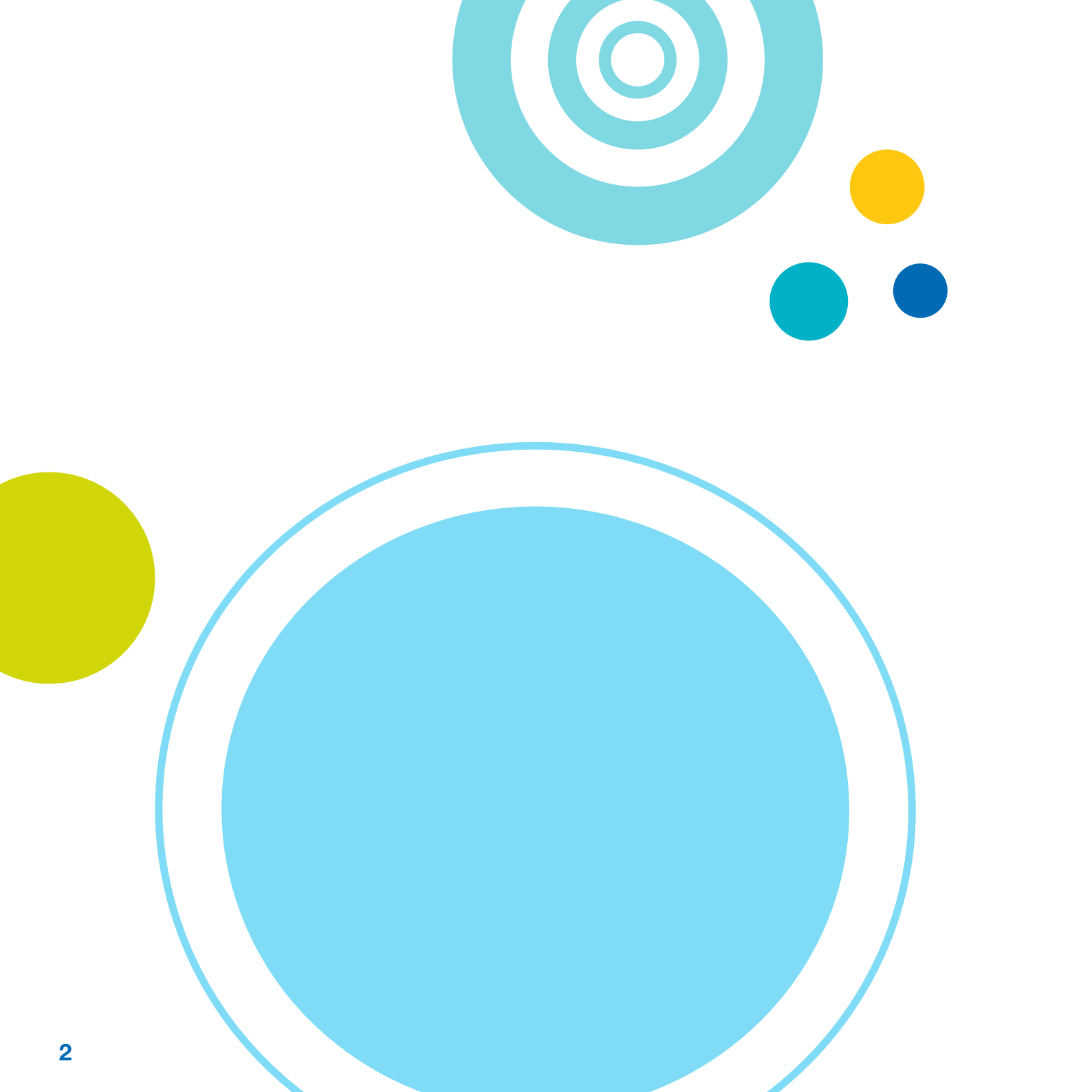


A complete guide to

APPRENTICESHIPS





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Welcome to Runshaw

Runshaw College has spent fifty years growing into a thriving community, where each person is valued and able to flourish.

We are renowned nationally for our outstanding results, friendly and supportive culture and focus on learners' needs, endeavouring to ensure that our students are happy and fulfilled during their time at the College. We value our staff and students highly, and invest heavily in their development, support and well-being, making us one of the UK's leading and award winning colleges.

In our most recent inspection, Ofsted judged our students' **'Behaviour and Attitudes'** and **'Personal Development'** to be **'Outstanding'**

What is an apprenticeship?

An apprenticeship is a job with training that enables an apprentice to gain qualifications and essential skills whilst working. It is a fantastic way for individuals to bridge the gap between full-time education and the world of employment. Apprenticeship programmes can also be used to upskill or re-train current employees.

An apprentice will work alongside experienced staff in the workplace to gain hands-on experience and the skills needed for their chosen career.

Apprentices will be required to work typically 30 hours per week and will study the relevant theory to complement their practical experience. This will help the apprentice gain the skills, knowledge and behaviours required for their chosen pathway and may potentially enable them to achieve other nationally recognised qualifications such as NVQ Certificates or Diplomas. Apprenticeships will normally last anywhere between 12-36 months with higher level apprenticeships taking longer.

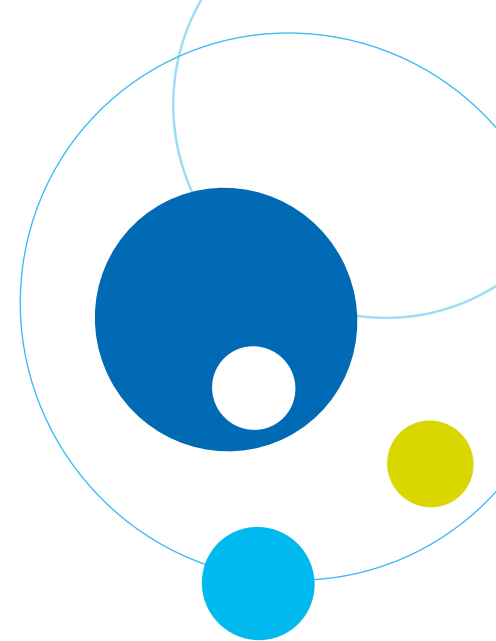
Apprenticeships are currently available at three levels with many offering the opportunity for progression at Runshaw:

Level 2 – Intermediate Level Apprenticeships

Level 3 – Advanced Level Apprenticeships

**Level 4/5 – Higher Apprenticeships
(equivalent to a Foundation Degree)**

If an applicant does not currently hold GCSE A*-D / 9-3 or equivalent, they may also be given the opportunity to study Functional Skills in English and maths alongside their apprenticeship - this will be determined through an initial assessment and diagnostic. Applicants will only be able to undertake an apprenticeship if they are in a suitable job role which includes the necessary competencies for them to demonstrate all aspects of the assessment criteria.





I am
interested in
becoming an
apprentice

Apprentices

Why choose Runshaw?

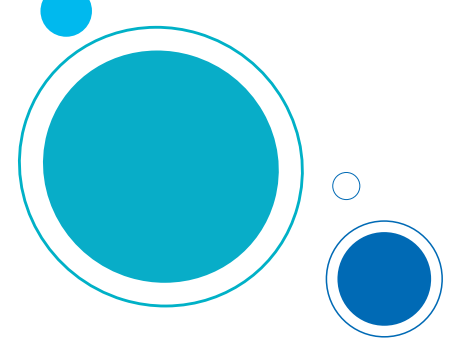
As a Runshaw apprentice, you will be well looked after. We are highly regarded for the level of support we offer and apprentices can expect full access to all of our facilities in the same way as full-time students. Out of the workplace, our trainers will work with you as you progress to ensure you are provided with a tailor-made learning programme. This is designed to be fully supportive of your needs, enabling you to progress steadily and ultimately be successful in your apprenticeship.

You will also have regular contact with our industry-led trainers, who will help track and assess your progress in the workplace. A personal learning mentor will be assigned to you, helping you overcome and remove any barrier to success. This is because our aim is simple. We want to ensure that you are happy, fulfilled and given the best start in your future career as possible.

We take great pride in our well established apprenticeship programme here at Runshaw. We will work hard to provide you with the training and support necessary to enable you to become an asset to any business and gain the skills to succeed in the world of employment.

