprenticeship courses and traineeships available in:

- Accountancy
- Automotive
- Business
- Construction
- Childcare
- Customer Service
- Engineering
- Financial Services
- Human Resources
- Health & Social Care
- IT & Web Development
- Management
- Marketing
- Manufacturing
- Teaching and Learning

We'll continue to work closely with you and your employer throughout your time to ensure that you continue to expand your skill set and are able to thrive in your chosen industry sector. We are always 100% behind you, pushing you to prosper and achieve your full potential.

Contact:
Lee House,
90 Great Bridgewater Street,
Manchester, M1 5JW
Tel: 0161 233 2656
Email: recruitment@theskillsco.ac.uk
Web: www.gceducationandskills.ac.uk



INTRAINING & RATHBONE TRAINING



Intraining

Intraining is a leading national provider, specialising in providing apprenticeships, employability skills and qualifications that make a real difference in the workplace.

Our programmes include:

- Business Admin Level 3
- Team Leader Supervisor Level 3
- Operations Manager Level 5
- Customer Service Practitioner Level 2
- Associate Project Manager Level 4
- Infrastructure Technician Level 3
- Software Developer Technician Level 3
- Digital Marketer Level 3
- Technical Sales Level 3
- Network Engineer Level 4
- Software Developer Level 4
- Motor vehicle service and maintenance technician
- Light Vehicle Maintenance
- Vehicle Fitting

If you would like to talk to us about your development plans call us on 0330 123 1300 or email businesspartnerships@intraining.co.uk

Rathbone Training

Rathbone is a British youth charity that specialises in transforming the lives of young people through work based training in the form of apprenticeships and traineeships.

Pre-Apprenticeships

Our pre-Apprenticeship programmes offer a variety of learning opportunities. It may be that you need Maths & English qualifications, an entry-level qualification in your chosen field of work or just work experience. Our programmes are delivered in our centres by professional and friendly tutors. All of our training is delivered in small groups, so you get 1-2-1 support and attention from our team.

At the end of the pre-Apprenticeship programme you'll be

ready to move into an Apprenticeship, employment or continue studying – something that we will support you to do every step of the way.

Apprenticeships

An Apprenticeship gives you the chance to gain valuable qualifications and experience, while getting paid at the same time. You will work for an employer and we will support you to gain qualifications or standards needed to become qualified in your chosen area of work. Across Greater Manchester we offer programmes and Apprenticeships in:

- Business Administration
- Childcare
- Residential Childcare
- Health & Social Care
- Supporting Teaching & Learning in Schools (Teaching Assistants)
- Vehicle Fitting & Maintenance and Repair
- Youth Work

All of our Apprenticeship delivery is done in your employers' workplace –which means you don't have to leave and go off to college or sit in a classroom for one day per week – you just go to work, and we help you to learn and develop on the job.

At any time we have hundreds of great Apprenticeship vacancies across Greater Manchester with local employers waiting to recruit young people like you.

Interested?

Get in touch with us today so we can help you start your journey to finding the job of your dreams.

What's more, if you refer your friends or family to us and they start a programme, you will both earn £25.

Recruitment line: 0330 123 3220
Email: TrainMe@rathboneuk.org
Web: www.rathboneuk.org

