

**BURY
COLLEGE**

● **BUSINESS SOLUTIONS** ●

Bury College Business Solutions Guide to Apprenticeships

The employers' choice. For all your company training needs.



Bury College Business Solutions -
Customer Excellence Award Winner 2011

Welcome

I am delighted to introduce the Bury College Apprenticeship guide.

Bury College Apprenticeships have a proven track record of achievement. Our success rates are well above the national average.

We are an Outstanding College that is recognised as one of the best training providers in the country (Ofsted Inspection). Bury College has joined the select few colleges in the country to be awarded the Training Quality Standard for its excellent work with employers and recently received The Bury Times and Bolton News Business Award for Customer Excellence.

We have one of the widest choices of Apprenticeship programmes in Greater Manchester. Our delivery is flexible; our staff are caring, friendly and professional. We have numerous testimonials from learners and employers who are extremely satisfied with the service and support that they have received.

Carrie McKenzie

Executive Director of Development, Bury College



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For the Apprentice

Your questions answered

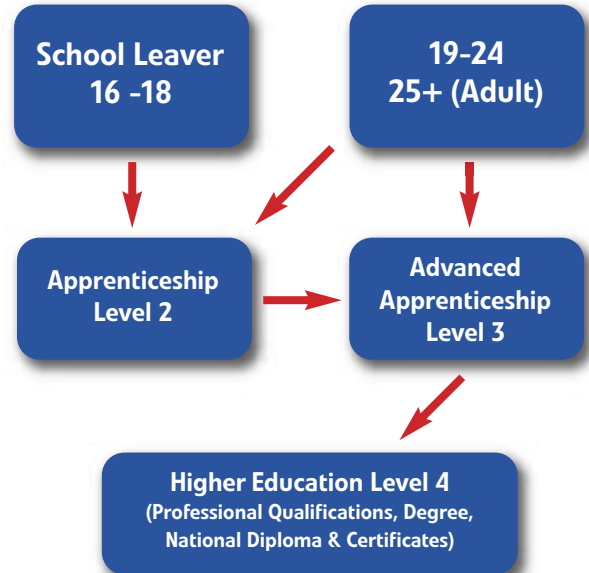
What are Apprenticeships?

Apprenticeships are high quality work-based training programmes, which provide the opportunity to earn a real wage as you learn and gain practical skills in the workplace. With the perfect balance between on the job training, real employment and assessments, you can gain the essential skills and the experience employers want, whilst achieving nationally recognised qualifications to support your career development.



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

Bury College offers Apprenticeships in 27 different programme areas. As your training and education progresses, you can gain a range of qualifications.



What qualifications will I achieve?

Vocational qualifications are based on approaching learning from the practical side rather than the theoretical side and applying knowledge and skills to practical, active situations rather than to theoretical tasks.

Apprenticeship Level 2

Equivalent to five GCSEs grade A-C.

Advanced Apprenticeships Level 3

Equivalent to two full A Levels.

Higher Apprenticeships (Level 4 and 5)

Bury College offers a range of higher level, work-based learning qualifications such as NVQ Level 4 and in some cases, a knowledge-based qualification such as a Foundation Degree.

The level an Apprentice can work towards depends on previous qualifications and past work experience. Apprenticeships are nationally recognised professional qualifications, valued by employers. All Apprenticeship programmes include qualifications in Literacy and Numeracy (some include ICT) unless you have already obtained them at school.

What are the benefits of a Bury College Apprenticeship?

- A real wage, whilst improving your skills and qualifications at the same time.
- Qualifications and training related to your job.
- Improved career prospects.
- One-to-one support every step of the way from caring and experienced staff.
- The opportunity to progress to higher education if you wish, and/or continued employment with promotion and increased salary prospects.
- The chance to learn from experienced co-workers, which will also help you to gain skills and knowledge in your chosen career.
- Higher salary prospects. Research shows that Apprentices earn, on average, over £100,000 more throughout their career than those without.
(Apprenticeships.org.uk)
- Entitlement to paid holidays

What are the entry requirements?