- On the job **training**
- **Qualifications**
- Professional, **industry-led** teams of trainers
- A **debt free** way to achieve
- A **salary**
- Outstanding achievement rate across **all programmes**

Wider Development Workshops



Be 'Apprentice Ready'

- What's in it for me?
- Understanding the agreement you are entering into
- What will I achieve and how will I achieve it?
- Understanding the expectations of the Employer
- Understanding the expectations of the College

Professionalism

Understand the qualities and standards valued by the employer

- Integrity, reliability, having a positive attitude
- Self-motivation, being proactive
- Personal effectiveness
- Ability to organise self
- Time management and scheduling of tasks
- Keeping an outlook calendar

Barriers to Communication

- Gain better understanding of barriers that can affect communication
- How to overcome barriers to communication
- Coaching skills and having difficult conversations

Time Management

- Understand why time management is important
- Tools and techniques
- Managing calendars and using features in MS Outlook
- Communication skills
- Using your ILP

Personal Development

Commitment to self-improvement and continuous learning

- SWOT Analysis, Skills Gap Analysis, Training Needs Analysis
- SMART targets
- SWAN feedback
- Efficacy
- Personal development plan
- Career IAG at Runshaw
- Short term/long term career goals

British Values

To develop knowledge of the Fundamental British Values and the main laws they are linked with

- Equality Act 2010
- Human Rights Act 1998
- To be able to state the 4 Fundamental British Values
- Explain how one of the Fundamental British Values impacts on them

- Correlate the Fundamental British Values to your own organisation policy /procedure

Prevent

- What is the Prevent strategy
- What is meant by extremism?
- What is meant by safeguarding?
- The challenges in Lancashire?
- Where does the threat come from?
- Why we cannot be complacent
- Why and how would you refer?
- What happens after a referral?

STAR Method & Professional Discussions

- To understand competence-based interview questions
- To develop skills in answering competency-based questions
- To learn about STAR technique
- Preparation for the Professional discussion

Presentations

- Developing a PowerPoint
- Presentation Skills

Apprentices

Expectations...

ERR

- Employee rights and responsibilities
- Statutory rights and responsibilities
- Contract of employment
- Working hours and holiday entitlement
- Sickness absence and sick pay
- Anti-discrimination
- Data protection
- Health and safety
- Procedures and documentation
- Grievance and disciplinary
- Career pathways
- Representative bodies

Life Skills

- Healthy living & diet
- Exercise & sleep
- Wellbeing
- Vaping & smoking
- Alcohol & drugs
- Finance and money management

- to complete all work to a **high standard**
- to meet all agreed **deadlines**
- to maintain **high levels of attendance** at work (and in college as applicable)
- to demonstrate **commitment** to their apprenticeship programme
- to be **prepared** for all visits and reviews
- to **act as an ambassador** for their employer and the college
- to **maintain frequent contact** with their trainers
- ensure that **OTJ training** is **thoroughly recorded** with reflections on learning noted



Apprentices

What are the benefits of doing an apprenticeship?

There are lots of great reasons to become an apprentice, here are just a few of them!

Skills, knowledge & behaviours

An apprenticeship is all about developing new skills, knowledge, and behaviours within your chosen sector. Whether you stay with your employer on completion, study at a higher level or train in a new area, many of these new skills will be transferable and set you up for life!

Real job benefits

As an apprentice, you will have a contract of employment with the employer which could typically include all regular employee benefits such as holiday allowance, bank holidays, pensions and continuous professional development (CPD).

Earn as you learn

As an apprentice, you will 'earn as you learn'. Although salaries will vary by employer, if you are under the age of 19 or in the first 12 months of your apprenticeship, you are entitled to at least the National Apprenticeship Minimum Wage. You will also be paid during any 'off-the-job-training'. Some employers may pay more than National Apprenticeship Minimum Wage.

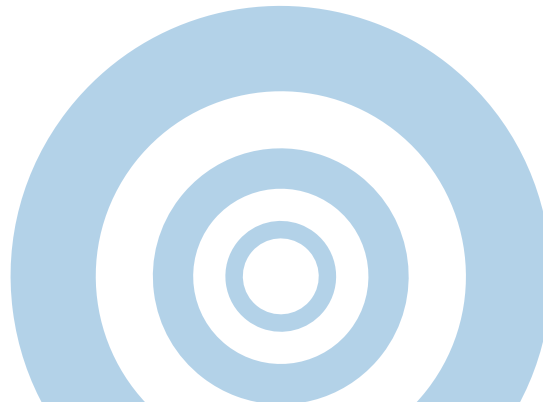
For information on National Minimum wages please visit: <https://www.gov.uk/national-minimum-wage-rates>

Fee free qualifications

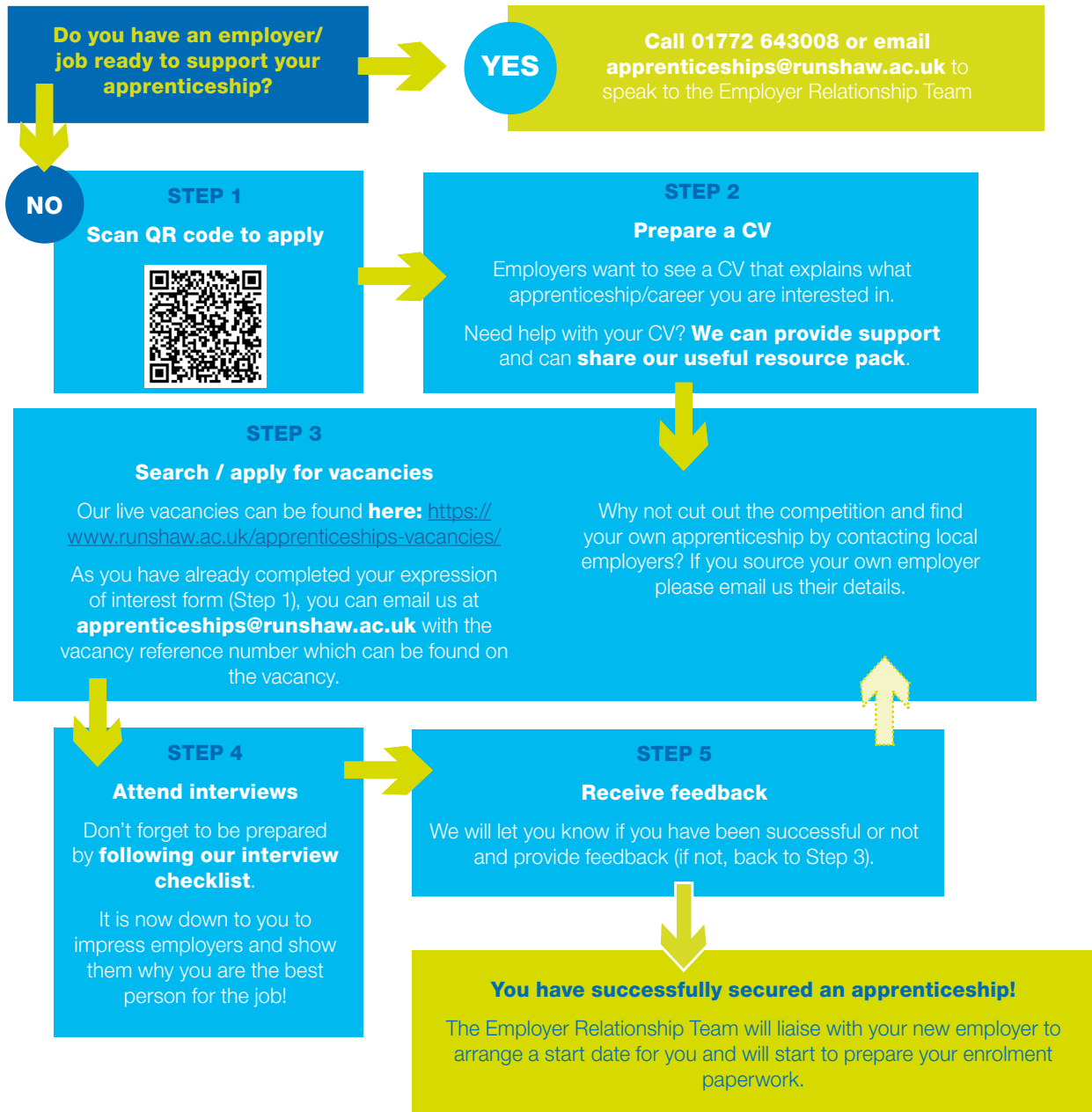
Apprenticeships are becoming a popular alternative to university for students wishing to begin a career whilst continuing their education. Unlike a university course, you will not have to pay for your qualifications during your training as the costs are covered by either the Government or your employer.