APPRENTICESHIP INFORMATION

	ACCOUNTING / FINANCE							BUSINESS & ADMINISTRATION								CATERING & HOSPITALITY					CHILD CARE / EARLY YEARS			CONSTRUCTION					CUSTOMER SERVICE		DENTAL											
	ACCOUNTING	ASSISTANT ACCOUNTANT	FINANCIAL SERVICES	INSURANCE PRACTITIONER	INVESTMENT OPERATIONS ADMINISTRATOR	INVESTMENT OPERATIONS TECHNICIAN	INVESTMENT OPERATIONS SPECIALIST	WORKPLACE PENSIONS	ASSOCIATE PROJECT MANAGER	CHARTERED MANAGER	BUSINESS ADMINISTRATION	OPERATIONS / DEPARTMENTAL MANAGER	SCHOOL BUSINESS PROFESSIONAL	TEAM LEADER	BUSINESS IMPROVEMENT TECHNIQUES	PARALEGAL	MANAGEMENT	IMPROVING OPERATIONAL PERFORMANCE	RECRUITMENT/ RESOURCING	CATERING & HOSPITALITY	HOSPITALITY	HOSPITALITY - COMMIS CHEF	HOSPITALITY - HOSPITALITY MEMBER	HOSPITALITY TEAM LEADER	HOSPITALITY MANAGER	CHILD CARE	RESIDENTIAL CHILD CARE	EARLY YEARS EDUCATOR	ACCESSING & RIGGING	CONSTRUCTION	CONSTRUCTION OPERATIONS	DECORATIVE FINISHING & INDUSTRIAL PAINTING	BRICKLAYING	BUILDING MAINTENANCE	CUSTOMER SERVICE	CUSTOMER SERVICE PRACTITIONER	DENTAL NURSE	DENTAL MANAGEMENT				
Hopwood Hall	•		•						•		•		•	•					•							•									•							
Rochdale Training			•						•		•		•	•					•							•									•							
Mantra Learning											•		•	•																						•						
KYP Training											•		•	•																							•					
The Growth Company		•		•	•	•	•	•	•	•	•	•	•	•	•												•			•						•		•				
Rathbone/InTraining									•		•	•	•	•												•	•	•	•							•		•				
Bury College	•										•		•	•							•	•				•	•								•		•			•		
Oldham College	•										•		•	•							•	•				•	•								•		•					
OTC											•		•	•												•	•															
Interserve									•		•	•	•	•												•	•												•			
Expanse Learning																										•	•															

	DESIGN & PRINT		ELECTRICAL			ENGINEERING											FABRICATION & WELDING		FACILITIES SERVICES / MANAGEMENT																								
	DESIGN & PRINT	DESIGN DRAUGHTSPERSON	ELECTRICAL INSTALLATION	ELECTRICAL MECHANICAL	INSTALLATION/MAINTENANCE ELECTRICIAN	ENGINEERING	ENGINEERING MANUFACTURE	ENGINEERING (SPRING MAKING)	ENGINEERING TECHNICAL SUPPORT	ELECTRICAL ENGINEERING	ENGINEERING OPERATIVE	ENGINEERING TECHNICIAN	GAS ENGINEERING	MAINTENANCE ENGINEERING	NETWORK ENGINEER	PERFORMING ENGINEERING OPERATIONS	REFRIGERATION AIR CONDITIONING & HEAT PUMP ENGINEERING TECHNICIAN	SMART METER INSTALLATION	FABRICATION & WELDING	WELDING	FACILITIES SERVICES	FACILITIES MANAGEMENT	FACILITIES/SERVICES MANAGEMENT	CLEANING	HEATING	PLUMBING	PLASTERING	PAINTING & DECORATING	JOINERY	WALL & FLOOR TILING	MAINTENANCE OPERATIONS	PROPERTY MAINTENANCE	WOOD OCCUPATIONS	LAB TECHNICIAN STANDARD	SECURITY SYSTEMS								
Hopwood Hall	•		•	•		•		•											•		•	•			•		•												•				
Rochdale Training			•	•		•		•										•		•	•																						
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OTC						•	•																																				
Interserve																																											
Expanse Learning																																											

