



experience is everything



The
Growth
Company

Apprenticeships,
Traineeships,
Courses & Degrees

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experience more

with GC Education & Skills

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WHY CHOOSE US

We want you to get the best experience that will help you to get ahead in your chosen career. Not only that, we want to help you make friends, boost your confidence and realise your full potential.

 <p>Good is what we are rated by Ofsted</p>	 <p>150+ apprenticeship vacancies to choose from</p>	 <p>2,500 employers work with us across Greater Manchester and beyond</p>	 <p>75% of our apprenticeship vacancies are above minimum wage</p>
 <p>Our apprenticeship achievement rates are above national average</p>	<p>50 We're one of the top 50 training providers*</p>	 <p>Our Higher Education courses are accredited by the University of Bolton and Staffordshire University.</p>	

* From RateMyApprenticeship Awards



Your place is guaranteed

Have peace of mind that your place is secure with our guaranteed places*. Each year, we give hundreds of school and college leavers guaranteed offers for when they finish full-time education. This means no more worrying about your next steps.

Low grades don't matter to us

We understand that you don't always get the grades you hope for - so our focus is on you, not what your results say. However well you perform in your GCSEs or A-Levels, we'll help you find the right course for you.

Proud to be part of the Growth Company

As part of a not-for-profit organisation that delivers £60m of skills, employment and recruitment services, we're in a great position to put your needs, and career, first. Any money that we make is reinvested into helping people like you to achieve their goals.

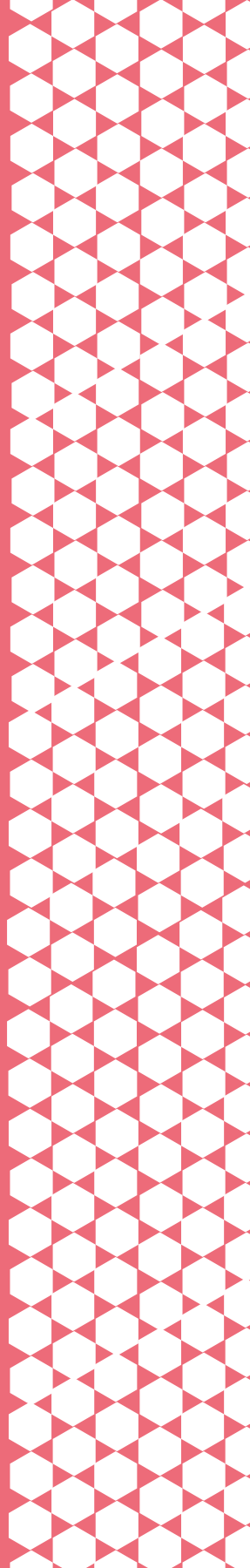
*Guaranteed offers are subject to the individual achieving any agreed qualifications and attending all appropriate job preparation workshops.





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WHAT WE CAN OFFER YOU



Apprenticeships

Whatever industry you're looking to work in, apprenticeships will give you real experience that will help you to go far in your career. Best of all, an apprenticeship is a real job that pays a wage - so you'll be earning while you learn.

Pre-apprenticeships

Aged 16 to 18? If you want to progress onto an apprenticeship but don't feel quite ready, then a pre-apprenticeship could be the ideal option for you - you'll gain hands-on experience that employers are looking for.

We have nine training centres across Greater Manchester that offer an alternative route to college after you leave school.

We have courses available in these vocational areas:

- Accountancy
- Automotive
- Business Admin
- Childcare
- Construction (in Tameside, Rochdale and Trafford Park only)
- Customer Service and Retail
- Employability
- Engineering
- Functional Skills in English and Maths
- GCSEs in English and Maths
- Hair & Beauty (in Longsight only)
- Health & Social Care
- Work experience in an area of your choice



Gain
valuable
experience

Boost
your CV

Improve
your confidence

Develop
your skills

Experience is Everything

Unsure about what you want to do in the future? Don't worry - a work placement could help you to make your mind up.

You'll spend two days a week on placement, and two days a week learning at one of our training centres for a total of 12 weeks. All our placements are designed around you - so you'll get the most out of your experience.

Skills Support for Growth

Would you like a dedicated learning mentor to help you unleash your potential?

As part of our Skills Support for Growth programme, you'll receive one-to-one support based around your needs and aspirations. Your mentor will work with you to plan out your career and help you gain the skills and qualifications you need to get there.

APPRENTICESHIPS

Why choose an apprenticeship?

One of the best things about apprenticeships is that you get the practical experience that employers value, and the chance to earn a salary whilst doing so.

What exactly is an apprenticeship?

An apprenticeship is a real job within a company, lasting for at least one year. You'll spend the vast majority of your time learning the skills you need to succeed in the role and develop in your career long after your apprenticeship is finished. You'll work as part of a team, and will report to a supervisor or manager.

Our apprenticeship vacancies cover a range of sectors and industries, and wages depending on the role and company.

How much will I earn?

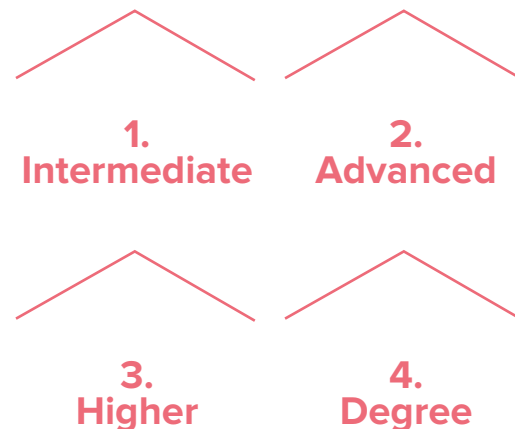
This very much depends on the level of apprenticeship that you're looking for, with higher level programmes naturally paying a higher salary. There are also salary variations between industries.

However, as an apprentice, you will earn a minimum of £3.90 per hour if you're under 19, or over 19 and in the first year of your apprenticeship. If you're over the age of 19 and have already completed your first year, the minimum wage is £7.70 per hour.

It's also important to remember that many apprenticeships pay more than the minimum wage - in fact, we aim for 75% of our apprenticeship vacancies to offer a higher salary.

What levels are available

Check out our levels below. Whatever stage you're at, there'll be something to suit you. The right level of apprenticeship will depend on your existing qualifications and the type of job that you're going for - but don't worry, we can help you to figure that out.



HOW YOU WILL LEARN ON YOUR APPRENTICESHIP

Whichever apprenticeship you choose, we want to make sure you're not only getting the most out of your time with us, but that you are ready to achieve your future goals. Take a look at how we help you get career ready.



PROGRESS FROM YOUR APPRENTICESHIP



Once your apprenticeship is over, you'll no doubt be wondering what your next step will be. Higher education is just one of the options that you can consider.

We can offer you a number of higher education and access courses in partnership with the University of Bolton and Staffordshire University. All of our degree courses are delivered on a part-time basis, meaning you'll be able to fit in your studies around your employment and personal life.

Degree programmes provide a great progression route from an advanced apprenticeship, and can help you to work your way up the career ladder.

You'll be taught by highly skilled and experienced tutors, who will be with you every step of the way - from enrolment right through to graduation.

You'll have the freedom to work and study your way. You'll be given access to our own in-house e-learning platform, online course materials and additional support modules, so you have that flexibility to complete the programme around your lifestyle.

Pick from one of the following higher education courses and take your career to the next level:

- Access to Higher Education Diplomas in Business, Counselling and Psychology, Education and Childhood Studies, Health Care and Nursing
- Foundation degree in Health Care Studies●
- Foundation degree in Business Management▲
- Foundation degree in Early Years and Childhood Studies●
- Foundation degree in Education▲
- BA (Hons) Business and Management Top-Up▲
- BA (Hons) Professional Development Education●
- BA (Hons) Professional Development (Early Years) Top-Up●
- Teaching qualifications●

- ▲ Accredited by Staffordshire University
- Accredited by the University of Bolton



COURSES FOR ADULTS

Thinking of a career change or looking to get back into work? It's never too late to try something new, that's why we offer a range of courses specifically for adults.

Take the next step towards a better future

Already in work and looking to develop? We offer courses in the following areas:

- Administration
- Business skills (e.g. presentation skills)
- CSCS card
- Customer service and retail
- First aid
- Fire safety
- Food safety
- Health and safety
- IT (e.g. Excel)
- Leadership and management
- Sales and marketing

Looking to work in construction?

Over at our SkillCentre in Trafford Park, you can enrol onto a number of traditional trade courses which run throughout the year – so you can start studying whenever you're ready. These include:



Carpentry and joinery



CSCS card



Painting and decorating



Plastering



Wall and floor tiling



SUPPORTING YOU EVERY STEP OF THE WAY

If you have specific learning requirements such as dyslexia, dyscalculia, autism, dyspraxia - or anything else - then getting advice and help from us is easy. After all, nothing should hold you back from achieving your dreams.

We can provide:

- Assistive technology
- Exam concessions
- Signposting to other areas of support or agencies if needed
- Individual education plans to support your own learning style

We are there for you

We understand that life can be complicated, and that you might be experiencing a range of worries and challenges in your personal life. Perhaps you're in foster care, or are a carer for a family member? Are you struggling with your mental health, or concerned about becoming homeless? Whatever's on your mind, just let us know and we will be able to help.

Our Pass

Aged 16-18? Our Pass is a new, free bus pass that gives you the freedom to travel around Greater Manchester. Whether you're off to your apprenticeship or meeting up with friends, the pass will help you to save money on travel expenses. You can get yours at ourpass.co.uk, but if you need help with placing your order, just let us know.



“ALL I HAVE TO WORRY ABOUT IS TURNING UP AND DOING A GOOD JOB!”

EXPERIENCE MORE WITH AN APPRENTICESHIP



LOOKING FOR AN ALTERNATIVE TO COLLEGE?

If you are aged 16 - 18 we understand taking the first steps after school can be challenging. That's why we have unique programmes and support teams in our centres based in local communities, near to where you live.

Our tailored programmes are delivered across eight centres in Greater Manchester and St Helens. They are designed around your needs and when you join us, your programme will likely include:

- A nationally recognised qualification
- English and Maths skills and qualifications
- Work experience
- Employability skills
- Outdoor and social activities

Guidance and support available to you

- Smaller class sizes
- One-to-one support from a designated key worker
- Additional learning support
- Bursary of up to £40 per week (subject to certain eligibility criteria)
- Breakfast club for all learners
- Free hot drinks and kitchen facilities for use throughout the day
- Experienced staff who understand and can support additional learning needs
- An open-door policy where our students can talk to us at any time about whatever might be troubling them.

We're here to give you the best experience we can, supporting both your education and any areas of personal development you might need.



HARPURHEY

LONGSIGHT

SALFORD

STOCKPORT

ROCHDALE

TAMESIDE

WIGAN

ST. HELENS



£132b
contributed to
the UK
economy*

ACCOUNTING & FINANCE

If you like the thought of working in one of the most challenging and exciting sectors, then a career in accounting and finance could be for you. There are a wide range of opportunities available in roles such as financial planning and insurance to investments and pensions. Plus, with the industry consistently growing, you can be assured that there will be opportunities well into the future.

