

# Apprenticeships from Bury College Business Solutions



**We offer Apprenticeships  
in the following areas:**

- Accounting
- Beauty Therapy
- Business Administration
- Catering & Hospitality
- Children's Care Learning & Development
- Construction
- Contact Centre
- Customer Service
- Electrical Installation
- Hairdressing
- Health & Social Care
- IT Practitioner (Technician)
- ITQ User
- Manufacturing
- Nail Services
- Oral Healthcare (Dental Nursing)
- Retail
- Sport and Recreation
- Team Leading
- Warehousing



**NOW AVAILABLE**

**CLEANING LEVEL 2  
ACCOUNTING LEVEL 4**

BURY COLLEGE CONTINUES TO BE  
**"Outstanding"**  
GOVERNMENT OFSTED INSPECTION 2007 - 2009

## We offer Apprenticeships in the following areas:

Accountancy

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Beauty Therapy

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Business Administration

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Catering & Hospitality

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Children's Care, Learning & Development

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Construction

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Contact Centre

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Customer Service

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Electrical Installation

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Hairdressing

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Health & Social Care

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IT Practitioner (Technician)

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ITQ User

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Manufacturing

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Nail Services

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Oral Healthcare

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Retail

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Sports & Recreation

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Team Leading

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Warehousing

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# EARN WHILE YOU LEARN

## with an Apprenticeship from Bury College Business Solutions



## WHAT ARE APPRENTICESHIPS?

Apprenticeships provide valuable work-based training programmes, which provide the opportunity for Apprentices to earn a real wage in a real job as they learn and gain practical skills in the workplace. With the perfect balance between on the job training, work experience and assessments, Apprentices can gain the essential skills and experience employers want, and nationally recognised qualifications to support their career development

**FACT: 91% of Apprentices who have completed an Apprenticeship believe it has brought them career benefits.** (Source: BMG Research, 2009)

## QUALIFICATIONS AND TRAINING

The level of qualification an Apprentice can work towards will depend on any previous qualifications and past work experience.

- **Apprenticeships (Level 2)** – these are equivalent to 5 GCSEs at grade A-C
- **Advanced Apprenticeships (Level 3)** – these are equivalent to 2 A Levels

As part of the Apprenticeship, Apprentices may also study for a **Technical Certificate** to demonstrate they understand the supporting theory or knowledge.

They may also be required to complete **Functional Skills** in Communication, Application of Number and Information Technology.

**FACT: Apprentices' earning power has increased significantly and 76% of Apprentices believe that without their Apprenticeship they wouldn't be earning their current salary.** (Source: BMG Research, 2009)

# EMPLOYEES: WHAT ARE THE BENEFITS OF AN APPRENTICESHIP?

If the idea of earning a wage whilst gaining real employment skills and qualifications in your chosen career sounds good, then an Apprenticeship from Bury College Business Solutions could be the ideal route for you.

- Bury College Apprenticeships have training centres in Bury, Bolton, Heywood, Rochdale and Wigan.
- You will earn money and have a real wage. The onus is on you to secure a job but we can help through our job matching service.
- Apprentices are entitled to annual holidays like any other employee.
- The qualification you achieve will be career focused and nationally recognised.
- You will receive high quality training and support every step of the way.
- Qualifications together with real experience will help you achieve success in your chosen career or progress into higher education.
- An Apprenticeship can lead to long term employment with promotion prospects.
- Apprentices have the opportunity to learn from experienced workers and gain skills and knowledge in their chosen career.
- You will have access to the exceptional facilities at Bury College.
- Our success rates are above the national average.

## What our Employers say

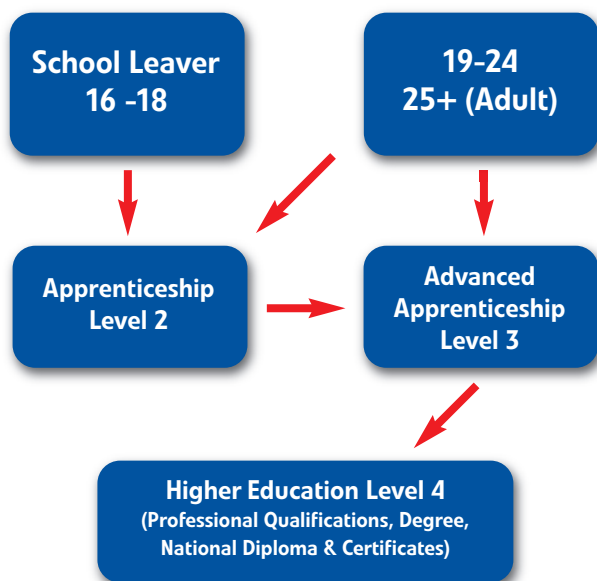
"We have been very excited by the enthusiasm and commitment that the learners have shown whilst completing the Bury College Apprenticeship programme. Their ideas and creativity are a breath of fresh air and we have been fortunate to be able to offer both learners full-time employment."