Employability & career prospects

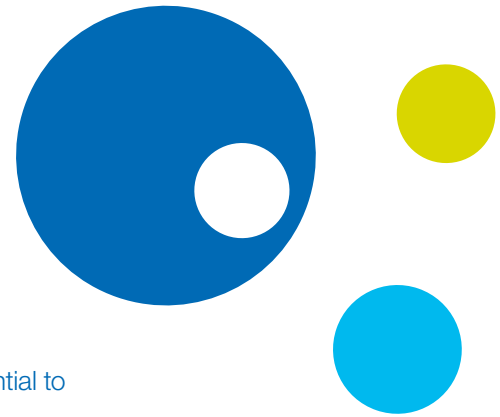
Your Apprenticeship will give you nationally recognised qualifications and key skills which will be hugely beneficial to career progression and future employability prospects.



How to become an apprentice



CV preparation



In the current job market it is vital to get your CV noticed and read. It is essential to identify your skills and your potential worth to a prospective employer.

The information below is designed to assist you in collecting your information, presenting your information, **what to do** and **what not to do**.

TIPS

Do:

- Keep it relevant and current
- Word process your CV
- Ensure there are no spelling mistakes
- Ensure it is clear and concise
- Be honest!
- Put your most recent job history first
- Get someone to check it before you submit it!

Do not:

- Make it longer than 2 pages of A4
- Exaggerate your skills and achievements
- Forget to accompany your CV with a letter of application (if sending direct to the employer)
- Use too many different font styles

Include the following information

- Full name, address, postcode and telephone number (include dialling code)
- Personal statement – include your skills, abilities and career goals
- Education – include school / college, subjects and grades achieved
- Employment history – most recent employment first, include dates (month and year) job title and duties. Also include any work experience and voluntary work.
- Additional information – driving licence, Duke of Edinburgh Award, sports achievements, and positions of authority such as being a student council member, school prefect, or form representative
- Interests – be genuine, don't just list interests, expand into a sentence e.g. "I enjoy swimming and have achieved my gold personal survival award".

Should you need help completing your CV, please let us know. We can share our useful resource pack with you and direct you to online sources too!



I am
interested in
hiring/enrolling
an apprentice

Employers

Why choose Runshaw?

Our dedicated apprenticeship Team at Runshaw will work hard to help you source the best apprentice for your business by understanding your business needs and sourcing enthusiastic and motivated candidates. We take great pride in our apprenticeship programmes and will provide the training and support necessary to enable your apprentice to become an asset to your company.

By choosing to work with us, we can help add value to your business and provide you with:

- A dedicated, professional team of staff and industry-led Trainers
- A wealth of experience providing the successful delivery of a wide range of apprenticeships, validated by our proven track record
- Excellent levels of advice, support and guidance for both you and your apprentice
- A free vacancy matching service to source motivated and enthusiastic candidates wishing to both gain qualifications and employment
- Continued support and updates of any important changes to the National Apprenticeship Programme
- Proactive efforts to ensure that the best and most up to date apprenticeships are available for your business



Employers

What are the benefits of hiring an apprentice?

Hiring an apprentice is a productive and effective way to grow talent and develop a motivated, skilled, and qualified workforce.

86% of employers said apprenticeships helped them develop skills relevant to their organisation

78% of employers said apprenticeships helped them improve productivity

74% of employers said apprenticeships helped them improve the quality of their product or service

Other benefits of working with apprentices include:

- you can adapt their training according to the needs of your business
- they're motivated to learn new skills
- you can expand and upskill your workforce

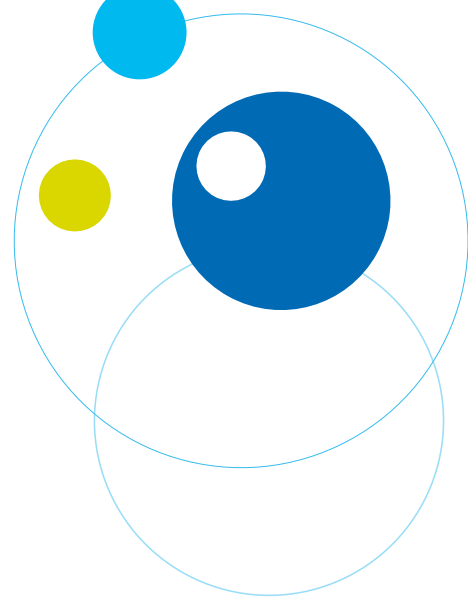


How do I enrol an **apprentice**?

To enrol an apprentice in partnership with Runshaw College as your designated training provider, please call our **Employer Relationship Team** now on **01772 643008** or email **apprenticeships@runshaw.ac.uk**. This is your first step towards hiring an apprentice, the following information will provide you with a step-by-step guide. If you are looking to **up-skill an existing staff member** through an apprenticeship, the same process will apply, except for the need to carry out interviews. A great way to develop your workforce!

Enrolling an apprentice

1. Initial contact with our Employer Relationships Team who will guide you through the process.
2. Completion and return of the 'Vacancy Pro-forma' – Recruit an apprentice. This will enable us to learn exactly what you're looking for and ensure we match the right candidates to the right apprenticeship.
3. Register for an account on the Digital Apprenticeship Service.
4. Signing of The Service Level Agreement.
5. A Health & Safety appraisal (issued by Runshaw) must be completed by the employer before any apprentice starts.
6. We will offer you potential apprentices, screened and selected, for your vacancy and consideration (at this stage, you may wish to begin interviewing candidates with a view to making a job offer).
7. Once you have interviewed and selected a suitable candidate and your offer is accepted, we will arrange a sign up meeting to complete additional documents and enrol the learner onto the apprenticeship programme.
8. Apprentice enrolled and on their exciting apprenticeship journey with you!
9. Once the enrolment is complete a Runshaw Trainer will arrange the first visit with you and your new apprentice.



How are apprenticeships funded?

I. Apprenticeship Levy Information

The Apprenticeship Levy, introduced in May 2017, has now replaced all taxpayer funding of apprenticeships for both public and private sector companies of all sizes and is designed to help employers fund apprenticeships and boost overall productivity. The information below should therefore provide both levy and non-levy payers with a basic overview of the levy and its effect on employers.

All employers

- To help support and incentivise apprenticeships, the government will also make a payment of £1000 should you hire an apprentice aged between 16-18 or an apprentice aged 19-24 who has previously been in care.

Levy Paying employers

- If you are a business with an annual payroll exceeding £3 million, then you will be required to pay the levy.
- The amount payable will be 0.5% of your total payroll and is taken through your monthly PAYE payments.
- You will be required to pay 100% of the training costs for an apprentice, regardless of age.

- The government will provide you with a 10% top-up to your monthly funds entering your Digital Apprenticeship Service Account (DAS). These funds can then be spent on apprenticeship training through an approved provider such as Runshaw.
- You will have 24 months from the moment your levy funds enter your DAS account to spend it on apprenticeship training before they will expire. Although this process is automatic, you will be reminded and given plenty of notice to spend these funds before expiration.

Non-Levy Paying employers

- If you are a business with an annual payroll less than £3 million, then you will not be required to pay the levy.
- If you employ an Apprentice aged 16-21, the apprenticeship training will be 100% government funded. For apprentices 22 and over you will pay 5% contribution to the overall cost of the apprenticeship programme. Should your business have 50 employees or more, over a 365 day period and you hire an apprentice aged 19-24 who has previously been in care, the government will provide 100% of their funding. For all age groups you are required to pay the apprentice a salary.

Your questions answered

What are my responsibilities as an employer?