APPRENTICESHIP INFORMATION

	HAIR & BEAUTY				HEALTH & SOCIAL CARE							FOOD MANUFACTURING / PRODUCTION					HORTICULTURE			HUMAN RESOURCES		IT														
	BARBERING	BEAUTY	HAIRDRESSING	NAILS	ADULT CARE WORKER	LEAD ADULT CARE WORKER	HEALTH & SOCIAL CARE	HEALTH AND SOCIAL CARE / CHILDCARE	HEALTHCARE SUPPORT WORKER	SENIOR HEALTHCARE SUPPORT WORKER	CARE LEADERSHIP MANAGEMENT	PLAYWORK	FOOD MANUFACTURING	FOOD & DRINK MAINTENANCE ENGINEER	FOOD & DRINK PROCESS OPERATIVE	FOOD & DRINK ADVANCED PROCESS OPERATIVE	FOOD PRODUCTION & CATERING	HORTICULTURE	GOLF GREENKEEPER	ANIMAL CARE	HR SUPPORT	HR CONSULTANT/PARTNER	IT	ICT USER	IT PRACTITIONER	ICT PROFESSIONALS	IT APPLICATION SPECIALIST	IT SYSTEMS & NETWORKING	IT TECHNICAL SALES	IT & TELECOMMS PROFESSIONAL	INFRASTRUCTURE TECHNICIAN	CYBER SECURITY	SOFTWARE	SOFTWARE DEVELOPER	SOFTWARE DEVELOPER TECHNICIAN	
Hopwood Hall																																				
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	MANUFACTURING				MOTOR VEHICLE							PUBLIC SERVICES				RETAIL		SALES & MARKETING			TEACHING & LEARNING				WAREHOUSE & STORAGE											
	MANUFACTURING	PERFORMANCE MANUFACTURING OPERATIONS	PROCESS OPERATIONS	FASHION & TEXTILES	MOTOR VEHICLE	VEHICLE BODY REFINISHING	VEHICLE BODY REPAIR	EXPRESS DELIVERY OPERATIVE	LIGHT VEHICLE MAINTENANCE & REPAIR	HEAVY VEHICLE MAINTENANCE & REPAIR	HEAVY VEHICLE SERVICE & MAINTENANCE TECHNICIAN	AUTO ELECTRICS / MOBILE ELECTRICS	PUBLIC SERVICE OPERATIVE	PUBLIC SERVICE OPERATIONAL DELIVERY OFFICER	RISK/COMPLIANCE OFFICER	YOUTH WORK	RETAIL	RETAIL TEAM LEADER	SALES & MARKETING	SOCIAL MEDIA	DIGITAL MARKETER	TEACHING & LEARNING	TEACHING ASSISTANT	SUPPORTING TEACHING & LEARNING IN SCHOOLS	SUPPORT TEACHING & LEARNING IN PE & SCHOOL SPORT	LEARNING & DEVELOPMENT	WAREHOUSING	WAREHOUSE & STORAGE	SUPPLY CHAIN OPERATIVE - TRAFFIC OFFICE	SUPPLY CHAIN WAREHOUSE OPERATIVE						
Hopwood Hall																																				
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Interserve																																				
Expanse Learning																																				

BURY COLLEGE APPRENTICESHIPS



Take the first steps into your dream career with a Bury College Apprenticeship. Bury College offers Apprenticeship programmes in a wide range of industries' and covers varied careers and job roles. By gaining skills and knowledge that is required by employers, you are improving your career prospects and making yourself more employable. With over 25 years' experience delivering high quality Apprenticeships, Bury College has the experience and knowledge to help you achieve Apprenticeship success.

Can I do an Apprenticeship if I already have a job?

If you are already employed then we can work together with you and your employer to develop a training plan that can help you to progress in your current role.

Do I need a job to complete an Apprenticeship?

If you are looking for a job and need some help and assistance, we have a team of advisors based in the Employment Gateway, which is located in the Millgate Shopping Centre, in Bury Town Centre. The service offers professional advice and provides support in producing a CV and helping with interview skills. Our team of experienced advisors can help match your requirements to a suitable job. Bury College receives new job vacancies on a regular basis. When you register your interest with us, we can also alert you to new jobs by email as they arrive.

What qualifications will I achieve?

Apprenticeships are nationally recognised professional qualifications. All Apprenticeships include qualifications in Literacy and Numeracy (some include IT), unless you have already obtained them at school.

Do I need to be a certain age to complete an Apprenticeship?

You will need to be aged 16 or over.

Bury College offers the following Apprenticeship levels:

- Apprenticeship Level 2 – Equivalent to five GCSEs grade A* - C.
- Advanced Apprenticeship Level 3 – Equivalent to two A Levels.
- Higher Apprenticeships Level 4 and 5 – Equivalent to a Higher Education Certificate or a Foundation Degree.