- You need to be aged 16 or over and in employment for 30 hours a week or more. Some exceptions apply for part-time.
- There are no formal entry qualifications, but some programmes may require a level of English and/or Maths.

Can I be an Apprentice if I'm already employed in a job?

Yes. If you've got a job, why not ask your employer if they would consider developing your job-related skills and qualifications through an Apprenticeship programme? You will stay on the same salary and terms and conditions you already have, and we will work together with you and your employer to develop your training plan and start date.

Can I be an Apprentice if I don't have a job?

It is your responsibility to secure a job but we are here to help you and assist you through our job vacancy matching service. We will send you a newsletter with details of all our local

job vacancies, and we will also assist you with completion of CV, applications and interview skills.

How often will I attend College?

The majority of our Apprenticeship training courses can be delivered entirely in the workplace. Some Apprentices may require day, afternoon or evening attendance at one of our training centres. We aim to offer as much flexibility and choice as possible.

When can I start?

Flexible starts are available all year round on most programmes. Recruitment is not limited to academic term start dates.

How will I be assessed?

Our staff are friendly, caring and experienced. They will help you achieve your goal and will assist you every step of the way. An Assessor will visit you once a month in your place of work (or more frequently if you need any extra help). You will be able to discuss the work you are doing as part of your job with the Assessor to match your skills against the qualification requirements. The Assessor will

ask you to provide evidence that proves you meet the qualification requirements, which you will keep in your personal folder. Your Assessor will also observe you completing your tasks at work and check your knowledge through questions and discussion. You will be able to review your progress with your Assessor at each visit, and you can contact your Assessor at any time if you need extra support.

How much will I earn?

- Employees already in a job, taking up Apprenticeship training, will continue to be paid at their existing rate.
- New Apprentices aged 16-18 or 19+ in their first year of an Apprenticeship will get a minimum of £2.60 per hour. However, most Apprentices get the going rate for the job.
- Higher salary prospects – Research shows that Apprentices earn, on average, over £100,000 more throughout their career than those without. (Apprenticeships.org.uk)

How can I expect to progress with my career?

Upon completion of your Apprenticeship you can progress onto an Advanced Apprenticeship (equivalent to two A Levels) or a higher Apprenticeship, which can equate to a Foundation Degree.

Will the Apprenticeship cost me anything?

Apprenticeships for young people aged 16-18 years old are fully funded by the Government so there is no cost. For Apprentices aged over 19, a one-off certification fee may be payable by your employer.

How do I apply?

- Fill in a Bury College Application Form.
- You can either apply via a paper application form which is located at the back of the Full-time Prospectus, or you can apply online by completing the electronic application form on the Bury College website at **www.burycollege.ac.uk**.
- If you attend a high school in Bolton, then your school can show you how to apply using the online Common Application Process (CAP).
- If you already have a job we will contact you and your employer to agree an Apprenticeship training programme.
- If you are unemployed and seeking a job we can help you to apply for jobs and alert you to any company vacancies that employers notify us about.

For the Employer

Your questions answered

What are Apprenticeships?

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

We can provide an Apprenticeship for individuals aged 16 or over and in employment for 30 hours a week or more. We offer Apprenticeships in 27 different programme areas and your employee will achieve a range of qualifications as they progress through their training and education.

Bury College Apprenticeships provide learning and development opportunities for existing staff and we can also help to fill vacancies you may have with enthusiastic people that will suit your business.



As businesses face the challenge of an increasingly competitive market place, skilled and qualified employees are more important than ever.

Developing Apprentices to meet the current and long term needs of your business is the ideal way to maximise your business return.

- Your employees will be equipped with 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 can help improve your workforce retention.
- Apprentices can bring new ideas and innovation to your business.
- Apprenticeships are flexible, primarily delivered in the workplace, and offer minimal disruption to your business.
- Apprenticeships can improve your organisation's efficiency and profitability.

Receive exceptional support

Learning is flexible. Your Apprentice will be allocated a personal Bury College Assessor to support them every step of the way. Assessments will be through workplace observation, questioning and providing evidence that proves they meet the qualification requirements.

How much time will my Apprentice spend away from work?