BE AN
ACCOUNTANCY
ASSISTANT

BE AN
INSURANCE
PROFESSIONAL

BE A
CLIENT ADVISOR

APPRENTICESHIPS

AREA	QUALIFICATION
Accounting	Accounts/Finance Assistant Level 2
Accounting	AAT Assistant Accountants Level 3
Financial Services	Investment Operations Administrator or Financial Services Customer Service Advisor Level 2
Financial Services	Compliance/Risk Officer Level 3
Financial Services	Investment Operations Technician, Insurance Practitioner, Senior Financial Services Customer Advisor, or Workplace Pensions Consultant Level 3
Financial Services	Insurance Professional Level 4
Financial Services	Investment Operations Specialist Level 4

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Accounting	AAT Level 2 Diploma in Accounting

* Rhodes C, 'Financial services: contribution to the UK economy,' (House of commons library, 2019)
<https://researchbriefings.files.parliament.uk/documents/SN06193/SN06193.pdf> > accessed 31 july 2019.

Accounting
Apprentice
£10k

Accounting
Technician
£18-30k

Management
Accountant
£25-80k

“BEING ABLE TO SHOP
WITH MY OWN MONEY FEELS
REALLY GOOD.”

EXPERIENCE MORE WITH AN APPRENTICESHIP

ACCOUNTING

PRE-APPRENTICESHIP

AAT Diploma in Accounting & Business Level 2

What's involved?

Explore a wide range of accountancy skills and techniques including bookkeeping, inventory management and control, and how to use accounting software. Plus, you will be introduced to business law, understanding contracts, and payroll.

Entry Requirements

5 GCSEs A*-C/4-9 including English and Maths

Duration

8 months

Centre

Lee House

APPRENTICESHIP

Accounts/Finance Assistant Level 2

What's involved?

You will support the accounting function with basic bookkeeping activities, working with sales and purchase ledgers, running calculations, recording of cash and data entry.

Entry Requirements

5 GCSEs A*-C/4-9 including English and Maths

Duration

1 year

Centre

Lee House

APPRENTICESHIP

Professional Accounting Taxation Technician Level 4

What's involved?

From preparing financial statements and consolidating limited company accounts to preparing budgets and dealing with inventory, you will gain a wide range of skills and knowledge. There is also a variety of professional accounting subjects covered to help advance your career.

Entry Requirements

AAT Level 3 Diploma in Accounting or Assistant Accountant Apprenticeship

Duration

15 - 18 months

Centre

Lee House

APPRENTICESHIP

Assistant Accountant Level 3

What's involved?

Enhance your accounting knowledge and discover more about processing year-end adjustments, producing a set of accounts and costing out products and services to name just a few areas. You will also learn more about ethics for accounting and the principles, safeguards and threats.

Entry Requirements

AAT Level 2 Diploma in Accounting & Business or A-Level Accounting

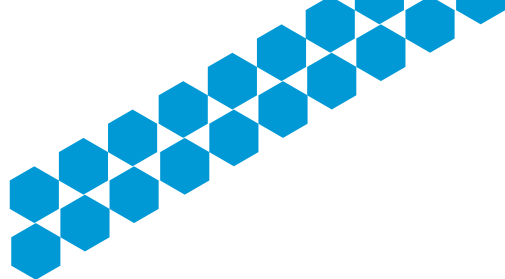
Duration

15 - 18 months

Centre

Lee House

1.1m
financial
services jobs in
the UK*



APPRENTICESHIP

Investment Operations Administrator Level 2

What's involved?
This apprenticeship is an introduction to the investment operations sector where you will undertake a range of development activities to progress your competence across a number of defined knowledge, skills and behaviours linked to your role within an investment operations function.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 12-15 months	Centre Workplace
---------------------------------	----------------------------

APPRENTICESHIP

Financial Services Customer Advisor Level 2

What's involved?
This apprenticeship has been designed for use in banks and building societies, but may have wider application across financial services. Typical activities could include: branch cashier, dealing face-to-face with customer enquiries, helping them use new digital services, dealing with enquiries by phone, email or post and administering customer accounts.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 12-15 months	Centre Workplace
---------------------------------	----------------------------

APPRENTICESHIP

Insurance Practitioner Level 3

What's involved?
The insurance practitioner apprenticeship is an entry-level role into the industry, and can lead into a variety of careers with supporting professional qualifications. Future career paths could include underwriting, client relations, insurance claims, loss adjusting, broking, reinsurance and account management.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 15-18 months	Centre Workplace
---------------------------------	----------------------------

APPRENTICESHIP

Senior Financial Services Customer Advisor Level 3

What's involved?
This apprenticeship has been designed for use in banks and building societies, but may have wider application across financial services, including life insurers. Typical activities could include: understanding customer needs and meeting those needs with the right products and services, promoting new digital services to encourage customers to use these channels, and proactively calling customers to deepen relationships.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 15-18 months	Centre Workplace
---------------------------------	----------------------------

APPRENTICESHIP

Compliance/Risk Officer Level 3

What's involved?
Completion of an industry recognised technical qualification, along with building your competence across a range of defined knowledge, skills and behaviours linked to your role within a compliance or risk function of a financial services organisation.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 15-18 months	Centre Workplace
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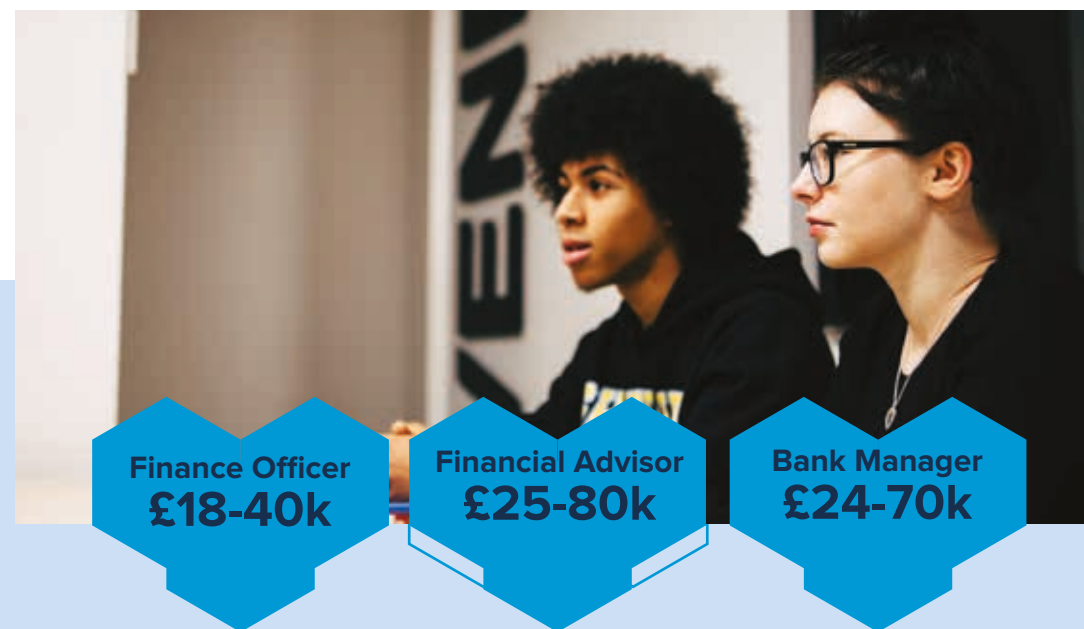
APPRENTICESHIP

Investment Operations Technician Level 3

What's involved?
Completion of the industry recognised level 3 technical qualification (CISI Investment Operations Certificate), along with building your competence across a range of defined knowledge, skills and behaviours linked to your role within an investment operations function.

Entry Requirements
5 GCSEs grades A*-C/4-9 including English and Maths

Duration 16-20 months	Centre Workplace
---------------------------------	----------------------------



APPRENTICESHIP

Workplace Pensions (Administrator or Consultant) Level 3

What's involved?

Workplace pensions administrators play a critical role in managing the day-to-day operation of workplace pension schemes. A workplace pensions administrator is likely to be involved in a variety of tasks supporting more senior administrators.

Entry Requirements

5 GCSEs grades A*-C/4-9 including English and Maths

Duration

18-30 months

Centre

Workplace

APPRENTICESHIP

Insurance Professional Level 4

What's involved?

As an insurance professional, you could work in various areas of insurance, such as broking, client management, underwriting, claims, operations and loss adjusting.

Entry Requirements

Relevant level 3 qualification

Duration

24-30 months

Centre

Workplace

APPRENTICESHIP

Investment Operations Specialist Level 4

What's involved?

Completion of an industry recognised technical qualification, along with building your competence across a range of defined knowledge, skills and behaviours linked to your role within an investment operations function. Developing your competence by undertaking complex tasks as well as possibly starting to take on leadership responsibilities.

Entry Requirements

Relevant level 3 qualification

Duration

18-24 months

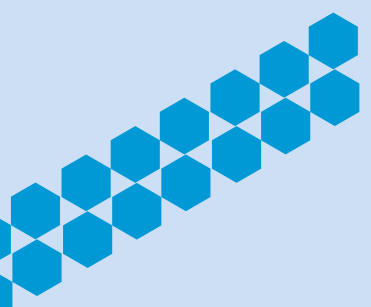
Centre

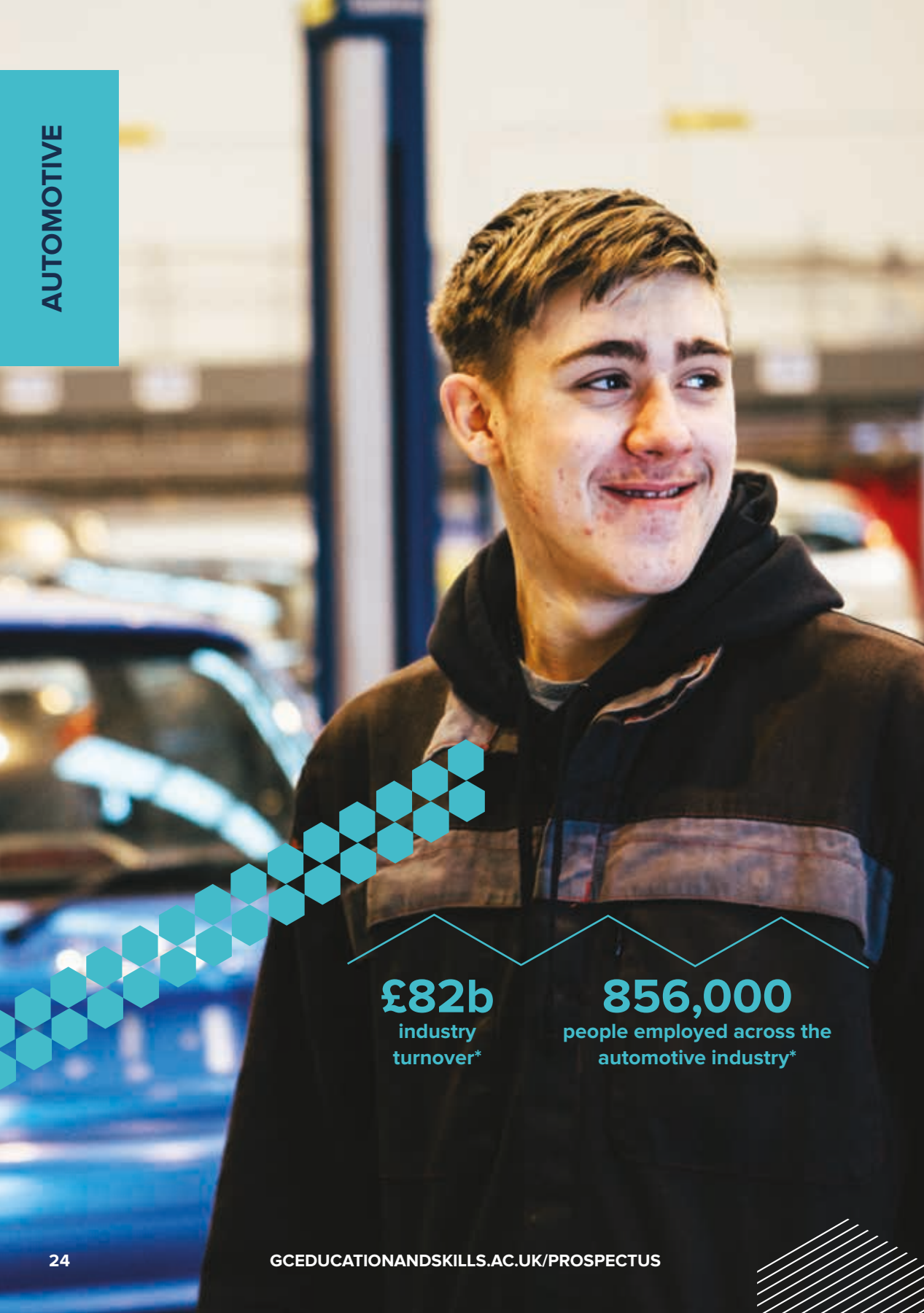
Workplace



“HAVING A WAGE GIVES ME THE FREEDOM TO GET TO WHERE I WANT TO GO.”