Higher Apprenticeships offer you the opportunity to further your career through developing higher level job related skills, knowledge and abilities and can provide you with excellent career progression opportunities. On successful completion you will gain a nationally recognised higher education qualification.

Why choose an Apprenticeship with Bury College?

- Earn a wage, whilst improving your skills and qualifications at the same time
- Gain skills, experience and training to support your job and career
- Receive personalised support from industry-experienced staff
- Progress further in your career through our wide range of Apprenticeship pathways
- Learn from experienced co-workers to help you to gain skills and knowledge in your chosen field
- Access to state-of-the-art college facilities for technical training
- Excellent support from qualified assessors

How can I become a Bury College Apprentice?

Please call us on 0161 280 8280 to find out more about a Bury College apprenticeship.

Email: Apprenticeships@burycollege.ac.uk or visit www.burycollege.ac.uk/Apprenticeships

Follow us on Twitter: [@bc_apprentices](https://twitter.com/bc_apprentices) and Facebook: [BuryCollegeApprenticeships](https://www.facebook.com/BuryCollegeApprenticeships)

THE OLDHAM COLLEGE



Choose Oldham College

Joey Wright loved his Apprenticeship with Oldham College. Eighteen months of training flew by. He learned on the job four days a week at leading design company, Urban Soul, building his web development skills and knowledge. He did so well and impressed his employer that they offered him a contract when the Apprenticeship ended so that he is now employed as a Web Developer. "University didn't work for me. I wanted to learn and earn and at Urban Soul, I was surrounded by great professionals. So working with real experts, spending one day a week in college and getting paid was perfect for me." Find out more about Joey's experience at <http://bit.ly/2uN0oGN>

A Quality Apprenticeship

At Oldham College you will have a quality Apprenticeship experience. A paid Apprenticeship is your route to a high skill, high pay career. We are the most improved college in Greater Manchester judged by our learners' success and the technical and professional qualifications they gain. We offer Apprenticeships in the following areas:

- Accounting AAT
- Beauty & Make-up
- Business
- Construction Craft
- Digital
- Early Years & Education
- General Construction
- Hair & Barbering
- Health & Social Care
- Horticulture
- Hospitality
- Legal Services
- Management
- Manufacturing

- Retail
- Sport
- Team Leading

How do I apply and what will I be paid?

Apprenticeships can start at any time during the year so contact us now, tel. 0161 785 4052, apprenticeships@oldham.ac.uk. Alternatively, please check out our current vacancies at www.oldham.ac.uk/apprenticeships/vacancies/

Our entry requirements are 4 GCSEs grades A to D. Apprenticeships are for all ages, not just 16 – 18 year olds. Pay depends on the role but is typically around £125 per week but some roles pay up to £180 per week.



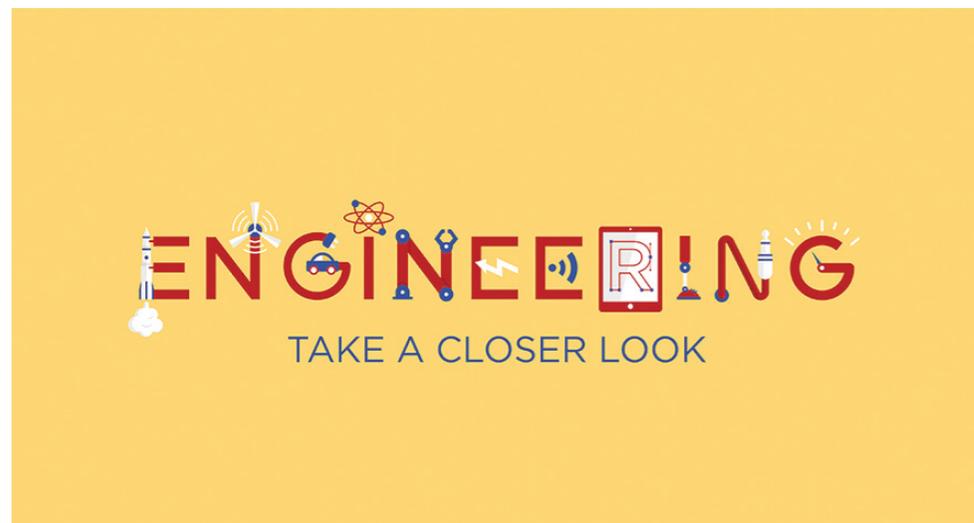
Oldham Engineering Group Training Association Ltd (t/a OTC) are approved to deliver Apprenticeship Training for Employers.