Apprenticeships are work-based training programmes, and the majority of the training is delivered in the workplace. Some programmes may require evening or day release to College but we can discuss options with you. A dedicated Bury College Assessor will visit your Apprentice once a month. Each visit will vary in time but will last approximately between one and three hours.

Will there be lots of paperwork involved in recruiting an Apprentice?

We will take care of the majority of paperwork and keep any administration to a minimum.

Your valued contribution

As the employer taking on an Apprentice, your support is central in ensuring successful completion of the Apprenticeship, in order to:

- Provide opportunities for the Apprentice to apply new skills in the workplace and time to complete necessary assignments.
- Provide evidence of the Apprentice's achievements in the workplace, and opportunities for our Assessors to undertake work-based assessments.

Are there any costs involved?

There is normally 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. The minimum wage for an Apprentice is £2.60 per hour.

Upon completion of the Apprenticeship, by law your employee must be paid at least the minimum wage:

- £3.68 an hour for 16-17 year olds
- £4.98 an hour for 18-20 year olds
- £6.08 an hour for 21+ year olds

(Source: www.direct.gov.uk, as of February 2012)

An Apprenticeship will not affect the salary you pay an existing member of staff. A one-off certification and registration fee payable to the awarding body for 19+ Apprentices may apply.

**Subject to Skills Funding Agency/National Apprenticeship Service funding regulations or annual college fee charges.*

“ The assistance and support that we have received from Bury College has been second to none and has helped our Apprentices complete the course. We are a committed employer which believes in the training and development of our staff and will continue to use Bury College Business Solutions for all future staff training and development needs. ”

Kevin Beswick, Company Director, Atrium Telecom



For the Parent or Carer

Your questions answered

An alternative route to learning

As a parent, you want to ensure that your child has the best possible start to their future career. Not everyone is suited to classroom based learning. Some individuals may prefer to start work rather than continue to study at College. An Apprenticeship programme offers an alternative route to gaining qualifications and realising career aspirations.

With an Apprenticeship, your son or daughter will learn 'on the job', gaining nationally recognised qualifications equivalent to GCSEs or A Levels (dependent on the Apprenticeship level) with the added benefit of earning a real wage.

Be involved

Your support can play a big part in helping your son or daughter achieve success.

- Encourage them to apply for jobs in an area they are interested in.
- Help them to prepare for job interviews.
- Ask if they need help with their assessments which will show that you are interested in what they are achieving.
- Your son or daughter's portfolio of evidence will include comments from their personal Assessor. Discuss the feedback with your child to make sure work is up-to-date.
- Bury College would be delighted to talk to you about your son or daughter's progress and discuss how we can further support them to achieve the full Apprenticeship.

Do I have to pay anything?

There is currently no fee payable by the Apprentice on the Apprenticeship programmes.

How much will they earn?

The minimum salary is £2.60 per hour; however many employers pay the going rate for the job.

What will they study?

We offer Apprenticeships in 27 different programme areas. Your son/daughter will achieve a range of qualifications as they progress through their training and education.

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

Apprenticeship (Level 2) - equivalent to 5 GCSEs at grade A-C.

Advanced Apprenticeship (Level 3) - equivalent to 2 A Levels.

Higher Apprenticeship (Level 4) - equivalent to a Foundation Degree.

Career progression

Upon completion of an Apprenticeship your son/daughter could progress onto an Advanced Apprenticeship (equivalent to two A Levels) or a Higher Apprenticeship, which can equate to a Foundation Degree.

“ An Apprenticeship can offer your son or daughter the chance to earn while they learn, develop job specific skills that will increase their employability and offer great prospects for future career progression. Apprenticeships are available across a wide range of industry sectors, so the opportunity to develop existing jobs into an Apprenticeship has never been easier. ”

Sue Price, Regional Director of the National Apprenticeship Service. (Source: www.aimhigher.ac.uk)