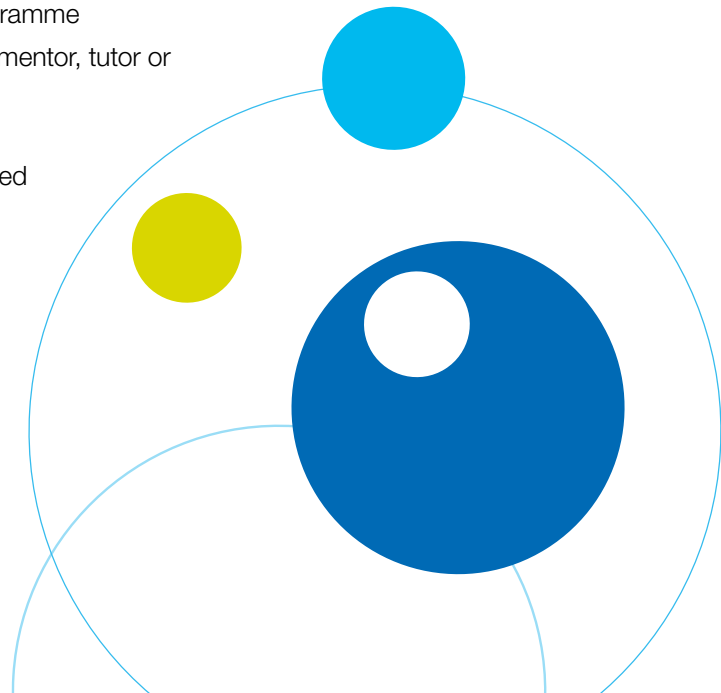
Below are some of the responsibilities that you will be expected to fulfil with regards to hiring an apprentice.

These responsibilities may include, but are not limited to:

- Paying your apprentice an agreed upon wage (must at least meet the National Apprenticeship Minimum Wage)
- Providing employment and the necessary training for the duration of the apprenticeship
- Allowing off-the-job training*
- Releasing the learner to attend training sessions if required
- Providing a safe workplace
- Showing commitment to equal opportunities
- Providing a written contract of employment and induction programme
- Providing a suitable member of staff to undertake the role of a mentor, tutor or witness to the learners competence
- Attending learner 8 weekly progress reviews
- Releasing the learner to attend the functional skills hub if required
- Allowing the learner to attend 4 weekly visits with their Trainer
- Appointing a safeguarding lead

Should you need further explanation of any of the above points, please call our Employer Relationship Team on **01772 643008** or email **apprenticeships@runshaw.ac.uk**

*vital for the apprentice to be certificated at the end of their programme





Key
information

Entry requirements



What are the requirements?

Anyone living in England*, aged over 16 and not in full-time education can apply to become an apprentice, whether you are just leaving school, have been working for years or simply looking to start a new career. If you are already employed, you can also apply to become an apprentice as part of your Continuous Professional Development with your existing employer.

Formal qualifications are not always essential to becoming an apprentice, entry requirements do vary between courses and the level of study. Most employers however, often require applicants to hold GCSE A*-D/9-3 or equivalent in maths and English. As part of the application process, you will also need to provide us with a completed CV and be willing to attend an interview which will often be requested by employers.

All applicants will undertake an initial assessment for maths and English. If you do not hold formal qualification a full maths and/or English diagnostic assessments will be carried out under exam conditions to determine your suitability.

You may also be required to follow a set dress code or uniform whilst in the workplace and show a willingness to work either as an individual or as part of a team. Most importantly of all however, you must show a commitment to your apprenticeship throughout.

*Subject to meeting eligibility requirement set by the ESFA

Off the job training



What is Apprenticeship Training?

An apprenticeship combines job-related practical experience with structured learning. This learning is split into two types:

- **On the Job Training (OJT) - learning by doing**
- **Off the Job Training (OTJT) - formal, separate training for new skills**

On the Job Training

Definition: Training that happens during the apprentice's normal working hours, to help them perform their job effectively-but not directly covering the knowledge, skills, and behaviours (KSBs) of the apprenticeship standard

Examples:

- **Shadowing experienced colleagues**
- **Job-specific coaching to enhance productivity**
- **Learning company processes through daily work**

Off the Job Training

Definition: Paid training focused on the apprenticeship's KSBs, **outside normal job duties**, during normal working hours

Activities that count:

- Classroom training, mentoring, webinars, simulations, industry visits, portfolio work if it teaches new skills

Cannot include:

- Job duties, routine English & maths (unless part of standard), onboarding and progress reviews

Roles & Responsibilities

Party	On the Job Training	Off the Job Training
Employer	Primary responsibility	Support release time, integrate training
Provider	Assist with workplace learning	Deliver structured OTJT, document, and record
Apprentice	Learn through work	Attend training and complete assignments and tasks

Why Both Matter

- **On the Job** builds confidence and job-specific skills
- **Off the Job** fills knowledge gaps and ensures all KSBs are developed
- Balancing both meets funding rules, supports quality learning, and secures funding

Practical Tips for Employers

- **Block weekly time** (e.g., 6 hrs for full-time) in regular work schedules
- Use a **shared calendar** to track OTJT sessions
- Mix internal & external learning: workshops, webinars, peer mentoring
- **Review activity logs** monthly and update documents
- Collaborate with providers when apprentices are new

Apprentice Checklist

- **Check your training plan:** Confirm agreed OTJT hours/dates
- **Attend all scheduled training** and track time spent
- Ensure OTJT contributes to apprenticeship KSBs
- **Sign off each session** and report to your employer/provider

Health and Safety

All employers should take all the necessary steps to ensure the health, safety and welfare of all persons participating in training is of the same standard as the company is required to do in relation to its employees under current Health and Safety legislation. Basic health and safety documentation and safety arrangements should be in place and monitored. These include employers liability insurance, accident book, first aid facilities, fire precautions and where appropriate risk assessment and safety policies.

Our responsibility

- Using competent staff to verify that you can provide a healthy, safe and supportive learning environment by conducting a health and safety appraisal.
- Provide a safe and healthy working environment for apprentices at all times during off-the-job training.
- Provide health and safety training for apprentices to raise their awareness of hazards in the workplace.
- Check apprentices' understanding of health and safety risk awareness.
- Investigate any accidents involving apprentices within the workplace and agree preventative action.

Employer responsibility

- Ensure the health, safety and welfare of apprentices and bring your policy statement to their attention.
- Comply with health and safety legislation.
- Provide initial and ongoing health and safety training in the workplace for apprentices.
- Assess the risks to which apprentices are exposed at work and apply the general principles of prevention.
- Report any accidents involving the apprentice immediately to the Trainer and allow investigation of the circumstances.

Apprentice responsibility

- Follow all safety procedures, policies and systems to maintain a positive safety culture.
- Ensure all accidents, incidents and near misses are reported to your line manager.
- Act in a safe and reasonable manner at all times.
- Follow the correct safety procedure in each task performed to ensure safe practices are adhered to.
- If unsure of any safety procedure, seek advice from supervisor / manager.



Responsibilities relating to your apprenticeship journey

Our responsibility

- Provide help and advice on planning workplace training and learning activities for the apprentice.
- Be aware of the learning activities that are already taking place within the workplace.
- Provide appropriate off-the-job training sessions to support the skills that the apprentice is developing in the workplace, in order that they can achieve their qualification and Apprenticeship Standard.
- Keep both apprentice and Line Manager fully engaged in regular 8 weekly progress reviews of apprentice progress against all aspects of the Apprenticeship.