Established in 1966 and situated in Oldham, we deliver training in Engineering, Manufacturing, Business Administration, Customer Service, Team Leading and Management. Employment is found for people to enable them to start an Apprenticeship with us and they can earn while they learn and develop their skills.

Our extensive network of employers means we are able to provide a wide range of employment positions offering fantastic career opportunities and progression.

With OTC you can be assured you are stepping onto your pathway to success. Many of our learners have progressed to higher level qualifications and degrees in their chosen field. If you are interested in building a career in engineering or business services then OTC is the place for you.

How to apply;
 Email: recruitment@otctraining.co.uk
 Online: www.otctraining.co.uk
 Phone: 0161 624 5360
 Drop into our training centre at Lees Road, Oldham, OL4 1JP.



Interserve Learning & Employment is a leading training provider for apprenticeships and traineeships. Our ever expanding team offers flexible, tailored support to teenagers and adults from all walks of life. We work with school leavers, employees seeking career development and anyone who, through illness or changing circumstances, has been prevented from completing their journey into work. Interserve Learning & Employment help tens of thousands of people a year embark on training or find jobs, which has a positive impact not only for those individuals, but for wider communities and local economies.

We deliver traineeships in a variety of areas, and also apprenticeship training from Level 2 up to Level 5. We offer a range of training solutions, so you're guaranteed to find one that suits you:

Here is a brief summary of what we are approved to deliver:

- Barbering
- Business Administration
- Childcare
- Customer Service
- Hairdressing
- Operations Management
- Project Management
- Team Leading & Supervising
- Health & Social Care

We also work with names such as BT, Countrywide, Stagecoach Bus and Transport for London, to deliver life-changing apprenticeships all over the UK.

Throughout your journey with us as either a trainee or an apprentice, you will be given one-to-one support and guidance from your Training Assessor, who will work with yourself and your employer to ensure you get the most out of your time as a learner.

To learn more about who we are and the range of options we could offer you, please contact our team on 0333 444 5055, or visit our website: <https://learning-employment.com/>



Expanse Learning is a specialist deliverer of the Supporting Teaching & Learning in Schools Apprenticeship programme. We enable Schools and other educational institutions to more effectively support students and pupils with Special Educational Needs & Disabilities (SEND) through the development of Teaching Assistants and other key support staff.

We deliver nationally recognised qualifications designed to meet the national standards for teaching assistants and our delivery teams add significant value to existing Apprenticeship frameworks and standards by incorporating many elements of practice to support pupils with a SEND need. Examples of this include:

- Autism Awareness
- SEND code of Practice
- SEBD, Dyslexia, SLCN
- Medication Training
- Positive classroom management
- Sensory sensitivity in the classroom

In addition to the above we also offer a range of on-line courses to Apprentices at no additional cost that support the knowledge and skill base of practitioners to be more effective at supporting students and pupils with SEND.

Example Units & Course Content

- An overview of supporting & developing pupils with Special Educational Needs & Disabilities (SEND)
- Communication and professional relationships with children, young people and adults.
- Support assessment for learning.
- Understand child and young person development.
- Understand how to safeguard the well-being of children and young people

The Level 2 Intermediate Apprenticeship is applicable to learning support staff whose responsibilities at work are supervised and incorporates:

- Level 2 Certificate in Supporting Teaching and Learning in School
- Level 2 Functional Skills in English, Maths and ICT

The Level 3 Advanced Apprenticeship is applicable to learning support staff whose role requires competence across a range of responsibilities and who may be working unsupervised.

- Level 3 Certificate in Supporting Teaching and Learning in Schools
- Level 2 Functional Skills in English, Maths and ICT

Expanse Learning currently work with a range of primary and secondary schools across Rochdale, here's what some of our current Apprentices say about us!