**Redvales Children  
Centre, Bury**



# PROGRESSION ROUTES

An Apprenticeship with Bury College Business Solutions opens up a variety of **progression routes** enabling learners of all levels to move into further education and higher education.



## What our Apprentices say

"I'd like to progress to university after completing the Level 3 and eventually become a Nurse. I've had lots of help and support from my tutors and appreciate everything that Bury College has done for me."

**Carriann Nuttall**



**FACT: The National Apprenticeship Service priorities include providing specific focus on the progression of young people into a Level 3 Advanced Apprenticeship and to ensure that more Level 4 Apprenticeship opportunities are available in all areas.** (Source: NAS Priorities, 2010/2011)

# EMPLOYERS – YOUR QUESTIONS ANSWERED

## Why employ an Apprentice?

Apprenticeships are recognised, government backed qualifications that equip young people with the practical skills and knowledge they need to fulfil their role and ensure business success.

## Are there any costs involved?

There is usually no cost for the training your Apprentice will receive from Bury College Apprenticeships. The salary you will pay your Apprentice should take into consideration their age and experience. Apprentices are exempt from the normal minimum wage. The minimum wage for an Apprentice is £92.50 per week. However many employers pay the going rate for the job.

## How much time will he/she spend away from work?

Training is flexible and can often be delivered in the workplace offering minimal disruption to your business. A dedicated Bury College Assessor will provide additional training, support, and assessment. For a number of Apprenticeship programmes release to Bury College may not be necessary. For other Apprenticeships, day or evening release may be appropriate. We will discuss options with you. A one-off certification and registration fee payable to the awarding body for 19+ Apprentices may apply.

## What are the benefits to me as an employer?

- Your employees will be equipped with the skills and knowledge directly relevant to your organisation, improving your productivity.
- You can keep a competitive advantage by ensuring your employees have the relevant knowledge and skills to effectively carry out their duties.
- Trained employees feel more valued and motivated, and will therefore improve your workforce retention.
- Apprentices can bring new ideas and innovation to your business.



**FACT: 92% of employers believe that their Apprenticeship programme creates a greater level of motivation and job satisfaction among their staff. (Source: Populus 2009)**

# EMPLOYEES – YOUR QUESTIONS ANSWERED



## **I already have a job. Can I still complete an Apprenticeship?**

We can provide Apprenticeship training for existing staff as well as new recruits. We will discuss the best training plan to meet your needs and identify the Apprenticeship programme that benefits you and your employer.

## **I don't have a job. How can I complete an Apprenticeship?**

It is your responsibility to secure a job but we can help you to prepare for job interviews and assist with CV writing.

## **How long will it take to complete?**

The duration of training will depend on your ability, experience, occupational area and level of course. Most Apprenticeships are completed within 12 months. Our Apprenticeships operate as roll-on roll-off programmes therefore flexible starts are available all year round. Recruitment is not limited to academic term start dates.

## **How much does an Apprenticeship cost?**

There is usually no cost for Apprenticeship training. During your Apprenticeship, your employer pays you a salary and supports you whilst you undertake your training.

You will also receive excellent support from qualified Bury College staff to develop your skills and knowledge enabling you to successfully complete your qualification.

## **Will I have to attend College?**

Learning is flexible and is based on work experience and workplace assessments. You will be allocated a personal Assessor to support you throughout the duration of your Apprenticeship. Some programmes may have an option for day release or evening classes at College. We will discuss options with you.

## **How will I be assessed?**

Workplace assessments will be through workplace observation, questioning and providing evidence that proves you meet the qualification requirements.