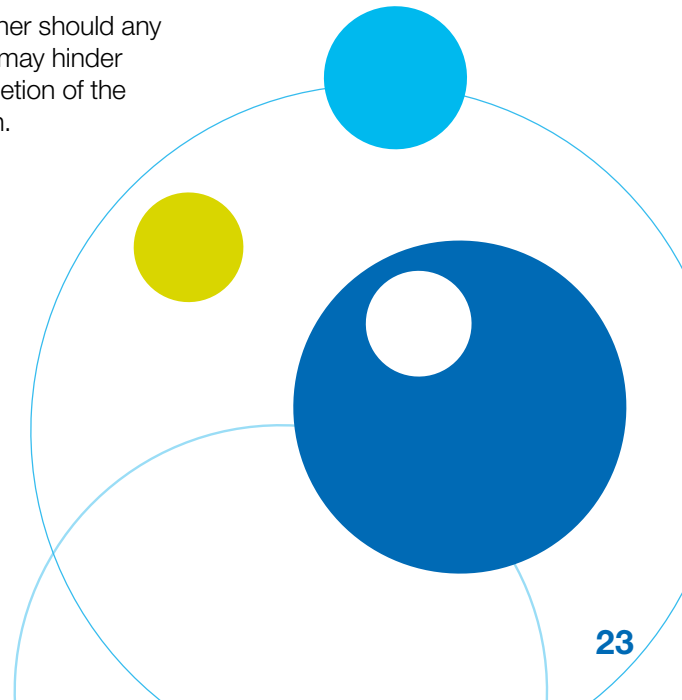
Employer responsibility

- To help apprentices develop their knowledge, skills and behaviours by providing a wide range of learning and training opportunities within the workplace.
- Allow apprentices to attend off-the-job training sessions at the agreed times.
- Help apprentices to put into practice what they have learnt during off-the-job training sessions.

- Give apprentices time in the workplace to complete required college work.
- Initiate a meeting with us if you have any concerns about any aspect of the training delivery.

Apprentice responsibility

- Attend all on and off-the-job training and appointments made with the Trainer or provide adequate notice should an appointment need to be cancelled.
- Co-operate with the Trainer in meeting targets set out in the Individual Learning Plan.
- Promptly notify the Trainer should any problems occur which may hinder progress toward completion of the Individual Learning Plan.



Delivering the apprenticeship

Planning Meeting

- Individual Learning Plan

Once enrolled, the apprentice will be assigned a Trainer, who will be in contact to arrange a planning meeting with the employer and apprentice. During this first meeting the employer and apprentice will set out and agree upon an individual learning plan. This will take into consideration the apprentices starting points against the skills, knowledge, and behaviours for the apprenticeship standard as well as any prior learning that may exist from their previous job role, including any functional skills requirements that they may have. This will be an opportunity for the employer to tailor the apprenticeship and to discuss training needs within the organisation.

Having planned the training programme, the employer will work together with Runshaw College to deliver the training required to develop the apprentices' skills and help them achieve to their full potential.

The majority of our apprenticeships are delivered fully within the workplace itself. Throughout the apprenticeship the employer must give the apprentice time to carry out 'Off the Job Training' which involves

them spending time on their portfolio, attending external events, role related training, shadowing staff within the workplace and much more.

Induction

Within the first 6 weeks, the apprentice will complete an Induction on our Moodle site: this will cover topics such as:

- Prevent
- British Values
- Online Safety
- Health and Safety
- Equality and Diversity
- Apprenticeship Programme support

4 Weekly Visits

The Trainer will then arrange to visit the apprentice in the workplace every 4 weeks to support them throughout the apprenticeship journey, set assignments for any embedded qualification, set SMART targets for them to improve their skills, knowledge and behaviours and supporting them in logging quality 'Off the Job Training' logs. They will also start preparing for End Point Assessment very early

within the apprenticeship. Please note these visits can be remote via MS Teams, Zoom or 9 telephone calls and on some occasions the visit can be booked in a classroom at the College if a face-to-face meeting is needed and this cannot take place at the employer's premises.

8 Weekly Progress Reviews

The Trainer will arrange a meeting with the employer and apprentice every 8 weeks to complete a progress review. This is a valuable opportunity for all parties to measure progress made against the skills, knowledge, and behaviours and this is captured on record by the completion of a skills scan on the apprentices' student portal. This three-way partnership ensures that the apprentice receives the best possible training experience, as well as ensuring the right training opportunities are provided within the workplace to allow them to further develop. At a progress review there will be an opportunity to check the following: -

- Apprentices distance travelled against their starting points on the apprenticeship standard
- Apprentices functional skills development within the workplace

and against any required exam/s (maths & English)

- Apprentices professional learning/professional development (Off-the-job Training)
- Apprentices progress within their job role
- Apprentices progress towards End Point Assessment

Preparation

During this meeting SMART targets will be set, and full feedback provided. We find that by having Employers/Line Managers fully engaged in every aspect of an apprenticeship journey, that the apprentice gains an enhanced experience of skills development.

Gateway

Once the apprentice has reached the minimum duration of the programme, completed a portfolio, Off the Job Training record and achieved functional Skills Maths and English if applicable, they have reached gateway. At this point the employer will start to prepare for End Point Assessment – then we will consider if the apprentice is ready

to pass through the ‘gateway’ to sit the End Point Assessment (EPA). This is discussed fully and agreed at a progress review meeting with the employer, the trainer & apprentice.

End Point Assessment

All Apprenticeships now include an End Point Assessment (EPA). These are designed to test the knowledge, skills and behaviours that an apprentice has gained during their training. Each Apprenticeship programme has its own unique EPA which demonstrates the competence of an apprentice in their role. EPA methods include knowledge tests, real work projects, a professional interview with the awarding body and live practical demonstrations. What the End Point Assessment (EPA) will consist of will depend on what apprenticeship standard the apprentice is enrolled on. The Trainer will fully support the apprentice in preparing for End Point Assessment. This usually takes approx. 3 months to fully complete. These are graded assessments carried out by an external awarding body, the apprentice could achieve a pass, merit or distinction. Full details of all Apprenticeship Standards and Assessment Plans can be found on

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

Off the Job Training

Under the apprenticeship rules, each apprentice needs to undertake ‘off the job training’ as part of their programme. As part of their training, apprentices need to log a stipulated number hours in off the job activities, which will be carried out as part of their weekly working hours, this time can be used gaining new knowledge and skills by the following methods: The teaching of theory (for example: lectures, role playing, simulation exercises, online learning or manufacturer training) Practical training: shadowing, mentoring, industry visits and participation in competitions Learning support and time spent writing assessments/ assignments.

Further Guidance can be found on the government website - <https://www.gov.uk/government/publications/apprenticeships-off-the-job-training>



Our
Apprenticeship
Programmes

Our courses

Runshaw College offer a range of apprenticeships from Level 2 to Level 5. The level you will study will depend on previous experience, current qualifications and the job role you are employed to do.

Subject	Page
Business & Professional Services	
Accounts or Finance Assistant with AAT L2	28
Assistant Accountant with AAT L3	29
Professional Accountant with AAT L4	30
Business Administration L3	31
Human Resources (HR) Support with CIPD L3	32
Customer Services Practitioner L2	33
Customer Services Specialist L3	34
Team Leader L3	35
Associate Project Manager L4	36
Quality Practitioner L4	37
Operations Manager L5	38
Education & Childcare	
Early Years Practitioner L2	39
Early Years Educator L3	40
Early Years Lead Practitioner L5	41

Disclaimer - Although course details are correct at the time of printing, they may be subject to change or amendment. Each apprenticeship programme has its own entry requirements. There may be an option to complete a BKSB assessment if you do not meet the entry requirements.



Please review our most up to date courses by scanning the QR code

Accounts/Finance with AAT Level 2

An Accounts/Finance Assistant is an integral part of the team responsible for maintaining an efficient and accurate finance department within a business. The Accounts/Finance Assistant is responsible for assisting the team of accountants with junior book keeping and accounting duties. An Accounts/Finance Assistant's work could include basic bookkeeping activities working with digital software such as Xero or Quickbooks, working with sales and purchase ledgers, running calculations to ensure that records and payments are correct, recording of cash and data entry. Accounts/Finance Assistants can work in almost any sector.

Within the offer from Runshaw College you will gain additional professional qualifications within this Apprenticeship which are: Association of Accounting Technicians Level 2 (AAT) qualification.

Entry Requirements:

GCSE English and Maths or equivalent A*-C / 9-4.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Once qualified you could be hired as a Level 3 Assistant Accountant Apprentice, Accounts Clerk, Cashier, Finance Assistant, Credit Control Clerk, Sales Ledger Clerk.