"I would like to thank my assessor for introducing and sharing with me a great Prevent Power Point and guiding me in the right direction for further training. I would also like to thank my assessor for introducing British Values to me, this has been interesting to learn."

"Nothing is too much trouble for my assessor, she's there to support me when I need help."

"Assessors have good subject knowledge and provide everyone with clear and relevant information specifically relating to the TA role."

For more information and general enquiries please contact:

Hello@expansigroup.co.uk or
Steph.howard@expansigroup.co.uk
 01942 877715
 07921 887147



Groundwork helps people of all ages and backgrounds change their own life whilst bringing beneficial changes to their community. We provide training and create jobs, reduce energy and waste, re-connect people with nature and transform green spaces, community assets and whole neighbourhoods.

We now deliver Traineeships in Construction, Landscaping & Horticulture and Youth Work – courses to help young people develop the skills needed to get their first job or apprenticeship. A Groundwork Traineeship is an education and training programme with work experience designed to help you to become 'work ready'. Each Traineeship includes:

- a Level 1 qualification in your chosen subject
- a high quality work experience placement
- support with English and maths
- 25 hours of employability support (including CV help,

interview preparation etc.)

- if completing a Construction or Land Traineeship you'll also get your Health and Safety certificate and CSCS card!

Traineeships courses are delivered from our base in Oldham with the work experience elements taking place across Bolton, Bury, Oldham and Rochdale.

We cover all travel expenses and uniform, and offer Trainees a range of other accredited training courses through our online training platform as standard. Our tutors have a wealth of experience supporting young people with their first steps to employment.

We are looking to recruit young people with the motivation to find and start work with support from our staff team. Most of our Trainees are between 19 and 24 years old. We can offer places on our Construction Traineeship to people between 16 and 24 years of age.

We are unable to recruit learners who have any higher than a Level 2 qualification. If you are unsure of the level of your qualifications please see the Gov.UK website or give us a call to discuss.

Please get in touch to find out more!
 Tel: **0161 785 7419**
<https://www.groundwork.org.uk/bbor>



APPRENTICESHIP INFORMATION FOR PARENTS

What is an Apprenticeship?

Apprenticeships combine a contract of employment with specialist industry training. They include learning whilst doing the job and formal training, allowing the Apprentice to gain the best combination of hands-on experience and learning. If your son or daughter learns best 'hands-on' then Apprenticeships could be for them.

Apprenticeships are available at four levels, from entry to graduate level, with the top levels including university degrees.

For young people, Apprenticeships are a real option for school or college leavers, whilst employees of any age can access Apprenticeship training to help their development in the workplace.

Why do an Apprenticeship?

- Apprentices undertake recognised training whilst getting paid (Minimum £3.70 an hour – although most employers pay more)
- Employers value Apprenticeships as they allow them to 'grow their own' staff.
- Apprentices can learn from experienced staff in the workplace
- Apprenticeships with degrees included do not attract student loans – they are fully funded.
- Opportunities are available throughout the year and are not reliant upon 'intake' dates.

Is an Apprenticeship the right way forward for my family member?

Apprenticeships should be considered alongside traditional educational pathways such as A-Levels, FE Colleges or University. Apprenticeships suit someone who is clear what job they want to do, learns best 'hands on' and is prepared to enter fully the world of work. Apprentices do not have summer holidays, or half term breaks, as they are in the real world of employment. They are, however paid a wage from day one.

What are the advantages of doing an Apprenticeship?

Apprentices will earn while they learn and will gain practical and transferable skills whilst keeping their options open. Career progression for Apprentices is excellent and over the course of their career they can earn on average £100,000 more than those who don't do an Apprenticeship.

How long does an Apprenticeship take?

There is no set time to complete an Apprenticeship as they vary widely in content so the length of time taken will depend on the ability of the Apprentice and the employer's requirements.

An Apprenticeship will usually take anything from 12 to 36 months. Some might take less, but some Apprenticeships, like Engineering for example, can take up to four or five years.

APPRENTICESHIP INFORMATION FOR EMPLOYERS

Apprenticeships can make your organisation more effective, productive and competitive by addressing your skills gaps directly.