# Accounting

## Qualifications available:

- AAT Level 2 Diploma in Accounting
- AAT Level 3 Diploma in Accounting
- AAT Level 4 Diploma in Accounting

## What does the course cover?

Level 2 covers:

- Basic Accounting
- Costing
- Computerised Accounting
- Working effectively in Accounting and Finance

Level 3 covers:

- Principles of Accounts Preparation
- Cash Management
- Costs and Revenues
- Indirect Tax

Level 4 covers:

- Managing Financial Performance
- Business Tax
- Financial Statements
- Personal Tax
- Budgets



## What our Apprentices say

"I was unsure what to do after leaving school but was interested in the Apprenticeship scheme as it is a different approach to learning than school or college. Accountancy suits my skills and I like earning money at the same time as doing something I enjoy."

**Jennifer Francis**



# Beauty Therapy



## Qualifications available:

- NVQ Level 3 Diploma in Beauty Therapy

## What does the course cover?

You will develop a range of professional skills including:

- Body Electro Therapy
- Facial Therapy
- Body Massage
- Electrical Epilation

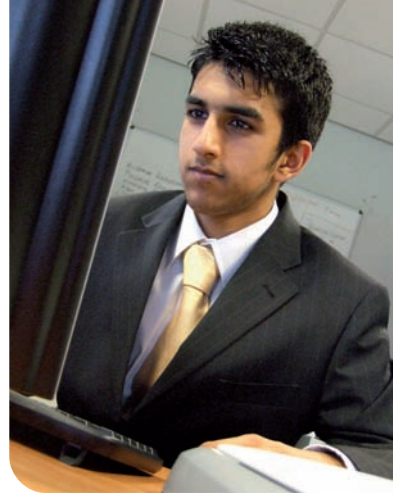


## What our Employers say

"In-salon experience is invaluable. The support we have received from Bury College Apprenticeships has been fantastic and I would recommend the scheme to other employers."

**Julia Buckley, co-owner,  
Shine Hair and Beauty**

# Business Administration



## Qualifications available:

- EDI Level 2 NVQ Certificate in Business Administration Including EDI Level 2 Certificate in Principles of Business Administration.
- EDI Level 3 Diploma in Business Administration including EDI Level 3 Certificate in Principles of Business Administration.

## What does the course cover?

The courses cover many aspects of Business Administration including:

- Improving and updating IT skills
- Communication skills
- Improving on your own performance
- Working, interacting and respecting others within the business environment

**FACT: Apprenticeships form a key part of recruitment and training strategies.**

(Source: AAN Research, 2009)

## What our Apprentices say

"I really love my job and the Apprenticeship scheme has helped me a lot. I would definitely recommend the Apprenticeship scheme to others; it is a good opportunity to get a qualification."

**Stacey Walsh**



# Catering & Hospitality



## Qualifications available:

- NVQ Diploma in Food & Beverage Service
- NVQ Diploma in Beverage Service
- NVQ Diploma in Food Service
- NVQ Diploma in Food Production and Cooking
- NVQ Diploma in Professional Cookery (Preparation & Cooking)
- NVQ Diploma in Kitchen Services
- NVQ Diploma in Hospitality Services

## What does the course cover?

The courses cover many aspects of Catering and Hospitality including:

- Food hygiene and health and safety
- Working within various sections of a professional kitchen
- Assisting in preparation of starters, main courses and desserts
- Serving food and drink in a professional restaurant
- Instruction in customer care

## What our Employers say

“Every young person deserves a good start in life. The Apprenticeship scheme is a fantastic opportunity for us to provide the opportunity and support needed for an individual to succeed.”

**Judith Hilton,  
Park Farm**

# Children's Care, Learning & Development



## Qualifications available:

- Apprenticeship Level 2 Certificate for the Children & Young People's Workforce
- Advanced Apprenticeship Level 3 Diploma for the Children & Young People's Workforce

## What does the course cover?

The courses cover many aspects of Childcare including:

- Supporting children's physical development
- Preparing and maintaining reassuring environments for children
- Supporting children's play and communication skills
- Helping to keep children safe
- Keeping records and providing information to parents on their child's development

## What our Employers say

"The nursery has benefited from the Bury College Apprenticeship programme for over five years. Young learners are given the opportunity to experience what it is really like to work within a nursery setting."