Main developmental areas



Understanding your organisation



Accounting systems & processes



Basic accounting



Business awareness

Duration:
12 months, + 3 months End Point Assessment (EPA)

EPA
structured interview with awarding body & exams



Assistant Accountant AAT Level 3

If you've progressed from an AAT Level 2 Finance Assistant role, you're now stepping into the position of Assistant Accountant, supporting businesses in planning and managing their finances. This role requires a methodical, efficient, and discreet approach, and is typically office-based, either within a finance department or a small accountancy firm, offering valuable exposure to a range of industries. On successful completion, you'll achieve the AAT Level 3 Certificate in Accounting, which provides a clear route to AAT Level 4 and further professional development. As part of your apprenticeship with Runshaw College, you'll also gain the AAT Level 3 professional qualification, helping you build the skills and knowledge needed to progress in both the private and public sectors.

Entry Requirements:

GCSE English and Maths or equivalent A*-C / 9-4.

AND

a pass at Level 2 AAT certificate in Accounting

or A Level in Accounting, A Levels in Business, Economics, or Maths

or BTEC Level 3 in Business

or a relevant degree

If you do not hold the necessary grades, suitability will be determined following an initial assessment and diagnostic.

Career Development:

Your AAT Level 3 Accounting Apprenticeship, a wide range of career opportunities will become available to you. You'll be well-positioned to progress into a Level 4

Professional Accounting/Tax Technician Apprenticeship, or step directly into progression roles beyond Finance Assistant. These could include positions such as junior accountant, semi-senior accountant, or team leader within accounts payable or receivable departments.

Main developmental areas



Analysis and evaluation of data



Produces quality and accurate information



Problem solving and decision making



Business awareness



Digital IT systems and processes



Financial accounting and reporting

Duration:

12 months, + 3 months End Point Assessment (EPA)

EPA

includes a synoptic end test, a portfolio and a professional discussion

Professional Accounting Taxation Technician AAT Level 4

The AAT Level 4 Accounting Apprenticeship is a progression route from the Level 3 Assistant Accountant qualification. It prepares individuals for more senior responsibilities in professional accounting roles, where accuracy, integrity, and strategic insight are essential.

As a professional accountant, you'll be responsible for creating, verifying, and reviewing accurate and timely financial information. This may include financial statements, monthly management reports, and treasury management activities—either within your organisation or on behalf of clients. Your work will be carried out in line with ethical, professional, and legal standards, and will rely on your understanding of business systems, processes, and digital accounting platforms.

Course structure and assessment

As part of this apprenticeship with Runshaw College, you'll work towards the AAT Level 4 Accounting qualification, this will take place over 18 months and will be followed by a 3-month End Point Assessment (EPA). Training will take place in the workplace and one day a week spent in college to support your learning. You will build a portfolio by completing 10 written tasks, which will help prepare you for a professional discussion during your EPA. You'll also complete a role scenario assessment to show how well you understand and can apply your accounting knowledge in a practical situation.

Entry Requirements:

GCSE English and Maths or equivalent A*-C / 9-4 & an AAT Level 3 or equivalent level accounting qualification.

If you do not hold the necessary grades, suitability will be determined following an initial assessment and diagnostic.

Career Development:

Upon completion the AAT Level 4 apprenticeship you'll be able to progress onto chartered accountancy pathways such as ACA, ACCA, CIMA, or CIPFA, giving you the opportunity to continue your professional studies and work towards becoming a fully qualified chartered accountant. This opens the door to a wide range of exciting career opportunities, including roles like accountant, finance manager, or trainee financial controller, with the potential to grow into senior leadership positions in both the private and public sectors.

Main developmental areas

- Management account budgeting
- Management account decision and control
- Financial statements
- Professional level synoptic
- Credit management
- Cash and treasury management
- External auditing
- Personal tax

Duration:
18 months, + 3 months End Point Assessment (EPA)

EPA
includes a portfolio, reflective statement and a role simulation

Business Administration Level 3

A Business Administration Apprenticeship will give you the knowledge, experience and essential skills required to enable the smooth day-to-day running of a business or organisation. You will learn and be responsible for a variety of administrative tasks, such as record and document production, emails and answering phone calls. These duties will require you to work as both an individual or as part of a team. You will engage with different parts of your chosen organisation along with internal and external customers which will help you develop a wide range of valuable skills such as IT proficiency, communication, initiative and problem solving.

Additionally, this Apprenticeship will provide you with a wealth of experience and a range of transferable skills and behaviours which may present you with the opportunity to work almost anywhere and in a variety of sectors. With the knowledge, skills and behaviours you will learn during this Apprenticeship, it is an excellent and logical starting point for those seeking to move into management and offers good career and study progression.

Entry Requirements:

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

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Once qualified you could be employed as a Business Advisor, Business Development Manager, Office Manager, Level 3 Team Leader or Supervisor Apprentice, Level 4 Data Analyst Apprenticeship, Level 6 Business Leadership and Management Degree.

Main developmental areas



Support a business administrator's role in the workplace



Professional expectations



Managing your personal and professional performance



Communication in a business environment



Project management



ICT for business

Duration:
12 months, + 3 months End Point Assessment (EPA)

EPA
includes a knowledge test, portfolio-based interview and a project/improvement presentation



HR Support Level 3

This Level 3 Apprenticeship is the entry route for a career in HR. The HR Support Apprenticeship is ideal for those wishing to pursue a career in Human Resources, or wishing to specialise in this field or gain management responsibilities. Anyone interested in this career should expect to learn and regularly apply a host of HR solutions towards various challenges and situations that may occur as well as provide relevant advice to departments within their organisation.

This Apprenticeship will give you good experience in the various HR disciplines and relevant legislation and policies, as well as various ways to link the work that you do towards the priorities of the business in order to develop or introduce best practices to the organisation. There are also excellent opportunities available for progression within this sector due to HR being an integral part of every business.

Within the offer from Runshaw College you may gain an additional professional qualification within this Apprenticeship which is: Chartered Institute of Personnel and Development (CIPD) qualification, CIPD places are limited.

Entry Requirements:

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

All apprentices must have 1.5 - 2 years' experience of working in an office environment, or a Level 3 business, team leading or customer services qualification.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Once qualified you could be employed as Human Resources Officer, Recruitment Consultant, Training and Development Officer, Employee Relations Adviser, Life/Career Coach, Level 5 HR Consultant/ Partner Apprenticeship.

Main developmental areas



Delivering front line HR support



Guidance to managers and employees



Dealing with a range of responsibilities from recruitment to retirement



Changes in policy, law or legal risks

Duration:

15 months, + 3 months End Point Assessment (EPA)

EPA

includes a consultative project and a professional discussion with the awarding body



Customer Service Practitioner Level 2

A customer service practitioner is responsible for delivering high-quality products and services to customers, acting as the first point of contact in a variety of settings. This role involves interacting with customers through multiple channels, such as face-to-face, telephone, email, and social media, handling tasks like processing orders, payments, offering advice, resolving issues, and gathering feedback. Practitioners may work in any sector and are expected to provide excellent service whether in the workplace, working remotely, or out in the community.

The actions of a customer service practitioner directly impact the customer experience and overall satisfaction with the organisation. Practitioners must demonstrate strong customer service skills, product or service knowledge, and adhere to the organisation's standards and regulatory requirements. Customer interactions can range from routine to complex, requiring adaptability and professionalism in every situation.

This apprenticeship is a 12-month programme, followed by a two-month End Point Assessment (EPA), all delivered in the workplace. Assessment methods include written work, discussions, observations, and a final EPA. Apprentices must also complete 'off the job training' during working hours to gain new knowledge beyond their usual role. Successful completion leads to eligibility for professional membership with the Institute of Customer Service, and can open pathways to further professional development and management roles in customer service.

Entry Requirements:

GCSE English and Maths at A*-D / 9-3 or equivalent.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development and Progression:

Once qualified, you could pursue roles such as Customer Service Advisor, Technical Support Representative, Social Media Customer Care Associate, Law Assistant, Client Relations Associate, or Patient Care Coordinator, with opportunities to work in a variety of sectors; the next step for career progression is the Customer Service Specialist Level 3 apprenticeship or Business Administration apprenticeship.