Apprenticeships at a Glance

Apprenticeship Programmes	Level 2	Level 3	Page
Accountancy*	✓	✓	14
Barbering	✓	-	15
Beauty Therapy	-	✓	16
Business Administration	✓	✓	16
Catering and Hospitality	✓	✓	17
Children's Care, Learning and Development	✓	✓	18
Cleaning and Support Skills	✓	✓	19
Construction	✓	-	19
Contact Centre	✓	-	20
Creative and Media	-	✓	20
Customer Service	✓	✓	21
Dental Nursing (Oral Health Care)	-	✓	22
Electrical Installation	-	✓	22
Hairdressing	✓	✓	23
Health and Social Care	✓	✓	24

* Also available at Level 4

Apprenticeship Programmes	Level 2	Level 3	Page
IT Professional	✓	✓	25
IT User	✓	✓	25
Management	-	✓	26
Manufacturing	✓	-	27
Nail Services	✓	✓	27
Playwork	✓	✓	28
Retail	✓	✓	28
Sport and Recreation	✓	✓	29
Teaching Assistants	✓	✓	30
Team Leading	✓	✓	31
Travel Services	✓	-	31
Warehousing	✓	✓	32

Accountancy

These Apprenticeships are aimed at providing the learner with the necessary skills and qualifications required for working within the accounting industry. They are suitable for people employed within an accountancy firm or in a general office that deals with finances.

What qualifications are available?

- AAT Level 2 Diploma in Accounting - **Duration:** 12 months
- AAT Level 3 Diploma in Accounting - **Duration:** 12 months
- AAT Level 4 Diploma in Accounting - **Duration:** 12 months

What do these courses 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 and Personal Tax
- Financial Statements
- Budgets

6 hours per week College attendance is required.



This Apprenticeship is designed to complement the Level 2 Hairdressing qualification. Learners qualified to a Level 2 in Hairdressing can upskill with a qualification in Barbering in just 4-6 months.

What qualification is available?

- NVQ Level 2 Diploma in Barbering
 - **Duration:** 12 months

What does the course cover?

A range of Barbering skills will be developed including:

- Client Consultation
- Cutting Men's Hair
- Cutting Facial Hair
- Colouring and Lightening Men's Hair
- Styling Men's Hair

One day per week College attendance is required.



Beauty Therapy

This qualification is ideal for learners who have completed Beauty Therapy at Level 2 and have a desire to work within the Beauty Therapy industry at a higher level.

What qualification is available?

- NVQ Level 3 Diploma in Beauty Therapy - **Duration:** 12 months

What does the course cover?

The course covers many aspects of Beauty Therapy including:

- Body Electro Therapy
- Facial Therapy
- Body Massage
- Electrical Epilation
- Spray Tanning
- Aromatherapy

Two days per week College attendance is required.

“ The skills I’ve learnt on my Apprenticeship have helped me gain a promotion. I’d definitely recommend the Apprenticeship programme because you gain a qualification whilst working and learning practical skills that are relevant to your job. ”

Rachel Halliwell, Level 2 Business Administration Apprenticeship

Business Administration

These Apprenticeships are aimed at those who have a support role within a business or organisation, coordinating the day-to-day tasks and systems that help an office run smoothly.

What qualifications are available?

- Level 2 NVQ Certificate in Business Administration plus a Level 2 Certificate in Principles of Business and Administration - **Duration:** 12 months
- Level 3 Diploma in Business Administration plus a Level 3 Certificate in Principles of Business and Administration - **Duration:** 12 months

What do these courses cover?

The course covers many aspects of Business Administration including:

- Working in a Business Environment
- Solving Business Problems
- Managing Your Performance

These programmes are delivered entirely in the workplace.

These Apprenticeships cover a wide range of careers within Catering and Hospitality, one of the largest industries in the country.

What qualifications are available?

- Level 2 Diploma in Hospitality Service
- Level 2 Diploma in Beverage Service
- Level 2 Diploma in Food and Beverage Service
- Level 2 Diploma in Food Production and Cooking
- Level 2 Diploma in Professional Cookery
- Level 2 Diploma in Kitchen Services
- Level 2 Diploma in Housekeeping
 - **Level 2 duration:** 12 months
- Level 3 Diploma in Professional Cookery
- Level 3 Diploma in Hospitality Supervision and Leadership
 - **Level 3 duration:** 17 months

What do these courses cover?