EXPERIENCE MORE WITH AN APPRENTICESHIP





£82b
industry
turnover*

856,000
people employed across the
automotive industry*

AUTOMOTIVE

If you have a passion for vehicles and want to turn it into a career, we can help. Whether you're looking to work in small, independent garages, or you would like to work for large international manufacturers, we can help develop your skills and knowledge.

**BE A
LIGHT VEHICLE
MECHANIC**

**BE A
VEHICLE PAINT
REFINISHER**

APPRENTICESHIPS

AREA	QUALIFICATION
Automotive Paint & Body Repair	Vehicle Damage Body/Paint Technician Level 2
Automotive Paint & Body Repair	Vehicle Damage Body/Paint Technician Level 3
Automotive Maintenance & Repair	Apprenticeship in Auto Electrics Level 2
Automotive Maintenance & Repair	Apprenticeship in Auto Electrics Level 3
Automotive Maintenance & Repair	Auto Care Technician Level 2
Automotive Maintenance & Repair	Light Vehicle Service & Maintenance Technician Level 3
Automotive Maintenance & Repair	Heavy Vehicle Service & Maintenance Technician Level 3

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Automotive Paint & Repair	Level 1 Diploma in Vehicle Accident Repair Paint
Automotive Maintenance & Repair	Level 1 Diploma in Vehicle Maintenance & Repair

* SMMT. 2019. UK Automotive. [ONLINE] Available at: <https://www.smmt.co.uk/industry-topics/uk-automotive/>. [Accessed 6 August 2019].

AUTO BODY & PAINT REPAIR

WORK EXPERIENCE

Vehicle Repair

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Vehicle Damage Body/Paint Technician Level 2

What's involved?

A varied apprenticeship that will show you how to restore vehicles back to their former glory following an accident.

Entry Requirements

Grade D or Grade 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

20 months

Centre

GM SkillCentre

PRE-APPRENTICESHIP

Level 1 Diploma in Vehicle Accident Repair Paint

What's involved?

This course will help you to learn the basics, so you have the skills and knowledge needed to go onto a full apprenticeship in vehicle repair.

Entry Requirements

No formal grade requirements, but you will be assessed in literacy and numeracy.

Duration

34 weeks

Centre

GM SkillCentre

APPRENTICESHIP

Vehicle Damage Body/Paint Technician Level 3

What's involved?

Develop your knowledge of custom paint finishes, paint application techniques and correcting misalignment.

Entry Requirements

Grade D or Grade 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

16 months

Centre

GM SkillCentre

AUTO MAINTENANCE & REPAIR

WORK EXPERIENCE

Vehicle Maintenance & Repair

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

PRE-APPRENTICESHIP

Level 1 Diploma in Vehicle Maintenance & Repair

What's involved?

This course will help you to learn the basics, so you have the skills and knowledge needed to go onto a full apprenticeship in vehicle maintenance and repair.

Entry Requirements

No formal grade requirements, but you will be assessed in literacy and numeracy.

Duration

34 weeks

Centre

GM SkillCentre



12%

of UK exports are vehicles*

Automotive
Apprentice
£10k

Vehicle Body
Repairer
£15-30k

Paint Technician
£18-30k



APPRENTICESHIP

Auto Electrics Level 2 & 3

What's involved?

Discover how to diagnose and repair problems with vehicle electrics.

Entry Requirements

Grade D or 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

2 years

Centre

Manchester College

APPRENTICESHIP

Auto Care Technician Level 2

What's involved?

In this course, you'll discover how to carry out a range of repairs and services.

Entry Requirements

Grade D or 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

34 weeks

Centre

GM SkillCentre

APPRENTICESHIP

Light Vehicle Service & Maintenance Technician Level 3

What's involved?

Expect lots of hands-on work and the chance to learn how to conduct a wide range of vehicle repairs.

Entry Requirements

Grade D or 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

3 years

Centre

GM SkillCentre

APPRENTICESHIP

Heavy Vehicle Service & Maintenance Technician Level 3

What's involved?

Ideal if you want to work with bigger vehicles, this apprenticeship will teach you various elements of vehicle maintenance - including replacing engines and electrical units.

Entry Requirements

Grade D or 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

3 years

Centre

GM SkillCentre



BUSINESS & PROFESSIONAL

Are you looking to excel in the world of business? Whether you're looking to take your first steps, or you're already within a business environment, we have a range of pre-apprenticeships and apprenticeships to help you to achieve your career goals.

BE A BUSINESS ADMINISTRATOR

BE A PROJECTS ASSISTANT

BE A HR ASSISTANT

5.7m
new businesses
in the UK since
2000*

APPRENTICESHIPS

AREA	QUALIFICATION
Business	Business Administration Level 2
Business	Business Administrator Level 3
Customer Service	Customer Service Practitioner Level 2
Customer Service	Customer Service Specialist Level 3
Digital Marketing	Digital Marketer Level 3
Digital Marketing	Digital Executive Level 4
HR	CIPD HR Support Level 3
HR	CIPD HR Consultant Level 5
Management	Team Leader/Supervisor Level 3
Management	Project Manager Level 4
Management	Operations/Departmental Manager Level 5
Management	Chartered Manager Degree Apprenticeship Level 6

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Business	Business Administration Level 1
Customer Service & Retail	Retail Level 1
Customer Service	Customer Service Level 1
Digital Marketing	Digital Technologies Level 2

* <https://researchbriefings.files.parliament.uk/documents/SN06152/SN06152.pdf>

BUSINESS ADMINISTRATION

WORK EXPERIENCE

Business Administration

What's involved?

You will develop new skills, increase your confidence and get a taste of what it's like to work in industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

All Training Centres

APPRENTICESHIP

Business Administration Level 2

What's involved?

Develop your administrative skills which will help you become a future team leader of manager. You will learn practical administration techniques and complex support.

Entry Requirements

Grades A*-C/4-9 in English and Maths

Duration

1 year

Centre

Lee House

PRE-APPRENTICESHIP

Business Administration Level 1

What's involved?

Discover the basics of accounting including using accounting systems and processes, and key employability skills.

Entry Requirements

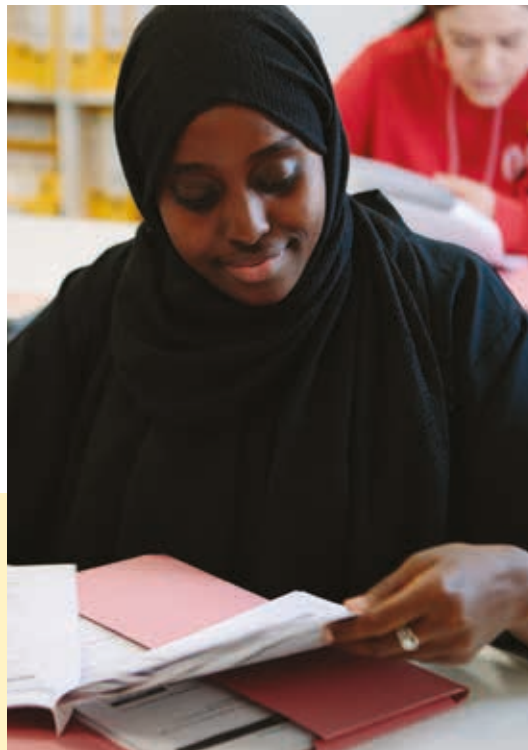
No formal grade requirements

Duration

Variable

Centre

All Training Centres



APPRENTICESHIP

Business Administrators Level 3

What's involved?

Discover how to monitor administrative procedures and systems, ideal if you are looking to enhance your career.

Entry Requirements

Business Admin Level 2, Grades A*-C/4-9 in English and Maths

Duration

18 months

Centre

Lee House

HIGHER EDUCATION

BA (Hons) in Business and Management

What's involved?

This varied course will focus on human resources, finance and legal practices, economics, marketing and project management. Plus, you will discover key employability skills.

Entry Requirements

Level 3 qualification is preferred

Duration

3 years + (part-time)

Centre

Lee House



63%

UK businesses have grown

Business Admin
Apprentice
£10k

Business
Administrator
£16-25k

School Business
Manager
£25-50k

CUSTOMER SERVICE & RETAIL

WORK EXPERIENCE

Customer Service/Retail

What's involved?

You will develop new skills, increase your confidence and get a taste of what it's like to work in industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

All Training Centres

PRE-APPRENTICESHIP

Retail Level 1

What's involved?

This course will prepare individuals for a career in customer service. If you are great with people, then customer service could be the career pathway for you. Customer service positions are available in nearly every sector such as retail, financial services, hospitality, sport and recreation.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

All Training Centres

PRE-APPRENTICESHIP

Customer Service Level 1

What's involved?

This course will prepare individuals for a career in customer service. If you are great with people, then customer service could be the career pathway for you. Customer service positions are available in nearly every sector such as retail, financial services, hospitality, sport and recreation.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

All Training Centres

APPRENTICESHIP

Customer Service Practitioners Level 2

What's involved?

This course will prepare individuals for a career in customer service. If you are great with people, then customer service could be the career pathway for you. Customer service positions are available in nearly every sector such as retail, financial services, hospitality, sport and recreation.

Entry Requirements

Grades A*-C/4-9 in English and Maths

Duration

15-18 months

Centre

Lee House

APPRENTICESHIP

Customer Service Specialist Level 3

What's involved?

You will develop professional customer service skills and techniques, which are adaptable across a wide variety of industries and environments.

Entry Requirements

Grades A*-C/4-9 in English and Maths

Duration

18 months

Centre

Lee House

Customer Service
Apprentice
£16k

Customer Service
Advisor
£15-30k

Customer Services
Manager
£20-60k+



HUMAN RESOURCES

APPRENTICESHIP

CIPD HR Support Level 3

What's involved?

Typical areas covered include handling of day-to-day queries, giving HR advice, using HR systems and providing the business with relevant HR information. You may also look at working with the business on HR changes of a range of processes.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths

Duration

18 months

Centre

Lee House

APPRENTICESHIP

CIPD HR Consultant Level 5

What's involved?

Aimed at HR professionals, their typical duties may include making decisions and recommendations on initiatives, influencing managers on introducing good practice, leading people on projects and aligning their work to overall organisational priorities.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths

Duration

2 years

Centre

Lee House



HR Assistant
£15-22k

HR Officer
£15-50k

**HR Manager/
Director**
£35-55k

DIGITAL MARKETING

PRE-APPRENTICESHIP

Digital Technologies Level 2

What's involved?