Main developmental areas



Knowledge

- Knowing your customers
- Understanding the organisation
- Meeting regulations and legislation
- Systems and resources
- Your role and responsibility
- Customer experience
- Product and service knowledge



Skills

- Interpersonal skills
- Communication
- Influencing skills
- Personal organisation
- Dealing with customer conflict and challenge



Behaviours

- Developing self
- Being open to feedback
- Team working
- Equality – treating all customers as individuals
- Presentation – dress code, professional language
- "Right first time"



Duration:

12 months, + 2 months End Point Assessment (EPA)

EPA

includes an 'Apprentice Showcase' to provide examples of work, a practical observation and a professional discussion

Customer Service Specialist Level 3

A customer service specialist serves as a professional point of contact for direct customer support across various sectors and organisation types. In this role, you act as an advocate for customer service, handling complex or technical requests, complaints, and queries, and often serve as the escalation point for ongoing or challenging customer issues.

As an expert in your organisation's products or services, you share your knowledge with colleagues and contribute to service improvements by gathering and analysing customer data. The role requires proficiency with organisational and general IT systems, and may be based in environments such as contact centres, retail, webchat, or any customer service setting.

The apprenticeship lasts 15 months, including a 5-month End Point Assessment (EPA) period, and is delivered in the workplace. Assessment methods include written work, verbal discussions, observation, and a final EPA. Apprentices must also complete 'off the job training' during working hours, gaining new knowledge beyond their usual duties. Successful completion leads to eligibility for professional membership with the Institute of Customer Service, and may open pathways to further professional or management roles in customer service.

Entry Requirements:

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

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development and Progression:

Once qualified, you could be employed in roles such as Customer Service Advisor, Technical

Support Representative, Client Relations Advisor, or Patient Care Coordinator. Progression opportunities include advancing to Team Leader Level 3, HR Support Level 3, or Quality Practitioner Level 4, providing clear pathways for further professional development within customer service and related fields.

Main developmental areas



Knowledge

- Business Knowledge and Understanding
- Customer Journey knowledge
- Knowing your customers and their needs/Customer Insight
- Customer service culture and environment awareness



Skills

- Business-focused service delivery
- Providing a positive customer experience
- Working with your customers / customer insights
- Customer service performance
- Service improvement



Behaviours

- Develop self
- Ownership/ Responsibility
- Team working
- Equality
- Presentation

Duration:
15 months, + 5 months End Point Assessment (EPA)

EPA
includes an 'Apprentice Showcase' to provide examples of work, a practical observation and a professional discussion

Team Leader Level 3

A team leader can be found in organisations of all sizes and sectors, including private, public, and third sector organisations, both locally and nationally. Their presence is essential wherever there is a need for first-line management, supervision, or support for teams and senior management. The role is broad, encompassing leadership with operational or project responsibilities, and is crucial for ensuring that organisational functions run smoothly and in accordance with relevant legislation and procedures.

The main purpose of a team leader is to provide direction, instructions, and guidance to individuals, teams, or project elements to achieve set goals. They may manage or supervise people, oversee projects, or handle a combination of these responsibilities. Team leaders play a vital role in maintaining effective operations, ensuring that tasks are completed efficiently and that organisational standards are upheld.

Delivery Model:

Four weekly Teaching and Learning sessions on teams, lasting on average one and a half hours and eight weekly reviews with line manager.

The apprenticeship lasts 15 months, plus 3 month End Point Assessment (EPA) period, and is delivered in the workplace. Assessment methods include written work, verbal discussions, observation, and a final EPA. Apprentices must also complete 'off the job training' during working hours, gaining new knowledge, skills and behaviours beyond their usual duties.

Entry Requirements:

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

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development and Progression:

Roles/Occupations may include: Supervisor, Team Leader, Project Officer, Shift Supervisor, Foreperson, Shift Manager or Management Degree. Progression opportunities include advancing to Level 5 Operations Manager or Quality Practitioner Level 4, providing clear pathways for further professional development within related fields.

Main developmental areas

-  Data collection and Benchmarking
-  Problem analysis and conclusions
-  People and relationships
-  Building a high performing team
-  Managing change and continuous improvement
-  Contributing to a project

Duration:

15 months, + 3 months End Point Assessment (EPA)

EPA

includes a portfolio of evidence, presentation with questions and answers, professional discussion with the awarding body



Associate Project Manager Level 4

Individuals will be responsible for providing Quality. This occupation is found in small, medium, and large organisations within the public, private and third sectors. Associate project managers work in all sectors such as government, retail, food and drink, infrastructure, education, charities, research, and banking. The working environment can vary from being in an office, on site, at client, and contractor's locations and working remotely.

An employee in this occupation will be responsible for identifying, defining, and delivering some or all the aspects of a projects lifecycle within the limits set by the project manager. Associate project managers work on their own and in a range of team settings.

Delivery Model:

Delivery Model: Four weekly Teaching and Learning sessions on teams, lasting on average one and a half hours and eight weekly reviews with line manager.

The apprenticeship lasts 18 months, plus 5 months for End Point Assessment (EPA) , Assessment methods include written work, verbal discussions, presentation, and a final EPA.

Apprentices must also complete 'off the job training' during working hours, gaining new knowledge, skills and behaviours beyond their usual duties.

Entry Requirements:

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

Competent computer skills (qualification not required) and in a position that aligns with a associate project manager role. Applicants must also hold a Level 3 qualification or attend a tutor interview to assess suitability. If applicants do not hold the necessary grades, they may have the opportunity to complete a functional skills course alongside their apprenticeship.

Career Development:

Roles/Occupations may include Project Manager, Project Team Leader, Project Coordinator, Project Scheduler, Change Coordinator

Duration:
18 months, + 5
months End Point
Assessment (EPA)

Main developmental areas

- Project management tools
- Project management techniques
- Managing information
- Managing stakeholders
- Research, analysis and evaluation
- Business requirements and objectives
- Regulation and legislation

Quality Practitioner Level 4

This occupation is found in the public and private industries to ensure that their organisations fulfil the requirements of their customers and other stakeholders. A fully competent Quality Practitioner can work in a wide range of organisations (from multi-nationals to SMEs), including automotive, defence, food, pharmaceutical, nuclear, retail, financial services, logistics services, public sector and government. This occupation will also be found across the green economy.

Quality Practitioners support organisations in meeting customer and regulatory requirements by applying effective quality practices. This includes four main elements:

1. Quality Planning (planning a delivery system for reliable outputs, such as implementing Quality Management Plans),
2. Quality Assurance (providing confidence to stakeholders that Quality standards are maintained, such as conducting audits),
3. Quality Control (verifying a product or service is meeting agreed specifications, such as carrying out inspections) and
4. Continuous Improvement (preventing recurrence of poor quality through analysis and addressing the root cause of poor quality, such as conducting investigations).

Delivery Model:

Four weekly Teaching and Learning sessions on teams, lasting on average one and a half hours and eight weekly reviews with line manager.

The apprenticeship programme runs for up to 14 months, with an additional 8 months added for End Point Assessment (EPA).

Entry Requirements:

GCSE English and maths at A*-C / 9-4 or equivalent. Competent computer skills (qualification not required) and in a position that aligns with a quality practitioner role.

Applicants must also hold a Level 3 qualification or attend a tutor interview to assess suitability. If applicants do not hold the necessary grades, they may have the opportunity to complete a functional skills course alongside their apprenticeship.

Career Development:

Roles/Occupations may include: Project quality engineer, Quality assurance officer, Quality engineer, Quality officer, Supplier quality engineer.

Main developmental areas

-  Quality planning
-  Audit assurance
-  Quality control
-  Continuous improvement



Duration:

14 months, + 8 months End Point Assessment (EPA)

Operations Manager Level 5

This occupation is found in small, medium, large, and multinational organisations in private, public, and third sectors across all areas of the economy.

Operations managers perform leadership and management duties with teams and senior managers to ensure that teams fulfil their roles and meet organisational goals. They are essential to all business models that have an operational area or department with a workforce to lead, manage, and support.

The broad purpose of this occupation is to provide leadership, with both operational and project responsibilities. An operations manager is responsible for managing individuals or a team, offering direction, instructions, and guidance to achieve set goals. They are crucial for the smooth functioning of all departments within an organisation and ensure that their functions are administered and maintained in accordance with legislation and the organisation's policies and procedures. Operations managers provide clear and inclusive leadership and direction within their area of responsibility. This typically involves setting, managing, and monitoring the achievement of core objectives aligned with the organisation's overall strategic goals. In smaller organisations, they are also likely to contribute to the execution and achievement of these strategic objectives.