These courses cover many aspects of the Catering and Hospitality industry, including:

- Food hygiene and health & safety
- Working within various sections of a professional kitchen
- Preparation of starters, main courses and desserts

- Serving food and drink in a professional restaurant
- Instruction in customer care

Level 2 and Level 3 programmes are delivered entirely in the workplace.

Butchery Apprenticeships are currently in development - please enquire for details.



Children's Care, Learning and Development

Working with children can be one of the most fascinating and rewarding jobs you can do. An Apprentice will learn how to ensure children are looked after, nurtured, nourished and meet developmental milestones.

What qualifications are available?

- Apprenticeship Level 2 Certificate for the Children and Young People's Workforce - **Duration:** 12 months
- Advanced Apprenticeship Level 3 Diploma for the Children and Young People's Workforce - **Duration:** 16 months

What do these courses cover?

These courses cover many aspects of Children's Care, Learning and Development 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

One evening per week college attendance is optional.



Cleaning and caretaking is an essential role for any business. These courses are suitable for those responsible for maintaining cleanliness. An Apprentice will learn a range of cleaning techniques and skills.

What qualifications are available?

- Apprenticeship NVQ Level 2 in Cleaning and Support Skills
 - **Duration:** 12 months

This programme is delivered entirely in the workplace.

- Advanced Apprenticeship Level 3 in Facilities Management
 - **Duration:** 12 months

This programme is delivered mainly in the workplace. Possible sustainability workshops will be delivered at the College.

What do these courses cover?

These courses cover many aspects of Cleaning and Support including:

- Cleaning washrooms and replenishing supplies
- Cleaning and maintaining semi-hard and hard floors
- Cleaning and maintaining soft floors and furnishings
- Deep cleaning equipment, surfaces and high risk areas
- Carrying out maintenance and minor repairs
- Managing health & safety at work
- Understanding facilities management within the context of an organisation
- Managing & developing relationships in the workplace

Construction is a multi-billion pound industry that develops and builds anything from housing estates to bridges. Few industries are as wide-ranging, or offer so many different career pathways and opportunities.

What qualification is available?

- NVQ Level 2 in Trowel Occupations (Construction) plus a Technical Certificate in Bricklaying
 - **Duration:** 23 months

The Construction Site Certification Scheme card (CSCS) can be applied for upon successful completion of the course.

What does the course cover?

The course covers many aspects of Bricklaying including:

- Handling and storing site materials
- Setting out and construction of masonry structures

Plus an optional unit from the following:

- Placing and finishing non-specialist concrete
- Repairing and maintaining masonry structures
- Domestic drainage

This programme is delivered entirely in the workplace.

Contact Centre

The Contact Centre industry is one of the fastest growing in the UK. Contact Centre Apprentices could work for a number of businesses across a range of sectors.

This Apprenticeship is ideal for those who want to work in sales, information retrieval, or account management.

What qualification is available?

- Level 2 Certificate in Contact Centre Operations plus the Level 2 Knowledge Certificate - **Duration:** 12 months

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

This programme is delivered entirely in the workplace.

Creative and Media (Photography Assistant)

This Apprenticeship teaches the core practical skills that allow the learner to create a strong understanding of the world of commercial photography.

What qualification is available?

- Level 3 Diploma in Creative and Digital Media and Level 3 Knowledge Certificate in Creative and Media
- **Duration:** 15 months

What does the course cover?

The course covers many aspects of being a Photography Assistant within a wide range of areas such as portrait, product, lifestyle/fashion and architectural including:

- Preparing sets
- Learning how to compose, take and process photos including the use of software based post-production skills
- Managing files and libraries, copyright issues and intellectual property
- Setting up lighting and accessories

This programme is delivered entirely in the workplace.

This Apprenticeship teaches the skills required to provide excellent customer service, and can be applied to hundreds of job roles across many different sectors. Customer service duties will vary between sectors; but in most cases will include making sure that customers are dealt with in a positive, reliable and pleasant way by offering advice, answering questions or handling complaints.

What qualifications are available?