**Joanne Roscoe,  
Nursery Manager,  
Ambers Attic**

# Construction



**BURY  
COLLEGE**

• BUSINESS SOLUTIONS •

## Qualifications available:

- NVQ Level 2 Bricklaying.
- Technical Certificate (Diploma Level 2 Bricklaying)

Successful completion of the above will allow you to apply for the Construction Site Certification Scheme card (CSCS).

## What does the course cover?

The courses cover the following aspects of Construction:

- Site safety, communication
- Handling and storing of site materials
- The setting out and construction of masonry structures

And an optional unit from the following:

- Place and finish non-specialist concrete
- Repair and maintain masonry structures
- Domestic drainage



## What our Apprentices say

"I would definitely recommend the Construction Apprenticeships as you learn a lot more onsite, while earning a wage at the same time. I think earning while you learn also allows you to get a better understanding of money at an early age."

**Liam Mott**



# Contact Centre



## Qualifications available:

- Apprenticeship NVQ Level 2  
Contact Centre Operations

## What does the course cover?

The course covers many aspects of Contact Centre Operations including:

- Contact Centre systems and technology
- Customer care
- Interpersonal and written communication
- Remote support for products or services
- Developing personal and organisational effectiveness
- Use of information technology
- Health and safety in ICT and Contact Centres

**FACT: 68% of employers say Apprenticeships fill vacancies more quickly with 74% saying they are a better calibre of job applicant.** (Source: Populus 2009)

## What our Employers say

“The training provided by Bury College is very flexible and onsite which doesn’t take our staff away from their job. It is encouraging to use a college which is very responsive to our specific business needs and always looks for ways to deliver training that suits our industry. The training received has improved workforce retention by making our employees feel more valued and motivated.”

**Ann S Barnes,  
HR Manager,  
Pennine  
Telecommunications**

# Customer Service



## Qualifications available:

- NVQ Certificate in Customer Service Including EDI Level 2  
Technical Certificate in Customer Service
- NVQ Diploma in Customer Service Including EDI Level 3  
Technical Certificate in Customer Service

## What does the course cover?

The courses cover many aspects of Customer Service including:

- Developing customer relationships
- Resolving customer problems
- Delivering a reliable customer service
- Promoting additional products or services
- Developing personal performance



## What our Apprentices say

"The training I've completed with Bury College has really helped me to develop at work and has been fun too."

**Marianne Kent**



# Electrical Installation



## Qualifications available:

- Advanced Apprenticeship in Electro Technical Services

This course includes:

- NVQ Level 3 Electro – Technical Services
- AM2

Technical Certificates:

- City & Guilds Level 2 Certificate in Electro Technical Services
- City & Guilds Level 3 Certificate in Electro Technical Services

## What does the course cover?

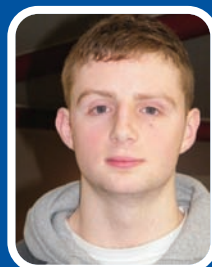
The course covers many aspects of Electrical Installation including:

- Electrical science and principles
- Diagnosing and correcting electrical faults
- Wiring systems
- Ensuring safe electrical site working

## What our Apprentices say

"I am really looking forward to completing my qualification. I have found it enjoyable learning new things and developing my knowledge and skills with the new employer I work with."

**Ashley Dunn**



# Hairdressing



## Qualifications available:

- NVQ Level 2 Diploma Hairdressing
- NVQ Level 3 Diploma Hairdressing

## What does the course cover?

The course covers many aspects of Hairdressing including:

Level 2 covers:

- Advise and Consult with Clients
- Shampoo, Condition and Treat the Hair and Scalp
- Style and Finish Hair
- Set and Dress Hair
- Change Hair Colour
- Fulfil Salon and Reception Duties
- Develop and Maintain your Effectiveness at Work
- Cut Hair

Level 3 covers:

- Provide Colour Correction Services
- Colour Hair Using a Variety of Techniques
- Promote Additional Products and Services
- Provide Hairdressing Consultation Services
- Style and Dress Hair to Achieve a Variety of Creative Looks
- Style and Dress Long Hair
- Develop and Enhance Your Creative Hairdressing Skills
- Create a Variety of Looks Using a Combination of Cutting Techniques
- Provide Creative Hair Extension Services

## What our Employers say

“We have been impressed by the level of service Bury College Apprenticeships offers especially the support of the tutors. Offering the Apprentice scheme has been a successful initiative for L’Oreal and we hope will continue to be.”