What are my responsibilities as an employer?

You must give your Apprentice an induction into their role and provide on-the-job training. You are also responsible for the wages of your Apprentices. You need to take your own advice in relation to your rights as an employer as an Apprentice will be classed the same as your other employees.

Will there be a mountain of paperwork?

No. However, there will be a need to ensure that the training provided is of a high quality, and that the public funding provided is used for training - but this need not be a bureaucratic process.

Do Apprentices get paid?

All employed status Apprentices receive a wage of at least £3.70 an hour.

Do I get paid for taking an Apprentice?

Employers with fewer than 50 staff will receive a £1000 grant when they recruit an Apprentice aged 16-18, or up to age 24 if they have an educational need supported by a care plan, or is a care leaver. The grant isn't paid up front; it is split into 2, with the first half applied for after 3 months and the remainder after 12.

Who do I speak to about an Apprentice?

You can contact any of the Training Providers listed in this brochure or contact Andy Turner of Rochdale Council Raising Participation and Skills Team on [01706 925099](tel:01706925099)
E-mail: andrew.turner@rochdale.gov.uk

Can my current employees access Apprenticeship training?

Yes – there are now no age restrictions on who can access Apprenticeship training. Existing staff can access qualifications and training linked to their job role, even if they hold a degree in an unrelated subject.

Is there a cost for the training?

If you employ under 50 staff and recruit an Apprentice aged 16-18 (or up to 24 with a care plan), then there is 100% funding available.

The rest of the time an employer will pay 10% of the training costs for the Apprenticeship programme, with the Government picking up the remaining 90%.

CASE STUDY - UNITY PARTNERSHIP

RISING STARS: RATHBONE TRAINING APPRENTICES FIND SUCCESS WITH UNITY PARTNERSHIP

Two apprentices from Rathbone Training have been appointed to full-time permanent positions at Unity Partnership after completing apprenticeships with the organisation.

Zoe Holford and Georgia Taylor initially completed their level 2 and 3 in Business Administration at Unity Partnership, with Rathbone Training as their apprenticeship partner, and have now been working with Unity Partnership for two years. Throughout their apprenticeship they were supported by Rathbone Training tutor, Dawn Sharples.

Zoe has been offered the position of Technical Support Assistant and will work towards her level 3 and 4 in Facilities Management.

Zoe said

'I wasn't sure what I wanted to do when I left school but I knew I didn't want to go to University and was unsure about College. Applying for an apprenticeship at Unity was the best decision I ever made! Not only have I managed to complete my qualifications but I have learnt so much about working in an office environment and about myself as a person. Unity has supported me through my training and encouraged me to try new things, to look beyond my comfort zone. I can't wait to start my next challenge and develop myself even further within the Unity team.'

Georgia will be taking up the position of Technical Helpdesk Officer, and will be providing advice and guidance to the customers at Unity Partnership in relation to repairs and maintenance of public Council buildings. The role will include raising orders, processing invoices and maintaining accurate systems and records. Similarly, Georgia will continue to



study new courses to facilitate her personal and professional progress.

Shirley Berry, Head of Sales & Marketing at Unity Partnership said

'Providing meaningful apprenticeships that give young people great career prospects and the chance to develop as individuals, is part of Unity's core. Around 86% of our apprentices go on to further training or full-time roles with us or one of our partners and that's right across the board - IT, Revenues & Benefits, Contact Centre, Highways & Engineering, Property Services, HR & Payroll. Zoe and Georgia typify this and have worked really hard to earn their places in the team. We're pleased to have them on board and look forward to supporting them on this next exciting stage of their journey with us.'

This kind of progression is the ultimate aim of Rathbone Training's apprenticeship offer and exemplifies our core goal of transforming the lives of young people through learning.

CASE STUDY - ROCHDALE COUNCIL

GEORGIA BEECH, ADMIN APPRENTICE, CHIEF EXECUTIVE'S OFFICE

Q: How did you get into an Apprenticeship?

A: I had already been doing an Apprenticeship through a different training provider but was not enjoying it because of a number of factors, and I couldn't see much progression for myself. My sister had completed an Apprenticeship previously and recommended I gave Rochdale Training a call.