This programme covers a range of subject areas including introduction to digital technologies, cyber security and an introduction to supporting users. You will also develop skills and knowledge of social media platforms.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths

Duration

8 months

Centre

Lee House

APPRENTICESHIP

Digital Marketers Level 3

What's involved?

Working to marketing briefs and instructions, a digital marketer will help design and build marketing campaigns across a variety of online and social media platforms.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths, A/AS-Levels

Duration

15 months

Centre

Lee House

APPRENTICESHIP

Digital Executives Level 4

What's involved?

This apprenticeship will help you to further develop your skills and knowledge to provide a deeper understanding of how digital marketing tools can help businesses grow.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths, A/AS-Levels

Duration

18 months

Centre

Lee House

**Marketing
Apprentice**
£14k

**Digital Marketing
Executive**
£20-30k

**Marketing
Manager**
£30-50k

MANAGEMENT

APPRENTICESHIP

Team Leader/Supervisor Level 3

What's involved?

Designed for managers with operations/project responsibilities, or responsibilities for managing a team to deliver a clearly defined outcome. This apprenticeship is relevant across a wide-range of industry sectors.

Entry Requirements

English and Maths at level 1 or equivalent

Duration

18 months

Centre

Lee House

APPRENTICESHIP

Project Manager Level 4

What's involved?

Associate project managers will develop a knowledge of project governance, stakeholder management, project communication, leadership and budgeting and cost control to name a few.

Entry Requirements

English and Maths at level 1 or equivalent

Duration

15 months

Centre

Lee House

HIGHER EDUCATION

Access to HE in Business Level 3

What's involved?

You will develop a broad range of business knowledge including business strategy, management and HR, workforce planning, economics and research to help you to progress onto higher level programmes.

Entry Requirements

No formal grade requirements

Duration

1 year

Centre

Lee House

APPRENTICESHIP

Chartered Manager Degree Apprenticeship Level 6

What's involved?

For people in senior management positions, you may develop your knowledge in areas such as operational strategy, project management, sales and marketing, and digital technologies.

Entry Requirements

A-Levels or other relevant level 3 qualification or experience

Duration

4 years

Centre

Lee House

APPRENTICESHIP

Operations/Departmental Manager Level 5

What's involved?

This apprenticeship is designed for people who currently hold a management position and would like to advance their skills and knowledge with a view to progress. Areas covered include creating and delivering operational plans, managing projects and leading teams.

Entry Requirements

Level 3 qualification is preferred

Duration

3 years + (part-time)

Centre

Lee House

HIGHER EDUCATION

BA (Hons) in Business and Management

What's involved?

Ideal for people who are in full-time employment, you will develop your understanding of business and gain the skills needed for a wide range of employment opportunities.

Entry Requirements

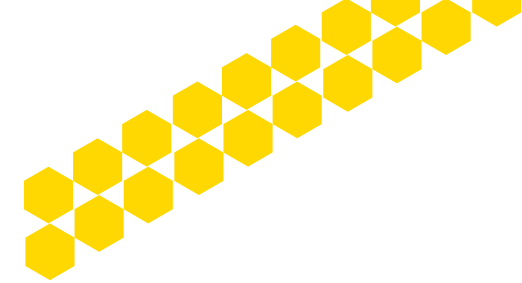
Level 3 qualification is preferred

Duration

3 years + (part-time)

Centre

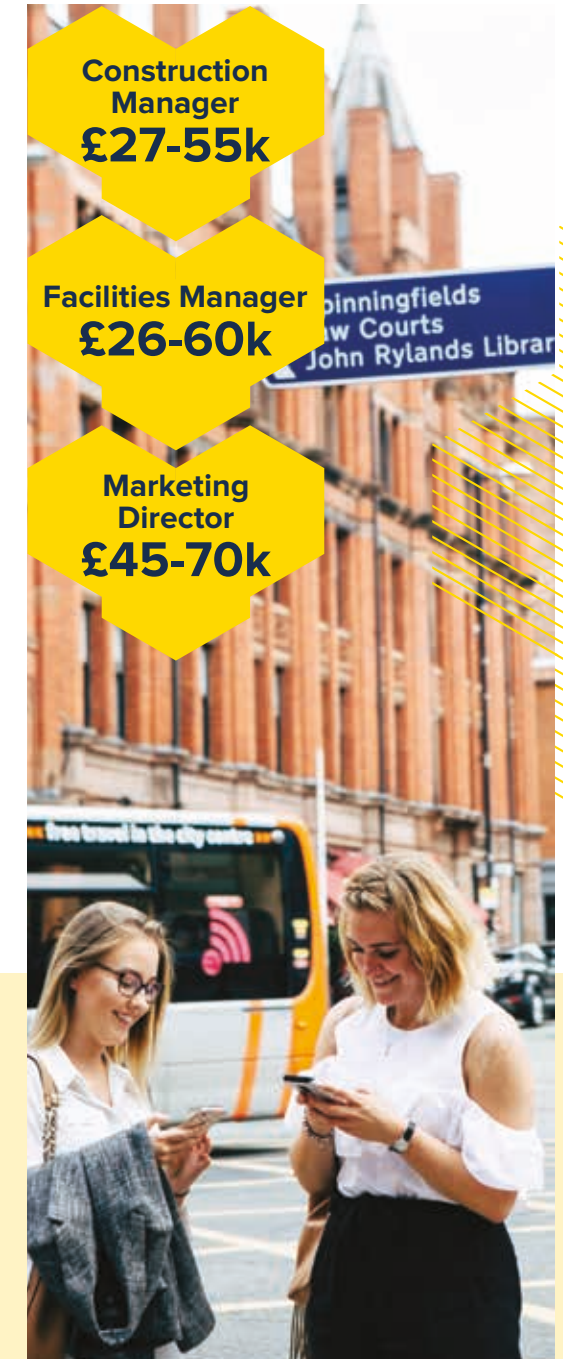
Lee House



Construction Manager
£27-55k

Facilities Manager
£26-60k

Marketing Director
£45-70k





IT & DIGITAL

If you have an eye for detail and excellent problem solving and communication skills, a career in the IT and digital sector could be the ideal option. We work with some of the region's most dynamic companies to develop talent and ensure that they are leading the way in digital innovation.

**BE A
DIGITAL
MARKETER**

**BE A
SOFTWARE
DEVELOPER**

**BE AN
INFRASTRUCTURE
TECHNICIAN**

APPRENTICESHIPS

AREA	QUALIFICATION
IT & Web	Infrastructure Technician Level 3
IT & Web	Software Developer Level 4
Digital	Digital Marketer Level 3 (see page 37)
Digital	Digital Executive Level 4 (see page 37)

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Digital	Digital Technologies Level 2

* <https://www.theguardian.com/>. 2018. Social media ad spend to overtake TV's in spite of Facebook woes. [ONLINE] Available at: <https://www.theguardian.com/media/2018/apr/02/social-media-ad-spend-to-overtake-tvs-in-spite-of-facebook-woes>. [Accessed 6 August 2019].

**Rhodes, C., 2018. The Future of the UK digital and tech industries. House of Commons Library, [Online]. CDP2018/0096, 2. Available at: <https://researchbriefings.files.parliament.uk/documents/CDP-2018-0096/CDP-2018-0096.pdf> [Accessed 6 August 2019].

1.4m
people employed
in the digital
sector**

£3.3b
spent on
social media
marketing*

IT & DIGITAL

PRE-APPRENTICESHIP

Digital Technologies Level 2

What's involved?

This programme covers a range of subject areas including introduction to digital technologies, cyber security and an introduction to supporting users.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths

Duration

8 months

Centre

Lee House

APPRENTICESHIP

Software Developer Level 4

What's involved?

Ideal for people looking to advance their career, apprentices will use software development methodologies to develop programmes which meet the user requirements.

Entry Requirements

5 GCSEs grade A*-C/4-9 including Maths and English

Duration

2 years

Centre

Lee House

APPRENTICESHIP

Infrastructure Technician Level 3

What's involved?

Apprentices will develop the skills to support both internal and external customers, helping them to be productive by problem-solving and troubleshooting.

Entry Requirements

5 GCSEs grade A*-C/4-9 including English and Maths

Duration

18 months

Centre

Lee House

IT Support Technician
£16-30k

Computer Games Developer
£19-40k

IT Project Manager
£25-45k

"I'VE MADE LOADS OF FRIENDS ON MY APPRENTICESHIP, WE'VE GOT LOTS IN COMMON."

EXPERIENCE MORE WITH AN APPRENTICESHIP

£113b
contributed to
the UK
economy*

2.4m
jobs, 37% of
which are
self-employed*

* Rhodes, C., 2018. Construction industry: statistics and policy. House of Commons Library, [Online]. 01432, 2. Available at: <https://researchbriefings.files.parliament.uk/documents/SN01432/SN01432.pdf> [Accessed 6 August 2019].

CONSTRUCTION

With investment into new buildings and infrastructure continuing, the opportunities within construction are endless. From operations and maintenance operatives, to electrical installation and air conditioning, we have pre-apprenticeships and apprenticeships available at a variety of levels.

**BE A
SCAFFOLDER**

**BE AN
ELECTRICIAN**

APPRENTICESHIPS

AREA	QUALIFICATION
Air Conditioning	Air Conditioning & Refrigeration Level 3
Construction	Property Maintenance Operatives Level 2
Construction	Construction Operations Level 2
Construction	Construction & the Built Environment Level 3
Electrical	Installation Electrician Level 3
Painting & Decorating	Decorative Finishing & Industrial Painting Level 2
Plastering	Plastering Level 2 & 3
Plumbing	Gas Engineer Level 3
Plumbing	Domestic Plumbing & Heating Level 3
Scaffolding	Accessing & Rigging Level 2
Site Carpentry	Carpentry & Joinery Level 2 & 3
Tiling	Wall & Floor Tiling Level 2

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Construction	Construction Skills Level 1 or Maintenance & Repair Skills Level 2
Construction	CSCS Card & Multi Skills Level 1 in Building Occupations
Electrical	Level 1 Diploma in Electrical Installations
Plastering	Level 1 Certificate in Plastering
Painting & Decorating	Level 1 Diploma in Painting & Decorating
Plumbing	Level 1 Diploma in Plumbing
Site Carpentry	Level 1 Diploma in Site Carpentry
Tiling	Level 1 Certificate in Wall & Floor Tiling

AIR CONDITIONING & REFRIGERATION

WORK EXPERIENCE

Air Conditioning & Refrigeration

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various



APPRENTICESHIP

Air Conditioning & Refrigeration Level 3

What's involved?

You'll work in a specialist sector, installing, maintaining and repairing refrigeration, heating or air conditioning units.

Entry Requirements

5 GCSEs at grades A*-C/4-9

Duration

3 years

Centre

Practical Refrigeration and Training Centre, Burnley

Air Conditioning
Apprentice
£13k

Air Conditioning
Engineer
£20-35k

Heating &
Ventilation Engineer
£18-35k

"IT'S GREAT NOT TO HAVE TO RELY ON MY PARENTS FOR MONEY."

EXPERIENCE MORE WITH AN APPRENTICESHIP



CARPENTRY AND JOINERY

WORK EXPERIENCE

Carpentry & Joinery

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Tameside & Rochdale

PRE-APPRENTICESHIP

Site Carpentry Level 1

What's involved?

This course will help you to learn the basics, so you have the skills and knowledge needed to go onto a full apprenticeship in site carpentry.

Entry Requirements

No formal grade requirements, but you will be assessed in literacy and numeracy

Duration

32 weeks

Centre

GM SkillCentre

APPRENTICESHIP

Carpentry & Joinery Level 2

What's involved?