- Level 2 NVQ Certificate in CustomerService including Level 2 Certificate in CustomerService - **Duration:** 12 months
- Level 3 Diploma in CustomerService including Level 3 Certificate in CustomerService - **Duration:** 12 months

What do these courses cover?

These courses cover many aspects of Customer Service including:

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

These programmes are delivered entirely in the workplace.



Dental Nursing

Dental Nurses must be registered with the General Dental Council. An Advanced Oral Healthcare Apprenticeship is equivalent to the National Examining Board for Dental Nurses (NEBDN) certification and offers the opportunity to gain experience and a nationally recognised qualification that meets the requirements of the General Dental Council.

What qualification is available?

- Level 3 Diploma in Dental Nursing - **Duration:** 15 months

What does the course cover?

The course covers many aspects of Dental Nursing including:

- Contributing to the production of dental images
- Providing chairside support during:
 - assessment of patient's oral health
 - conservation treatment
 - endodontics
 - extractions and minor oral surgery
 - prosthetic treatment

One evening per week College attendance is optional.

“ We are extremely happy with the Apprenticeship programme and would recommend Bury College. The monthly visits to the dental practice have meant that our Apprentice is trained at her place of work. She is now on track to qualify next year which is a great success. ”

John Bolton, Practice Manager at Calder House Dental Practice

Electrical Installation

Those completing an Electrical Installation Apprenticeship will need a keen interest in technology, good analytical skills to work out what's causing a device to fail and practical skills to fix it.

What qualification is available?

- Level 3 NVQ Diploma in Installing Electrotechnical Systems and Equipment - **Duration:** 42 months

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

One day per week College attendance is required.

These Apprenticeships cover all the basics of hairdressing. Advanced Apprentices take their learning a step further by developing their cutting and colouring skills so they can carry out all the latest fashion techniques.

What qualifications are available?

- NVQ Level 2 Diploma in Hairdressing - **Duration:** 15 months
- NVQ Level 3 Diploma in Hairdressing - **Duration:** 12 months

What do these courses cover?

Level 2 covers:

- Reception duties
- Advising and consulting with clients
- Styling and finishing hair
- Cutting and colouring hair
- Colouring hair
- Setting and dressing

Level 3 covers:

- Advanced colouring and colour correction
- Styling and dressing hair to achieve a variety of creative looks
- Providing creative hair extension services
- Providing hairdressing consultation services

- Creating a variety of looks using a combination of cutting techniques
- Photo shoots

One day per week College attendance is required.



Health and Social Care

Social Care is about helping people with a particular need, such as the disabled or the elderly. This type of care usually takes place in the home or in care homes, and can include anything from helping people get dressed to transporting them to and from a residential home.

What qualifications are available?

- Level 2 Diploma in Health and Social Care and the Level 2 Knowledge Certificate in Preparing to Work in Adult and Social Care - **Duration:** 12 months
- Level 3 Diploma in Health and Social Care and the Level 3 Knowledge Certificate in Preparing to Work in Adult and Social Care - **Duration:** 15 months

What do these courses cover?

These courses cover many aspects of Health and Social Care, including adults with disabilities. Topics include:

- Communication in health and social care settings
- Equality and inclusion in health and social care settings
- Duty of care
- Safeguarding
- Health and safety
- Handling information in health and social care settings

These programmes are delivered entirely in the workplace.



These Apprenticeships are ideal for those interested in IT hardware systems. They include all aspects of support, fault finding, configuration, repair and introductory networking.

What qualifications are available?

- Level 2 Diploma in ICT Professional Competence Technical Certificate Award in ICT Systems and Principles for Apprentices - **Duration:** 15 months
- Level 3 Diploma in ICT Professional Competence Technical Certificate Award in ICT Systems and Principles for Advanced Apprentices - **Duration:** 18 months

What do these courses cover?

These courses cover many aspects of IT Professional including:

- Basic computer hardware
- Installation of hardware components
- Installation of software
- Hardware maintenance and Networking

One evening per week College attendance is required.