Q: Why did you choose an Apprenticeship?

A: Instead of just going straight into working life I wanted to ensure that I could keep my learning going and get a qualification at the same time. I see this as more beneficial than going to university, as employers are starting to look for people with more experience.

Q: What are the rewards of doing an Apprenticeship?

A: You get to meet and learn from experienced individuals at different types of companies. You're able to dip your toe in the water, and trial working life, while also getting experience and on the job training.

Q: Would you recommend Apprenticeships to others?

A: Yes, I have recommended a friend to look further into Apprenticeships and showed the types of courses that are available, passing on the information from my previous experience. I further discussed the benefits of my friend not going to University and how apprenticeships can develop knowledge and qualifications whilst being paid.

Q: How did you get into the Apprenticeship?

A: First of all I went for an interview with the provider and completed numerous tests to establish my level of ability which further confirmed the route in which I am going to take a career path into. I applied for the social media

marketing job. I received an offer back to go for an interview in which I was successful and landed myself a secure job first time.

Q: what are your future plans?

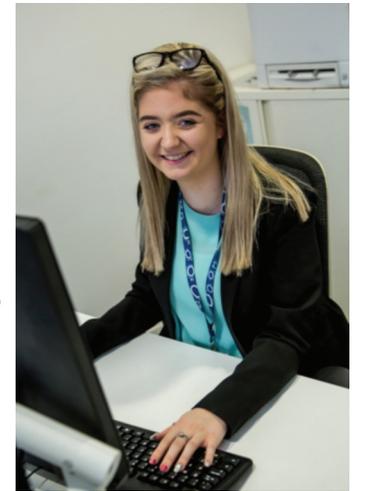
A: Hopefully, I am looking to stick with the Council and I'm showing progression in one way or another.

Q: Why did you choose the position you're currently in?

A: There are many valuable reasons why I have chosen this specific role, one being due to distance; it is a lot closer to home than others which were available. I am able to work with different departments within the Council and meet new people allowing me to progress successfully. Rochdale Council has a good community of Apprentices.

Q: Do you have any advice for future Apprentices?

A: Look into Apprenticeships that are available and what they have to offer as there is always a suitable one for you. It is a good start to working as it gives progression allowing you to earn whilst you learn as well as getting qualifications at the same time. Also, there isn't a specific routine of what to do; on a day to day I could be doing things from monitoring emails, to dealing with customers over the phone to the coffee run. So there is always something new and exciting.



CASE STUDY - INTEGRATED FABRICATIONS

THOMAS MILLER, FABRICATOR AND WELDER

Q: How did you get into doing the apprenticeship?

A: I found out from a family member who said that I should try for an apprenticeship. Before securing the apprenticeship I took an aptitude test and after passing this I went on to an interview which then led to me starting in September with my employer. Rochdale Training was very informative and supportive throughout this process.

Q: Why did you choose an apprenticeship?

A: The reason for me going into an apprenticeship is due to me being a hands-on person and I no longer wanted to be stuck behind a desk in college, which is why I turned to RT to find an apprenticeship. This has had real benefits to me as I am getting real work experience as well as earning money at the same time.

Q: What are the rewards of doing an apprenticeship?

A: So far, I have learnt basic engineering skills whilst getting a qualification at the same time. This has allowed me to earn my own money by working in the company and to get an insight of what it is like for future life. I have also met new friends allowing me to share interests with others as well as experiences within the apprenticeship.

Q: Would you recommend apprenticeships to others?

A: Yes, definitely, it is something different; it is something for those who want to learn practically. I personally have learnt from industry experts and I get a lot of support and guidance.

Q: What are your future plans?

A: Once I have completed my four year programme I am looking to stay within the engineering industry and I'm considering engineering in the Army once I have gained full knowledge and experience.

Q: Do you have any advice for future apprentices?

A: I really enjoy the apprenticeship and have lots of fun when doing it. You can earn while you learn. The course can be tailored to yourself and to what specific skills you need. Contact Rochdale Training as the support is brilliant.