You'll learn how to work with basic joints, use hand and power tools, and complete a range of construction tasks. You'll also complete a Level 2 Diploma in Wood Occupations.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

24 months

Centre

GM SkillCentre

APPRENTICESHIP

Carpentry & Joinery Level 3

What's involved?

You'll build on your skills and develop your knowledge in other areas of construction, including flooring and roofing. You'll also complete a Level 3 Diploma in Wood Occupations, so you can confidently work on complex timber products.

Entry Requirements

Level 2 qualification. You'll also be assessed in literacy and numeracy.

Duration

15 months

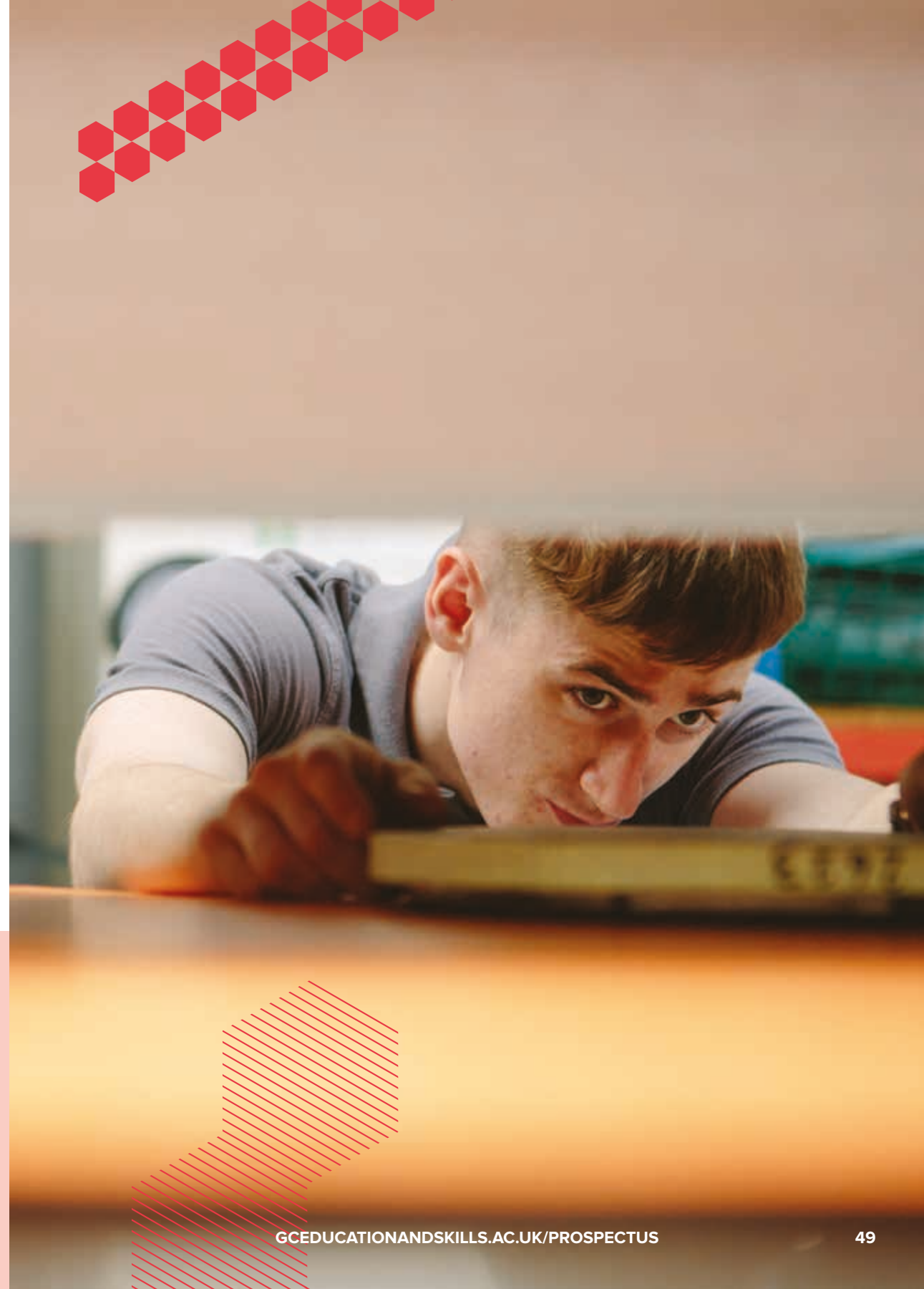
Centre

GM SkillCentre

Carpenter
Apprentice
£11k

Craft Woodworker
£14-30k

Wood
Machinist
£16-28k



CONSTRUCTION & PROPERTY MAINTENANCE

WORK EXPERIENCE

Construction

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Tameside & Rochdale

PRE-APPRENTICESHIP

Construction Skills Level 1

What's involved?

This course will help you to learn the basics, so you have the skills and knowledge needed to go onto a full apprenticeship.

Entry Requirements

No formal grade requirements

Duration

1 year

Centre

Tameside & Rochdale

PRE-APPRENTICESHIP

Multi Skills Construction Level 1

What's involved?

This course will teach you the essential construction skills needed to go onto a full apprenticeship.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

34 weeks

Centre

GM SkillCentre

APPRENTICESHIP

Property Maintenance Operative Level 2

What's involved?

Discover how to carry out preventative and reactive property maintenance across a wide range of construction projects.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

2 years

Centre

GM SkillCentre

APPRENTICESHIP

Construction Operation Level 2

What's involved?

This varied course will help you to develop your knowledge of civil engineering, with a focus on conforming to health and safety regulations.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

18 months

Centre

Salford College

APPRENTICESHIP

Construction & the Built Environment Level 3

What's involved?

Apprentices will explore a variety of areas including sustainability, building regulations, execute a research project, and building services engineering. Ideal for those looking to advance their career into a supervisory role.

Entry Requirements

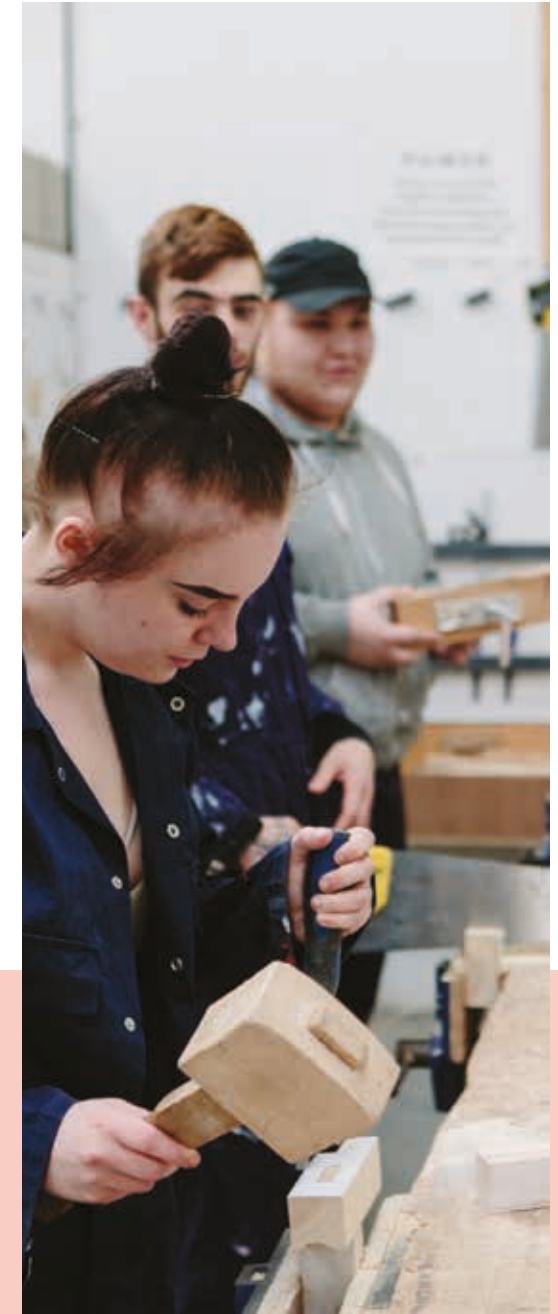
5 GCSEs A*- C / 4 - 9 including English and Maths

Duration

2 years

Centre

GM SkillCentre



Construction
Labourer
£15-25k

Construction Site
Supervisor
£28-35k

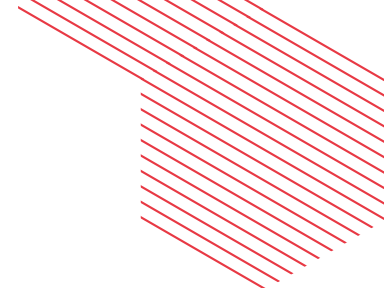
Construction
Manager
£27-55k



“MY EXPERIENCE WORKING AT J.A. HARRISONS HAS BEEN ABSOLUTELY BRILLIANT. COMING OUT OF SCHOOL AND STRAIGHT INTO EMPLOYMENT WAS A BIG STEP FOR ME. I’VE LEARNT SO MUCH - I LOVE WORKING HERE AND ENJOY WHAT I DO.”

**SEBASTIAN HAMPSON,
MANUFACTURING APPRENTICE
J.A. HARRISONS**

ELECTRICAL



WORK EXPERIENCE

Electrical Installations

What’s involved?

You’ll develop new skills, increase your confidence and get a taste of what it’s like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

PRE-APPRENTICESHIP

Electrical Installations Level 1

What’s involved?

This course will help you to learn the basics, so you have the skills and knowledge needed to go onto a full apprenticeship in electrical installations.

Entry Requirements

Grade D or Grade 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

34 weeks

Centre

GM SkillCentre

APPRENTICESHIP

Installation Electrician Level 3

What’s involved?

Develop your knowledge of basic wiring systems and containments, and learn how to install, inspect and test electrical systems in line with regulations.

Entry Requirements

GCSE grades A*-C or 4-9 in Maths and English.

Duration

4 years

Centre

GM SkillCentre

**Electrician
Apprentice
£14k**

**Electrical
Engineering
Technician
£18-35k**

**Rail Engineering
Technician
£18-35k**

PAINTING & DECORATING

WORK EXPERIENCE

Painting & Decorating

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Decorative Finishing & Industrial Painting Level 2

What's involved?

Learn how to create specialist decorative effects and how to paint in an industrial setting.

Entry Requirements

No formal grade requirements

Duration

24 months

Centre

GM SkillCentre

PRE-APPRENTICESHIP

Painting & Decorating Level 1

What's involved?

Discover the basics of applying paint and wallpaper.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

34 weeks

Centre

GM SkillCentre



PLASTERING

WORK EXPERIENCE

Plastering

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

PRE-APPRENTICESHIP

Plastering Level 1

What's involved?

Designed to get you ready for a full apprenticeship, this course will teach you essential plastering techniques.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy.

Duration

34 weeks

Centre

GM SkillCentre



Apprentice
Plasterer
£12k

Plasterer
£14-30k

Apprentice Painter
and Decorator
£12k

Painter and
Decorator
£15-30k



“I LIKE THAT THERE’S EXTRA SUPPORT FOR ME IF I NEED IT, FINDING A JOB IN THE BEGINNING SEEMED TOO BIG A STEP.”

EXPERIENCE MORE WITH AN APPRENTICESHIP

APPRENTICESHIP

Plastering Level 2

What’s involved?

Discover a range of techniques, including skimming, screeding, rendering and applying plaster.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy

Duration

22 months

Centre

GM SkillCentre

APPRENTICESHIP

Plastering Level 3

What’s involved?

Designed to improve your knowledge, this course will teach you how to analyse technical information, work with complex surfaces and prepare in-situ moulds.