“ I just wanted to say a big thank you for all the help and support Bury College has given me. My assessor has given me lots of support and guidance. The Apprenticeship has really given me a good start to my career and I would highly recommend Bury College. ”

Matthew Kennington, Level 3 IT Professionals Advanced Apprenticeship

These Apprenticeships are designed to help and support learners who are required to use IT intensively. They cover a wide range of general computing and IT skills that can be applied in many job roles and industries.

What qualifications are available?

- Level 2 Diploma in IT User Skills - **Duration:** 12 months
- Level 3 Diploma in IT User Skills - **Duration:** 15 months

What do these courses cover?

These courses cover many aspects of IT including:

- Using IT systems
- Using IT to exchange information
- Operating a computer
- Word processing software
- Spreadsheet software

These programmes are delivered entirely in the workplace.

Management

The Apprenticeship in Management will help the learner understand the theories of management, and how to source, understand, present and explain work related figures and calculations.

What qualification is available?

- Level 3 NVQ Certificate in Management - **Duration:** 12 months

The programme includes the Level 3 Certificate in Management and Level 3 Certificate in Leadership and Management.

What does the course cover?

The course covers many aspects of Management including:

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

One evening per week for 20 weeks College attendance is required.



An Apprenticeship in Performing Manufacturing Operations demonstrates a broad knowledge of the manufacturing industry and processes, and develops the skills to advance a career in manufacturing.

What qualification is available?

- Level 2 NVQ Diploma in Performing Manufacturing Operations including a Level 2 Award in Industrial Environment Awareness - **Duration:** 12 months

What does the course cover?

This course covers:

- Health and Safety in an industrial environment
- Transferring materials
- Controlling manufacturing
- Contribution to effectiveness in the organisation

This programme is delivered entirely in the workplace.

These Apprenticeships cover a range of creative skills used in nail services. A Nail Services Apprentice will work as a junior nail technician assisting the senior nail technicians. On the Advanced Apprenticeship, learners could work as a nail technician or even a session and photographic nail artist.

What qualifications are available?

- Nail Services NVQ Level 2 Diploma - **Duration:** 12 months
- Nail Services NVQ Level 3 Diploma - **Duration:** 12 months

What do these courses cover?

Level 2 covers:

- Manicure and pedicure
- Silk wrap nail enhancements
- Gel nail enhancements
- Powder and liquid nail enhancements

Level 3 covers:

- Powder and liquid sculpting and overlay treatments
- Gel sculpting and overlay treatments
- Silk and fibreglass nail enhancements
- Advanced nail art

One day per week College attendance is required.

Playwork

This is a career for people who want to provide children with a challenging and stimulating environment, which is also educational and caring.

What qualifications are available?

- Level 2 Diploma in Playwork including Award in Employee Awareness in Active Leisure and Learning
 - **Duration:** 12 months
- Level 3 Diploma in Playwork including Award in Employment Awareness in Active Leisure and Learning
 - **Duration:** 16 months

What do these courses cover?

These courses cover many aspects of playwork including:

- Playwork principles
- Working in play environments and supporting children's play
- Understanding playwork principles
- Understanding children and young people's self directed play

One evening per week College attendance is optional.

Retail

Retail covers a host of businesses from market stalls and independent shops to national chains and large superstores. This Apprenticeship covers a range of skills that can be used across this vast sector. This could include assisting customers on the sales floor of a high street store, handling purchases, working in a specialist department, bakery or fresh food outlet.

What qualifications are available?

- Level 2 Certificate/Diploma in Retail Skills
 - **Duration:** 12 months
- Apprenticeship Level 2 in Bakery or Fresh Food Counter Assistant
 - **Duration:** 12 months
- Advanced Apprenticeship Level 3 in Retail including management of bakery or fresh food assistants
 - **Duration:** 12 months
- Apprenticeship Level 2 in Optical Retail
 - **Duration:** 12 months

What do these courses cover?

The course covers many aspects of retail including:

- Stock storage, management and order processing
- Preparing products for sale
- Merchandising, customer service and health and safety

These programmes are delivered entirely in the workplace.

Sports and Recreation Apprenticeships are suitable for anyone wishing to start a career in the leisure industry, or for those already employed who are looking to build upon existing skills.