Programme Duration & Assessment

The apprenticeship programme runs for up to 18 months, with an additional 5 months added for End Point Assessment (EPA). Throughout the apprenticeship you will be assessed via a variety of assessment methods including assignments, product evidence and witness testimonies.

Delivery Model

Four weekly Teaching and Learning sessions on teams, lasting on average two hours and eight weekly reviews with line manager.

Entry Requirements

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

Competent computer skills (qualification not required) and in a position that aligns with a management role.

If applicants do not hold the necessary grades, they may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Roles may include: Operations manager, Regional manager, Divisional manager, Department manager and Specialist managers.

Main developmental areas

- Project scope & planning
- Project implementation
- Project evaluation and commendations
- Managing & leading a team
- Organisational governance
- Operational planning
- Stakeholder relationships

Duration:
18 months, + 5 months End Point Assessment (EPA)

EPA
includes a portfolio, real life work projects, employer reference and structured interview

Early Years Practitioner Level 2

As an apprentice in the early years sector, you will be starting a fulfilling career working with children. In your job role you will be working in an early year's setting such as a nursery while you complete your training. You will be an employed member of staff and will have responsibilities such as planning engaging activities for children's learning, safeguarding children, and providing professional care.

The Apprenticeship will educate you in the early years child development, safeguarding, important legislation, planning and assessment techniques.

You will gain your Level 2 Early Years Practitioner Apprenticeship. While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

Entry Requirements:

GCSE English and Maths at A*-D / 9-3 or equivalent.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Once you have successfully gained your apprenticeship, you may be employed as a Level 2 Early Years Practitioner, with the opportunity to progress to a Level 3 Early Years Educator role.

Main developmental areas



Supporting child development



Safeguarding, protection and welfare



Health and safety of babies and young children



Responsibilities of the early years practitioner



Planning and delivering activities and purposeful play



Partnership working

Duration:
13 months, +3 months End Point Assessment (EPA)

EPA includes a professional discussion underpinned by a portfolio and a knowledge test



Early Years Educator Level 3

The Level 3 Early Years Educator Apprenticeship is a natural progression from level 2 Early Years Practitioner. As an Early Years Educator you will remain employed in an early year's setting such as a nursery but you will build upon your knowledge and have more responsibilities in your role by having a group of key children. Through the apprenticeship you will build on the knowledge gained in level 2 and will gain a deeper understanding of child development by looking at different theories and how to put these into practice. In order to complete this apprenticeship, you will need to complete paediatric first aid training. Candidates need to be caring, honest, reliable, patient, friendly, use own initiative, have good communication skills, be practical and a problem solver.

While you are completing your Apprenticeship you will need to complete 'off the job training' this is time spent in working hours gaining new knowledge additional to your usual job role, this time is to take place within your contracted hours and will be agreed with your employer.

Entry Requirements:

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

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

Room leader, SENCO, Safeguarding Lead, Deputy Manager, Manager, EYFS curriculum lead, progression to higher level qualifications, Teaching Assistant, Social Work, Play Therapist, Family Support Worker.

Main developmental areas

- Understand legislation
- Safeguarding, protection and welfare of children
- Planning, observation and assessment
- Promote child development
- Plan, lead and review play opportunities
- Developing children's skills

Duration:
20 months, + 4 months End Point Assessment (EPA)

EPA includes a professional discussion underpinned by a portfolio and a knowledge test

Early Years Lead Practitioner Level 5

As early years lead practitioners they are effective role models of play-based learning, supporting others to develop their own practice. They are highly skilled professionals who take an operational lead for the care, learning and development of all young children within their care, adapting to individual needs providing inclusive and holistic provision. They engage with sector developments both locally and nationally, with a commitment to developing their own professional and educational competencies. In their daily work, an employee in this occupation interacts with children aged birth to eight years, families, practitioners, other professionals, and appropriate agencies. An employee in this occupation will be responsible for supporting the quality of learning and development in their setting.

Entry Requirements:

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

Job role meets the required standard.

If you do not hold the necessary grades, you may have the opportunity to complete a functional skills course alongside your apprenticeship. Suitability will be determined following an initial assessment and diagnostic.

Career Development:

- Room Leader
- Deputy Manager
- Manager
- Outreach worker for councils
- Education Welfare Officer

Main developmental areas

Early years pedagogy

Role model

Enhancing quality settings

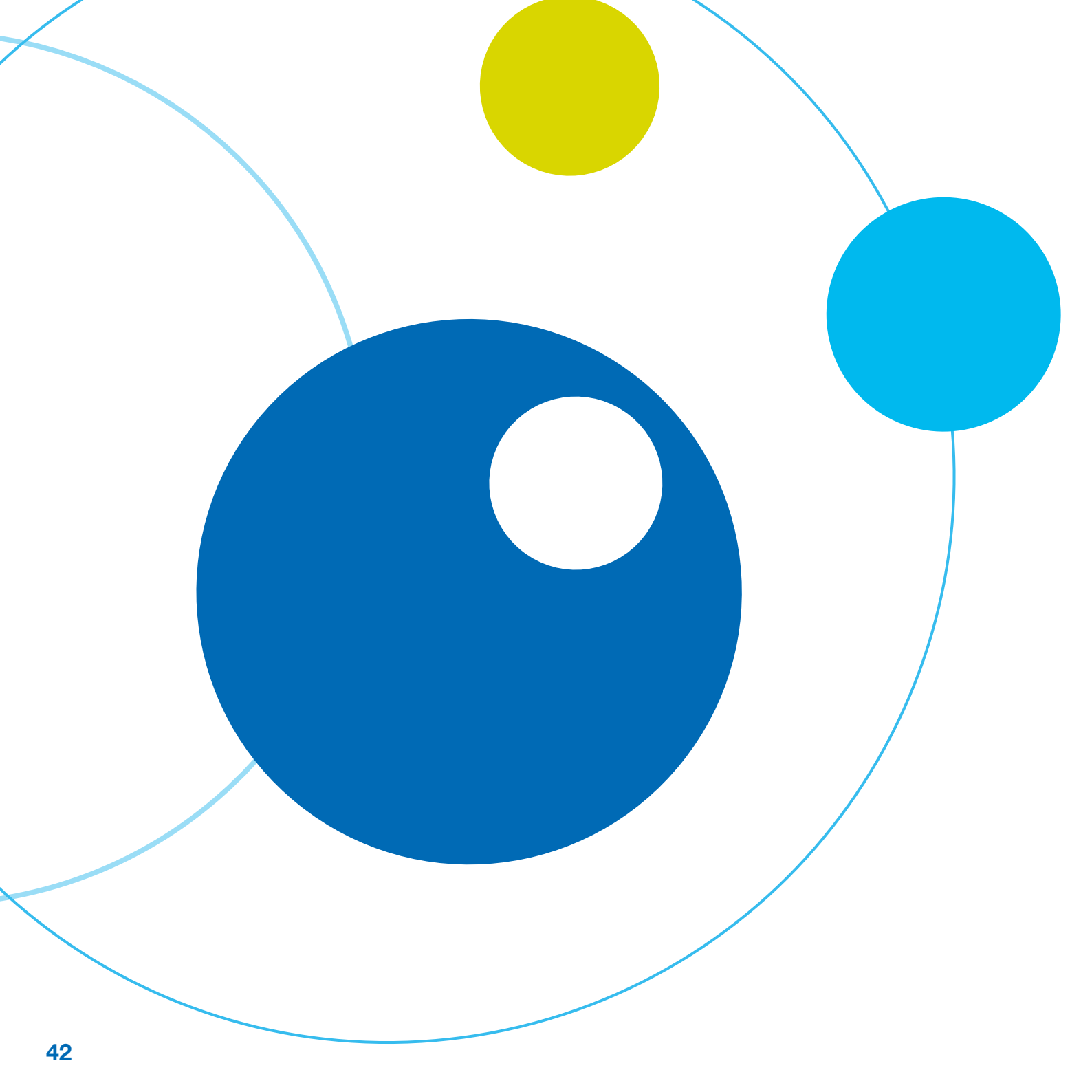
Leaderful practice

IT systems and processes

Proactive and influential practitioner

Duration:
24 months, + 3 months End Point Assessment (EPA)










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