Entry Requirements

Relevant level 2 qualification

Duration

15 months

Centre

GM SkillCentre



PLUMBING & GAS

WORK EXPERIENCE

Plumbing & Gas

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Gas Engineer Level 3

What's involved?

This varied course will teach you about gas safety, and show you how to install and decommission pipework and domestic appliances.

Entry Requirements

GCSE grades A*-C/4-9 in English and Maths

Duration

3 years

Centre

GM SkillCentre

PRE-APPRENTICESHIP

Plumbing Level 1

What's involved?

Learn a number of basic plumbing techniques that will help you to progress onto a full apprenticeship.

Entry Requirements

Grade D or Grade 3 in English and Maths (or Functional Skills Level 2) is preferred.

Duration

34 weeks

Centre

GM SkillCentre

Apprentice
Plumber
£12k

Plumber
£15-35k

Gas Service
Technician
£12-33k

"I'M REALLY ENJOYING MY TIME AS AN APPRENTICE AND EXPERIENCING REAL-LIFE WORK. I'M LOOKING FORWARD TO THE FUTURE AND BECOMING AN ELECTRICIAN."

**ANDY MATISHI
ELECTRICAL APPRENTICE
WMB LTD**

SCAFFOLDING



WORK EXPERIENCE

Scaffolding

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Accessing & Rigging Level 2

What's involved?

If you want to specialise in accessing operations and rigging, this apprenticeship is for you. You'll learn how to safely erect and take down scaffolding.

Entry Requirements

No formal grade requirements but you will be assessed in literacy and numeracy.

Duration

30 months

Centre

Various



Apprentice Scaffolder
£12k

Scaffolder
£14-30k

Ceiling Fixer
£16-33k

TILING

WORK EXPERIENCE

Wall & Floor Tiling

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Wall & Floor Tiling Level 2

What's involved?

Further your tiling skills, develop your knowledge of health and safety requirements, and learn about construction technology in this varied course.

Entry Requirements

No formal grade requirements

Duration

22 months

Centre

GM SkillCentre

PRE-APPRENTICESHIP

Wall & Floor Tiling Level 1

What's involved?

Explore the basics of tiling, including measuring, cutting and mixing adhesives.

Entry Requirements

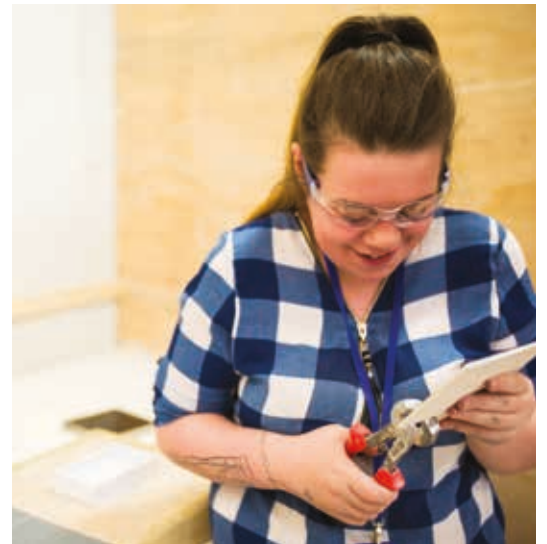
No formal grade requirements

Duration

34 weeks

Centre

GM SkillCentre



Apprentice Tiler
£12k

Tiler
£17-38k

£186b
of economic
output**

44%
of UK exports are
from
manufacturing**



ENGINEERING & MANUFACTURING

Demand for highly skilled engineering and manufacturing operatives is increasing, and it's estimated that 124,000 workers are needed to keep up with demand between now and 2024*. We can help open doors to some of the most exciting sectors, including aerospace, building services, food and drink manufacturing, and civil engineering.

BE A
MAINTENANCE
ENGINEER

BE A
MECHANICAL
PRECISION
ENGINEER

BE A
CAD TECHNICIAN

APPRENTICESHIPS

AREA	QUALIFICATION
Engineering	Electrical/Electronic Engineering, Fabrication and Welding, Engineering Maintenance, Mechanical Manufacture, Service and Repair, Food and Drink Maintenance (all Level 3)
Manufacturing	Performing Manufacturing Operations Level 2
Manufacturing	Food and Drink Process Operator Level 2
Manufacturing	Business Improvement Techniques Level 3
Manufacturing	Food and Drink Advanced Process Operator Level 3
Manufacturing	Business Improvement Techniques Level 4

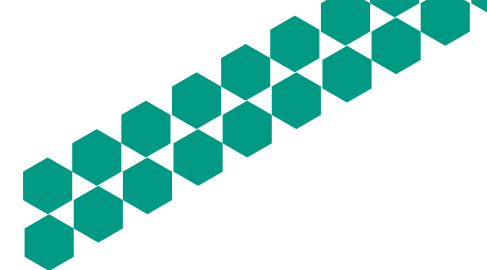
PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Engineering	EAL Level 2 Diploma in Engineering

* Prospects website: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/engineering-and-manufacturing/overview-of-the-engineering-and-manufacturing-sector-in-the-uk>

** Rhodes, C., 2018. Manufacturing: statistics and policy. House of Commons Library, [Online]. 01942, 2. Available at: <https://researchbriefings.files.parliament.uk/documents/SN01942/SN01942.pdf> [Accessed 6 August 2019].

ENGINEERING



WORK EXPERIENCE

Engineering

What's involved?
You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements
No formal grade requirements

Duration Variable	Centre Various
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PRE-APPRENTICESHIP

Engineering Level 2

What's involved?
This course will teach you basic engineering skills such as wiring a circuit, using a lathe, filling and drilling.

Entry Requirements
5 GCSEs at grades A*-C/4-9, including English and Maths

Duration 6-9 months	Centre GM SkillCentre
-------------------------------	---------------------------------

APPRENTICESHIP

Electrical/Electronic Engineering Level 3

What's involved?
Develop your electrical and electronic skills to operate at a skilled level and improve your future prospects.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

APPRENTICESHIP

Fabrication & Welding Level 3

What's involved?
This apprenticeship will develop your knowledge of fabrication and welding techniques to a skilled level.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

APPRENTICESHIP

Engineering Maintenance Level 3

What's involved?
Through developing your knowledge and practical skills you will discover the range of engineering maintenance techniques to enhance your career.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

APPRENTICESHIP

Service & Repair Level 3

What's involved?
Hone your skills in a specific area of engineering and open yourself up to an exciting career. A level 3 apprenticeship will allow you to operate at a skilled level.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

APPRENTICESHIP

Mechanical Manufacture Level 3

What's involved?
If you are technically minded and are a good problem solver, this apprenticeship will allow you to develop your skills with mechanical manufacture.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

APPRENTICESHIP

Food & Drink Maintenance Level 3

What's involved?
Apprentices will help to maintain, resolve faults and optimise production of machinery for the food and drink industry.

Entry Requirements
Engineering level 2, and GCSE grades A*-C/4-9 in Maths and English

Duration 4 years	Centre GM SkillCentre
----------------------------	---------------------------------

Engineer
£24-40k

Manufacturing Supervisor
£18-35k

3D Printing Technician
£18-30k

124,000
skilled workers needed by 2024*

MANUFACTURING

WORK EXPERIENCE

Manufacturing

What's involved?

You'll develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

APPRENTICESHIP

Performing Manufacturing Operations Level 2

What's involved?

Develop your knowledge of operating procedures, lean and 5S operations.

Entry Requirements

GCSE grades A-D/3-9

Duration

14 months

Centre

GM SkillCentre

APPRENTICESHIP

Food & Drink Process Operator Level 2

What's involved?

This course focuses on health and safety, food hygiene, management of operating procedures, and lean and 5S operations.

Entry Requirements

GCSE grades A-D/3-9

Duration

18-24 months

Centre

GM SkillCentre

APPRENTICESHIP

Business Improvement Techniques Level 2

What's involved?

Develop your problem-solving skills and learn how to apply continuous improvement techniques and create visual management systems.

Entry Requirements

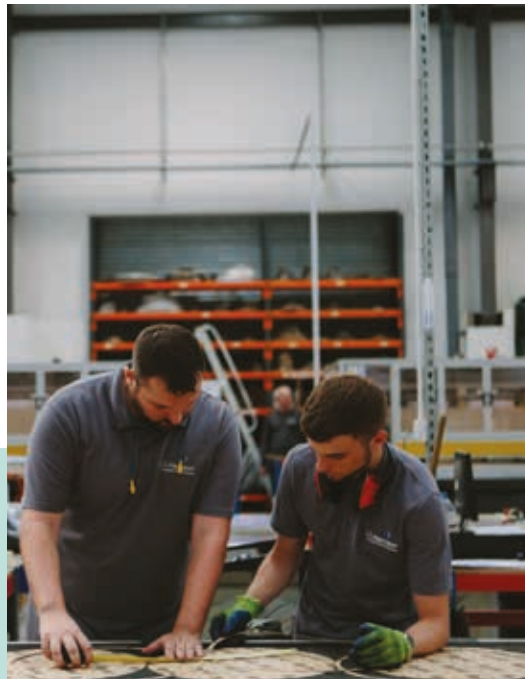
Manufacturing level 2, and GCSE grades A-D/3-9 including Maths and English

Duration

14 months

Centre

GM SkillCentre



APPRENTICESHIP

Food & Drink Advanced Process Operator Level 3

What's involved?

If you're looking to further your career, this course will give you the knowledge you need to demonstrate best practice in the food manufacturing industry.

Entry Requirements

Manufacturing level 2, and GCSE grades A-D/3-9 including Maths and English

Duration

18 months

Centre

GM SkillCentre

APPRENTICESHIP

Business Improvement Techniques Level 4

What's involved?

Regardless of which area of manufacturing you want to work in, this apprenticeship will help you strive for continuous improvement and quality.

Entry Requirements

Manufacturing level 3, and GCSE grades A-D/3-9 including Maths and English

Duration

14 months

Centre

GM SkillCentre

1.5m
people
employed by
the NHS*

HEALTH, CARE & EDUCATION

If you would like to make a real difference to someone's life, then a career within health, care or education is the ideal option. The NHS is the largest employer in the healthcare sector, with over 1.5 million people employed*. There are also many options within the private sector, with careers available in childcare, psychological therapies, and healthcare science to name a few.

**BE A
SUPPORT
WORKER**

**BE A
TEACHING
ASSISTANT**

**BE A
NURSERY NURSE**

APPRENTICESHIPS

AREA	QUALIFICATION
Childcare	Children & Young People's Workforce Level 2
Childcare	Early Years Education Level 3
Health and Social Care	Adult Care Worker Level 2
Health and Social Care	Lead Adult Care Worker Level 3
Health and Social Care	Leadership for Health & Social Care Level 5
Education	Supporting Teaching & Learning in Schools Level 2
Education	Supporting Teaching & Learning in Schools Level 3

PRE-APPRENTICESHIPS

AREA	QUALIFICATION
Childcare	Childcare Level 1
Childcare	Childcare Preparation for Work
Health and Social Care	Health & Social Care Level 1
Health and Social Care	Health & Social Care Preparation for Work
Education	Teaching & Learning Preparation for Work

* Prospects website: <https://www.prospects.ac.uk/jobs-and-work-experience/job-sectors/healthcare/overview-of-the-healthcare-sector-in-the-uk>

CHILDCARE

WORK EXPERIENCE

Childcare

What's involved?

You will develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

Various

PRE-APPRENTICESHIP

Childcare Preparation for Work

What's involved?

If you're not quite ready to enter the world of work, this course will help you to get your knowledge, skills and confidence up-to-speed.