What qualifications are available?

- Level 2 NVQ Diploma in Instructing Exercise and Fitness including Level 2 Certificate in Fitness Instructing - **Duration:** 12 months
- Level 3 NVQ Diploma in Personal Training including Level 3 Certificate in Personal Training - **Duration:** 12 months

What do these courses cover?

Level 2 covers:

- Planning and delivery of fitness sessions
- Evaluation fitness sessions
- Reviewing and adapting fitness programmes suitable to the needs of the client

Level 3 covers:

- Anatomy and Physiology for health and exercise
- Evaluating exercise and physical activity programmes
- Designing, managing and adapting personal training programmes for clients

This programme is delivered in the workplace, however attendance at four workshops is required.



Teaching Assistant

These Apprenticeships are ideal for anyone who works alongside the class teacher to support teaching and learning within schools.

What qualifications are available?

- Level 2 Certificate Supporting Teaching and Learning in Schools - **Duration:** 12 months
- Level 3 Diploma in Special Support for Teaching and Learning in Schools - **Duration:** 16 months

What do these courses cover?

These courses cover many aspects of being a Teaching Assistant including:

- Providing support for learning activities
- Contributing to positive relationships
- Supporting the development and effectiveness of work teams
- Helping to keep children safe
- Reflecting on and developing practice

One evening per week College attendance is optional.



This Apprenticeship can be applied across a broad range of sectors and job roles. Team Leaders are essential to the success of any business, so the skills gained on this Apprenticeship are transferable and valuable.

What qualification is available?

- ILM NVQ Level 2 Certificate in Team Leading plus a Level 2 Certificate in Team Leading principles.
 - **Duration:** 12 months

What does the course cover?

The course covers many aspects of Team Leading including:

- Managing resources
- Providing leadership
- Planning, allocating and monitoring work of a team
- Resolving customer problems and conflict in a team
- Supporting service improvements

College attendance for one evening per week for 20 weeks is required.

This programme is designed to provide the learner with the relevant training and education required to work within a professional travel services environment.

What qualification is available?

- Apprenticeship Level 2 in Travel Services
 - **Duration:** 12 months

What does the course cover?

This course will allow learners to develop and practice skills required in the travel services sector:

- How to give customers a positive impression
- Researching travel destination information
- Arranging travel itineraries
- Helping customers choose and book travel services
- Processing bookings

This programme is delivered entirely in the workplace.

Warehousing

These Apprenticeships focus on the movement and storage of goods, and are an essential part of logistics operations.

What qualifications are available?

- Level 2 Certificate in Warehousing and Storage - **Duration:** 12 months
- Level 3 Certificate in Warehousing and Storage - **Duration:** 12 months

What do these courses cover?

These courses cover many aspects of Warehousing including:

Level 2:

- 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

Level 3:

- Providing leadership for your team in logistic operations
- Supervising the receipts, storage and dispatch of goods
- Inducting new colleagues
- Responding to problems in logistic operations

These programmes are delivered entirely in the workplace.



“ The Apprenticeship scheme has been a successful way of recruiting good candidates and providing a solid learning environment in the transition from completing a qualification through to the world of full-time employment. We champion the Apprenticeship scheme by Bury College and thank them for their assistance with our staff. ”

Mark Brennan, Admin Manager at Healthy Investment.

“ The Apprenticeship with Bury College presented me with a massive opportunity to start my career and I was lucky to have an employer who could support me through my education. ”

Aaron Cowl, Level 3 in IT Professionals Advanced Apprenticeship at Bury Grammar School.

“ The Apprenticeship scheme is a great way to bring new talent into the industry. You're investing in the future and finding staff who are interested in a career. We've received lots of support from Bury College staff who have years of experience. ”

Sean Forshaw, Head Chef at The Waterside Bar and Restaurant.

“ My son's Apprenticeship was outstanding for the knowledge he gained and experience in the working environment. He has received a lot of help and support which has encouraged him and given him confidence to further his studies. ”

Paula Kennington, Apprentice parent.



The employers' choice. For all your company training needs.

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