**Sally Holt, Human Resources Officer, L’Oreal.**

# Health & Social Care



## Qualifications available:

- Apprenticeship NVQ Level 2 Health & Social Care including technical Certificate
- Advanced Apprenticeship NVQ Level 3 Health & Social Care including technical Certificate

## What does the course cover?

The courses cover many aspects of Adult Care (including adults with disabilities). Topics include:

- Promoting effective communication
- Monitoring health and safety
- Reflecting on your own practice
- Promoting choice, well-being and protection of individuals

**FACT: Apprenticeships  
develop a pool of potential  
future managers**

(Source: AAN Research, 2009)

## What our Employers say

“The Apprenticeship programme offers a fantastic opportunity to train someone from the start, so they have the skills and knowledge that directly suits our business.”

**Dhan Ramjuttin,  
Owner,  
Littleborough Care Home  
and Claremont Lodge  
Residential Home**

# IT Practitioner (Technician)



## Qualifications available:

- Apprenticeship Level 2 IT & Telecoms Professionals

Which consists of:

- Level 2 Diploma in ICT Professional
- Level 2 Certificate in ICT Systems & Principles for Apprentices

- Advanced Apprenticeship Level 3 IT & Telecoms Professionals

Which consists of:

- Level 3 Diploma in ICT Professional Competence
- Level 3 Certificate in ICT Systems & Principles for Apprentice Practitioners

## What does the course cover?

The courses cover many aspects of IT maintenance, which may include:

- Basic computer hardware
- Customer support and health and safety
- Installation of hardware components
- Installation of software
- Hardware maintenance
- Networking

## What our Employers say

"The Apprenticeship scheme is a good way to get young people into work and trained on the job. With technology constantly changing new recruits have different skills they can bring to the department."

**Ian Lowthian,**  
IT Manager,  
Ladybridge High School

# ITQ User

## Qualifications available:

- EDI Level 2 Diploma for IT Users
- EDI Level 3 Diploma for IT Users

## What does the course cover?

The courses cover many aspects of IT, which may include:

- Use IT systems
- Use IT to exchange information
- Operate a computer
- Email
- Word processing software
- Spreadsheet software



## What our Apprentices say

“The Apprenticeship scheme is the ideal way of gaining experience in my chosen career, with the added benefit of receiving training and working towards additional qualifications. It is a win win situation.”

**Peter Heywood**



# Manufacturing



## Qualifications available:

- Apprenticeship NVQ Level 2 in Manufacturing Operations

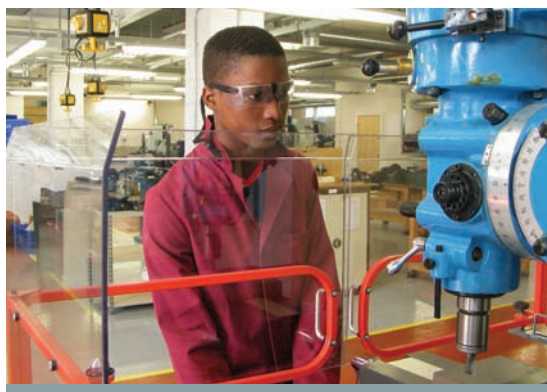
## What does the course cover?

The course covers many aspects of Manufacturing including:

- Preparing for manufacturing operations
- Controlling manufacturing operations
- Complying with statutory regulations and safety requirements

**FACT: 81% of businesses say that employing Apprentices generates higher overall productivity for their company.**

(Source: Populus 2009)



## What our Employers say

“This is the first time we have gone down the route of training through the Apprenticeship scheme and the support we have received has been really good. Initially we had reservations as we thought it would be disruptive, but our worries were totally unfounded.”

**John Woodcock,  
General Manager,  
PC Electricals**

# Nail Services

## Qualifications available:

- Nail Services NVQ Level 2 Diploma
- Nail Services NVQ Level 3 Diploma

## What does the course cover?

The Level 2 Diploma in Nail Services course covers:

- Manicure and pedicure
- Silk wrap nail enhancements
- Ear piercing
- Nail art

The Level 3 Diploma in Nail Services course covers:

- Acrylic and gel nail enhancements
- Nail art
- Nail enhancement rebalance
- Tanning systems
- Promoting products and services
- Silk and fibreglass nail enhancements

**FACT: Businesses feel  
Apprenticeships are crucial  
to their future success.**

(Source: AAN Research, 2009)



## What our Apprentices say

"I have matured and become more confident since I have been working. I've also become more independent thanks to the Apprenticeship scheme."