Entry Requirements

No formal grade requirements

Duration

5-12 weeks

Centre

Lee House

APPRENTICESHIP

Early Years Education Level 3

What's involved?

Learn how to plan and provide effective education and learning to children in their early years. This is a rewarding apprenticeship where you'll really make a difference.

Entry Requirements

Childcare level 2

Duration

18 months

Centre

Lee House

PRE-APPRENTICESHIP

Childcare Level 1

What's involved?

If you're not quite ready for a full apprenticeship, this course will help to build your basic skills and confidence so you can take those all-important next steps.

Entry Requirements

No formal grade requirements

Duration

Variable

Centre

All Training Centres

APPRENTICESHIP

Children & Young People's Workforce Level 2

What's involved?

You'll learn through a variety of workshops covering topics such as safeguarding, communication and child development, as well as through independent study sessions.

Entry Requirements

GCSE grades A-D/3-9 in Maths and English

Duration

12 months

Centre

Lee House

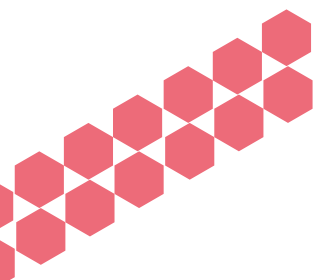
350

roles available in
the NHS*

“WORKING HERE HAS BEEN THE BEST JOB I’VE EVER HAD. TIDDLYWINKS AND THE GROWTH COMPANY ARE SO SUPPORTIVE IN DEVELOPING ME IN THIS AMAZING CAREER.”

**LIV BAKER
NURSERY APPRENTICE
TIDDLYWINKS**





HIGHER EDUCATION

Access to Education & Childhood Studies

What's involved?
Ideal if you want to apply to university or improve your career prospects, this course covers education practice and theory.

Entry Requirements
No formal grade requirements

Duration 12 months	Centre Lee House
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APPRENTICESHIP

School Business Professional Level 4

What's involved?
If you already work in a school leadership team, this qualification will give you the skills to make sound financial and business decisions.

Entry Requirements
GCSE grades A*-C/4-9 in English and Maths

Duration 18 months	Centre Lee House
------------------------------	----------------------------

APPRENTICESHIP

Teaching Assistant Level 3

What's involved?
Improve your understanding of how children learn, and discover how to develop effective support strategies.

Entry Requirements
GCSE grades A*-C/4-9 in English and Maths

Duration 18 months	Centre Lee House
------------------------------	----------------------------

HIGHER EDUCATION

Foundation Degree in Early Years & Childhood Studies

What's involved?
Suitable for experienced practitioners working directly with young people, the course will give you the knowledge you need to work in a range of care and education settings.

Entry Requirements
Level 3 Early Years or equivalent

Duration 30 months	Centre Lee House
------------------------------	----------------------------

HIGHER EDUCATION

BA (Hons) Professional Development Early Years

What's involved?
Covering key topics such as inclusion, leadership and management and global perspectives on education, this programme is ideal if you already work with young children.

Entry Requirements
Foundation Degree or equivalent

Duration 18 months	Centre Lee House
------------------------------	----------------------------

**Apprentice
Nursery Assistant
£10k**

**Nursery Worker
£14-24k**

**Nursery Manager
£23-45k**



HEALTH AND SOCIAL CARE

WORK EXPERIENCE

Health & Social Care

What's involved?
You will develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements
No formal requirements

Duration Variable	Centre All Training Centres
-----------------------------	---------------------------------------

PRE-APPRENTICESHIP

Health & Social Care Preparation for Work

What's involved?
If you're not quite ready to enter the world of work, this course will help you to get your knowledge, skills and confidence up-to-speed.

Entry Requirements
Level 1 Functional Skills

Duration 8 months	Centre Lee House
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APPRENTICESHIP

Lead Adult Care Worker Level 3

What's involved?
This varied course will help you to take the next step in your career to become a senior care worker.

Entry Requirements
Level 2 Health and Social Care

Duration 15 months	Centre Lee House
------------------------------	----------------------------

HIGHER EDUCATION

Access to HE Diploma in Health & Social Care, Nursing or Counselling Level 3

What's involved?
If you're thinking of applying to go to university, our access courses will give you the essential skills you need to succeed in your chosen sector.

Entry Requirements
No formal grade requirements

Duration 12 months	Centre Lee House
------------------------------	----------------------------

PRE-APPRENTICESHIP

Health & Social Care Level 1

What's involved?
Learn the basics of health and social care and develop the skills and knowledge you need to progress onto a full apprenticeship.

Entry Requirements
No formal grade requirements

Duration Variable	Centre All Training Centres
-----------------------------	---------------------------------------

APPRENTICESHIP

Adult Care Worker Level 2

What's involved?
Discover how to deliver high-quality care which helps your clients to maintain their dignity.

Entry Requirements
No formal grade requirements

Duration 12-15 months	Centre Lee House
---------------------------------	----------------------------

APPRENTICESHIP

Leadership for Health & Social Care Level 5

What's involved?
Designed for people in a management role, or those wanting to progress into a senior position, discover how to achieve the best outcomes for your team and patients.

Entry Requirements
Health and Social Care Level 3

Duration 12 months	Centre Lee House
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HIGHER EDUCATION

Foundation Degree in Health Care Studies

What's involved?
Accredited by the University of Bolton, you'll learn about collaborative working, psychology, caring for children and families, and social inclusion.

Entry Requirements
Level 3 in Health Care or equivalent

Duration 2-3 years	Centre Lee House
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 <p>Care Worker £12-22k</p>	 <p>Social Worker £24-40k</p>	 <p>Mental Health Nurse £24-35</p>
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TEACHING AND LEARNING



WORK EXPERIENCE

Teaching & Learning

What's involved?
You will develop new skills, increase your confidence and get a taste of what it's like to work in the industry.

Entry Requirements
No formal requirements

Duration Variable	Centre Various
-----------------------------	--------------------------

PRE-APPRENTICESHIP

Teaching & Learning Preparation for Work

What's involved?
Get the skills you need to take your first steps towards a teaching career.

Entry Requirements
GCSE grades A*-C/4-9 in English and Maths

Duration 8 weeks	Centre Lee House
----------------------------	----------------------------

APPRENTICESHIP

Supporting Teaching & Learning in Schools Level 2

What's involved?
Find out how to support pupils, aid their social development and promote positive behaviour.

Entry Requirements
Grades A*-C/4-9 in English and Maths

Duration 12 months	Centre Lee House
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APPRENTICESHIP

Supporting Teaching & Learning in Schools Level 3

What's involved?
If you have experience as a school support worker, this course can help you to move into a more specialist role in learning support or management.

Entry Requirements
Level 2 in Supporting Teaching and Learning in Schools

Duration 15 months	Centre Lee House
------------------------------	----------------------------

HIGHER EDUCATION

Access to HE Diploma in Education & Childhood Studies

What's involved?
This course will cover a range of topics, including child development, learning and play, and practical approaches to teaching.

Entry Requirements
No formal grade requirements

Duration 12 months	Centre Lee House
------------------------------	----------------------------

HIGHER EDUCATION

BA (Hons) Professional Development Education

What's involved?
Learn about policy, practice and research in education, while developing different perspectives on learning. Successfully completing this course will allow you to progress onto a Professional Graduate Certificate in Education (PGCE).

Entry Requirements
Foundation Degree or equivalent

Duration 18 months	Centre Lee House
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HIGHER EDUCATION

Foundation Degree in Education

What's involved?
If you want to work in a non-teaching role, this course will help you to develop educational practice in an inclusive organisation.

Entry Requirements
Relevant Level 3 qualification

Duration 2 years	Centre Lee House
----------------------------	----------------------------



Teaching Assistant
£11-23k

School Teacher
£23-55k

Headteacher
£44-100k

“GRABBING BREAKFAST AT THE TRAINING CENTRE HELPS ME CONCENTRATE THROUGH THE MORNING”

EXPERIENCE MORE AT THE GROWTH COMPANY



HARPURHEY

Training Centre

“The Growth Company has made an outstanding impact on me - the teachers are welcoming, supportive and kind hearted, which made it easier to fit in and adjust to college life. It has also given me the confidence to work off my own initiative and also work as part of a team.”

Macie

WELLBEING ROOM

FRIENDLY & APPROACHABLE STAFF

REGULAR ENRICHMENT TRIPS INCLUDING MUSEUMS & GALLERIES

HARPURHEY TRAINING CENTRE

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Employability	Level 2 in Employability	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- Thursday 7th November 2019, 10am - 2pm
- Friday 21st February 2020, 10am - 2pm
- Thursday 14th May 2020, 10am - 2pm

CONTACT DETAILS

Harpurhey Training Centre, Unit 2, Burgess House, North City Shopping Centre, Harpurhey, Manchester, M9 4DH
T. 0161 205 6790 E. harpurhey@gceducationandskills.ac.uk



LONGSIGHT

Training Centre

“Since joining The Growth Company, I have grown in confidence. It’s a friendly environment - no one is judged, you can be yourself and have close friendships. I also feel able to talk to the staff when needing advice or help.”

AJ

NEWLY
REFURBISHED
HAIR SALON

SUPPORTIVE AND
EXPERIENCED
TUTORS

POSITIVE
PROGRESSION
ROUTES

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Childcare	Level 1 in Childcare	
Customer Service	Level 1 & 2 in Customer Service	
Employability	Level 2 in Employability	
Hairdressing	Level 1 in Hairdressing	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- **Friday 27th September 2019**, 10am - 4pm
- **Halloween Open Day: Thursday 31st October 2019**, 11am - 4pm
- **Friday 3rd January 2020**, 10am - 4.30pm
- **Friday 17th April 2020**, 1pm - 5pm
- **Year 11 Open Day: Thursday 28th May 2020**, 3pm - 7pm

CONTACT DETAILS

Longsight Training Centre, 1 Stanley Grove, Longsight, Manchester, M12 4AA
T. 0161 225 4241 E. longsight@gceducationandskills.ac.uk

CONSTRUCTION
WORKSHOP
ON-SITE

TAILORED PLAN
TO SUIT
EACH LEARNER

SMALL CLASS
SIZES, PROVIDING
A SUPPORTED
LEARNING
ENVIRONMENT

ROCHDALE

SkillCentre

“The programme has made me feel more confident due to being able to try different things. I’ve really enjoyed my time here.”

Connor

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 & 2 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Construction	Level 1 & 2 in Construction	
Retail	Level 1 & 2 in Retail	
Employability	Level 2 in Employability	

OPEN DAYS

- **Thursday 7th November 2019**, 10am - 2pm
- **Friday 21st February 2020**, 10am - 2pm
- **Thursday 14th May 2020**, 10am - 2pm

CONSTRUCTËN TASTER DAYS

- **9th April 2020**, 9:30am - 3pm
- **29th May 2020**, 9:30am - 3pm

CONTACT DETAËS

Rochdale SkillCentre, Unit 1, Chichester Street, Heritage Park, Rochdale, Manchester, OL16 2AU
T. 01706 717860 E. rochdale@gceducationandskills.ac.uk



WELLBEING
ROOM

FRIENDLY &
APPROACHABLE
STAFF

REGULAR
ENRICHMENT
TRIPS INCLUDING
MUSEUMS &
GALLERIES

SALFORD

Training Centre

“I have had such an amazing experience - all of the teachers are incredible and I have made so many friends, I couldn't have asked for a better time. The placement consultant has been really helpful with my next steps.”

Ticona

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Employability	Level 2 in Employability	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- Friday 8th November 2019, 10am - 2pm
- Thursday 20th February 2020, 10am - 2pm
- Friday 15th May 2020, 10am - 2pm

CONTACT DETAËS

Salford Training Centre, Units 11 & 12, Leslie Hough Way, Fredrick Road, Salford, M6 6AJ
T. 0161 674 9664 E. salford@gceducationandskills.ac.uk

ST HELENS

Training Centre

“When I first came to The Growth Company, I was really shy and struggled with my Maths and English. The key worker worked helped me believe in myself and we did enrichment activities to build my confidence. When I left the programme, she helped me do a CV and a mock interview. I feel so much better about myself now.”

Scott

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Employability	Level 2 in Employability	
Facilities	Level 1 in Facilities	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- Friday 27th September 2019, 10am - 3pm
- Friday 25th October 2019, 10am - 3pm
- Friday 29th November 2019, 10am - 3pm
- Friday 20th December 2019, 10am - 3pm
- Friday 31st January 2020, 10am - 3pm
- Friday 28th February 2020, 10am - 3pm
- Friday 27th March 2020, 10am - 3pm
- Friday 24th April 2020, 10am - 3pm
- Friday 29th May 2020, 10am - 3pm
- Friday 26th June 2020, 10am - 3pm
- Friday 31st July 2020, 10am - 3pm

CONTACT DETAËS

St Helens Training Centre, YMCA Building, Duke Street, St Helens, Merseyside, WA10 2TJ
T. 01744 750467 E. sthelens@gceducationandskills.ac.uk

LOTS OF
COMMUNITY AND
ENRICHMENT
FUN TO BE HAD
BY ALL

POSITIVE
PROGRESSION
ROUTES

BREAKFAST
CLUB AVAILABLE
TO ALL STUDENTS

CENTRAL
STOCKPORT
LOCATION

BREAKFAST
CLUB AVAILABLE
TO ALL STUDENTS

ENRICHMENT
ACTIVITIES AND
TRIPS

STOCKPORT

Training Centre

“I have gained a lot from this programme, I’ve learnt all about retail, which will help me progress in the future. The staff are very helpful and kind. I feel comfortable in the centre because everyone’s nice to talk to, all the learners are kind and I’ve learnt a lot.”

Chardonnay

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Employability	Level 2 in Employability	
Health and Social Care	Level 1 in Health and Social Care	
Customer Service	Level 1 & 2 in Customer Service	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

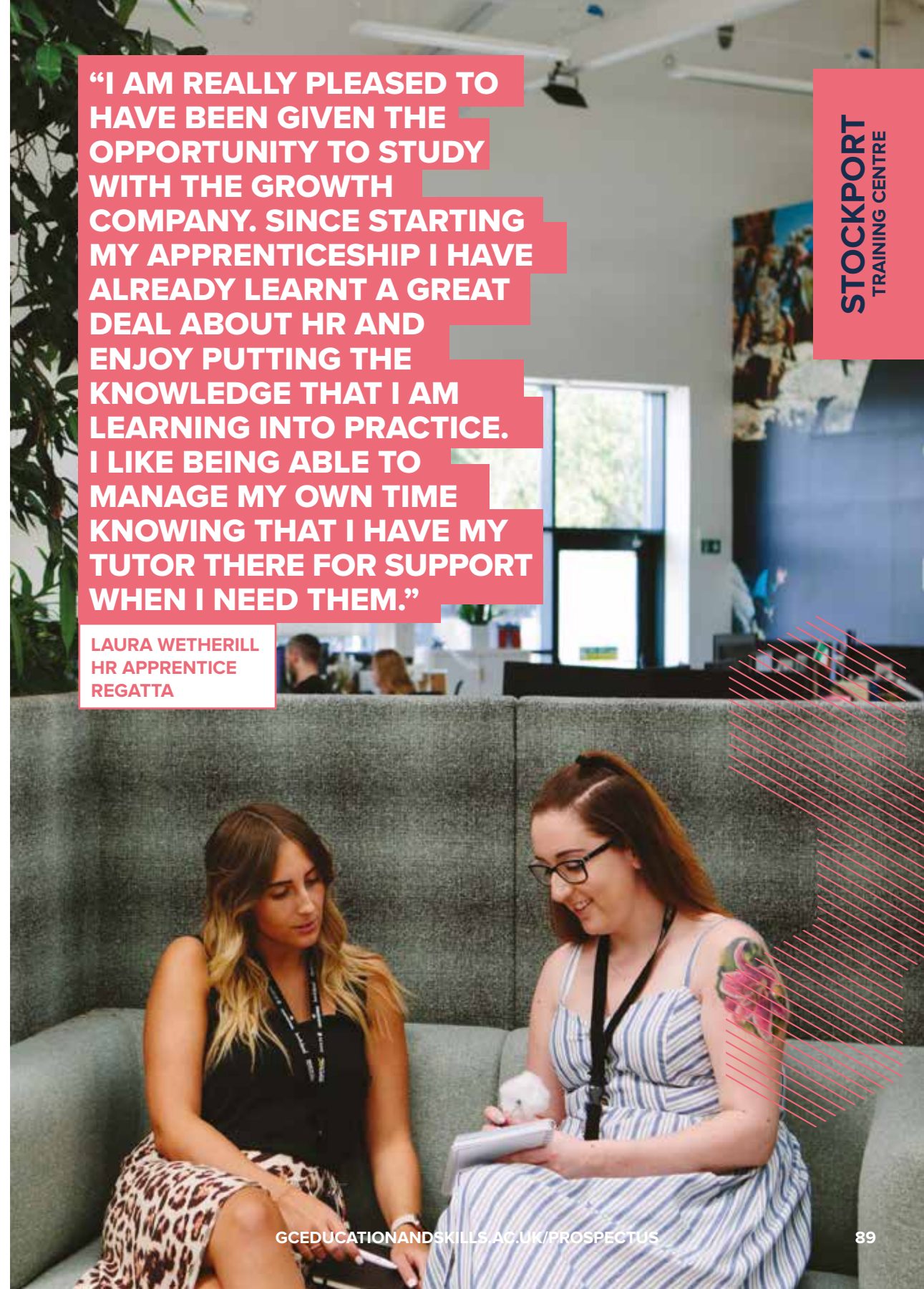
- Tuesday 16th June 2020, 10am - 2pm
- Wednesday 15th July 2020, 10am - 2pm
- Tuesday 25th August 2020, 10am - 2pm

CONTACT DETAILS

Stockport Training Centre, 3rd Floor Graylaw House, Chestergate, Stockport, SK1 1LZ
T. 0161 476 7400 E. stockport@gceducationandskills.ac.uk

“I AM REALLY PLEASED TO HAVE BEEN GIVEN THE OPPORTUNITY TO STUDY WITH THE GROWTH COMPANY. SINCE STARTING MY APPRENTICESHIP I HAVE ALREADY LEARNT A GREAT DEAL ABOUT HR AND ENJOY PUTTING THE KNOWLEDGE THAT I AM LEARNING INTO PRACTICE. I LIKE BEING ABLE TO MANAGE MY OWN TIME KNOWING THAT I HAVE MY TUTOR THERE FOR SUPPORT WHEN I NEED THEM.”

LAURA WETHERILL
HR APPRENTICE
REGATTA



CONSTRUCTION
WORKSHOP
ON-SITE

ALTERNATIVE TO
LARGE FE
COLLEGES

FRIENDLY
AND
SUPPORTIVE
TUTORS

TAMESIDE

SkillCentre

“This is the first college that I have been to that meets my needs. I love it here, the staff are so supportive. I’m going onto college and then to university to become a midwife but I’m coming back here for the summer programme first!”

Louise

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Childcare	Level 1 in Childcare	
Construction	Level 1 & 2 in Construction	
Customer Service	Level 1 & 2 in Customer Service	
Employability	Level 2 in Employability	
Facilities	Level 1 in Facilities	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- Thursday 26th September 2019, 3pm - 7pm
- Thursday 24th October 2019, 3pm - 7pm
- Thursday 28th November 2019, 3pm - 7pm
- Thursday 19th December 2019, 3pm - 7pm

CONTACT DETAÏLS

Tameside SkillCentre, Unit 7a, Richmond Street, Kayley Industrial Estate, Ashton-Under-Lyne, OL7 0AU
T. 0161 359 3017 E. tameside@gceducationandskills.ac.uk

WIGAN

Training Centre

“I loved coming to Wigan training centre as they helped me gain the career I wanted and made my dream career possible by pushing and coaching me!”

Elle

LOTS OF
COMMUNITY AND
ENRICHMENT
FUN TO BE HAD
BY ALL

POSITIVE
PROGRESSION
ROUTES

BREAKFAST
CLUB AVAILABLE
TO ALL STUDENTS

OUR OFFER

PROGRAMME	QUALIFICATION	WHAT'S INVOLVED?
Business Admin	Level 1 in Business Administration	Work experience, trips, guest speakers, CV development, English & Maths
Employability	Level 2 in Employability	
Facilities	Level 1 in Facilities	
Health and Social Care	Level 1 in Health and Social Care	
Retail	Level 1 & 2 in Retail	

OPEN DAYS

- Friday 27th September 2019, 10am - 3pm
- Friday 25th October 2019, 10am - 3pm
- Friday 29th November 2019, 10am - 3pm
- Friday 20th December 2019, 10am - 3pm
- Friday 31st January 2020, 10am - 3pm
- Friday 28th February 2020, 10am - 3pm
- Friday 27th March 2020, 10am - 3pm
- Friday 24th April 2020, 10am - 3pm
- Friday 29th May 2020, 10am - 3pm
- Friday 26th June 2020, 10am - 3pm
- Friday 31st July 2020, 10am - 3pm

CONTACT DETAÏLS

Wigan Training Centre, Sovereign Business Park, Kings Court, Wigan, WN1 3AP
T. 01942 527775 E. wigan@gceducationandskills.ac.uk

REAL-LIFE WORKING ENVIRONMENT

FREE MINIBUS SERVICE

INDUSTRY TRAINED TUTORS

TRAFFORD

Greater Manchester SkillCentre

The Greater Manchester SkillCentre is a purpose built, state-of-the-art training facility, specifically built for training the next generation of apprentices and trainees.

OPEN DAYS

- **Thursday 12th September 2019**
4pm - 6:30pm
- **Thursday 17th October 2019**
4pm - 6:30pm
- **Thursday 14th November 2019**
4pm - 6:30pm
- **Thursday 5th December 2019**
4pm - 6:30pm
- **Thursday 16th January 2020**
4pm - 6:30pm
- **Thursday 13th February 2020**
4pm - 6:30pm
- **Thursday 26th March 2020**
4pm - 6:30pm
- **Thursday 23rd April 2020**
4pm - 6:30pm
- **Thursday 14th May 2020**
4pm - 6:30pm
- **Thursday 11th June 2020**
4pm - 6:30pm

CONTACT DETAILS

Greater Manchester SkillCentre, Unit B, Ashburton Point, Wheelforge Way, Trafford Park, Manchester, M17 1EH
T. 0161 876 3300 E. gmskillcentre@gceducationandskills.ac.uk



 Electrical	 Construction	 Automotive	 Engineering and Manufacturing
 Painting and decorating	 Plastering	 Tiling	 Plumbing
 Site Carpentry	 Property Maintenance (multi-trade)		

Apply today...

Step 1

Register your interest with our schools and outreach team or on our website

Step 2

Attend an open event

Step 3

Come to one of our taster days, sit an assessment and receive your guaranteed offer



Call us on

0161 233 2656

or find us online at

gceducationandskills.ac.uk

All information correct at time of print. However, the Growth Company reserves the right to change or amend programmes as necessary. If you require this prospectus in an additional format, please contact us.