**Emma Lucas**



# Oral Healthcare



## Qualifications available:

- Advanced Apprenticeship NVQ Level 3 in Oral Healthcare, including exam based Award in Dental Nursing.

## What does the course cover?

The course covers many aspects of Dental Nursing including:

- Maintaining health and safety in the workplace
- Providing chairside support during assessment of patient's oral health
- Contributing to the production of dental images
- Providing chairside support during:
  - Conservation treatment
  - Endodontics
  - Extractions and minor oral surgery
  - Prosthetic treatment

**FACT: Apprenticeships can give you a bespoke, enthusiastic workforce that can help your business be more resilient in tough economic times.**

(Source: Hill and Nowlton, 2009)

## What our Apprentices say

"The Apprenticeship has really helped my self-confidence and the variety of work keeps me busy. In the future I am hoping to become a Practice Manager."

**Natalie Carrington**



# Retail

## Qualifications available:

- Level 2 Certificate/Diploma in Retail Skills

## What does the course cover?

The course covers many aspects of Retail including:

- Stock storage, management and order processing
- Preparing products for sale
- Visual merchandising and selling goods
- Customer services
- Developing and maintaining productive working relationships

**FACT: 71% of employers believe that Apprenticeships lower training costs.**

(Source: Populus 2009)



## What our Employers say

"An Apprenticeship is a great opportunity for a young person to look towards the future, progress further in their life and, who knows, in 20 years time I might want to sell my business, and Ross might want to buy it."

**Robin Skinner,  
Owner,  
Greenmount Butchers**

# Sports & Recreation



## Qualifications available:

- NVQ Diploma Level 2 in Exercise and Fitness
- NVQ Diploma Level 3 in Personal Training

## What does the course cover?

The course covers many aspects of Sport and Recreation including:

The Level 2 in Exercise and Fitness

- Planning and delivery of fitness sessions
- Health and safety
- Evaluating fitness sessions

The Level 3 in Personal Training

- Using advanced training techniques to plan, deliver and evaluate fitness sessions

## What our Apprentices say

"I have found that all my hard work has paid off. If you show good levels of determination you can get where you want to be. Due to the Bury College Apprenticeship I am working in an environment that is very suitable for me."

**Adam Alwill**



# Team Leading



## Qualifications available:

- ILM NVQ Level 2 Certificate in Team Leading
- ILM NVQ Level 3 Certificate in Management

## What does the course cover?

The course covers many aspects of team leading including:

The Level 2 in Team Leading

- Managing resources
- Providing leadership
- Developing productive working relationships
- Managing health and safety
- Encouraging innovation in the team
- Allocating work tasks
- Resolving customer problems and supporting service improvements
- Achieving individual and employer objectives

The Level 3 in Management

- Managing own professional development
- Setting objective and providing support for team members
- Implementing changes
- Developing working relationships
- Managing conflict in a team
- Leading and managing a team

## What our Employers say

*"I am confident that Jennifer will continue to do well and develop her career further to complete a professional qualification. The office would be lost without her."*

**Hannah Liptrott,**  
Owner,  
Liptrott and Woosey

# Warehousing



## Qualifications available:

- Apprenticeship NVQ Level 2 Warehousing and Storage
- Advanced Apprenticeship NVQ Level 3 Logistics Operations Management

## What does the course cover?

The courses cover many aspects of Warehousing including:

- Contributing to maintaining a safe and secure working environment
- Processing goods including ordering, storage and dispatch
- Handling and resolving problems
- Developing customer relationships
- Operating plant or machinery to transport loads

**FACT: There are more than 130,000 employers who currently hire Apprentices**

(Source: BMG Research, 2009)

## What our Apprentices say

“My Assessor is very supportive and is always able to answer my questions. I’m looking forward to progressing - hopefully into a supervisory role.”

**Jordon Knowles**



# COMING SOON APPRENTICESHIPS IN:

Barbering Level 2  
Floristry Level 2  
Lab Technician Level 2  
and Creative & Digital  
Media Level 2

For more information contact  
one of our advisors on:

**0845 602 1861**



**BURY  
COLLEGE**  
● BUSINESS SOLUTIONS ●

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Please quote reference BS Apps 01 when enquiring

