



The  
Growth  
Company

## Adult and Higher Education Courses

[gceducationandskills.ac.uk](http://gceducationandskills.ac.uk)



start your journey to  
**excellence**



**“I’VE NOT ONLY GAINED  
NEW SKILLS, BUT I HAVE  
ENHANCED MY  
CONFIDENCE.”**

**START YOUR JOURNEY TO EXCELLENCE**

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# WHY CHOOSE US

At GC Education and Skills, we offer a wide range of adult and degree-level courses to help you enhance your skills, improve your job prospects and increase your confidence. Whether you are looking to progress in your current role, have been impacted by redundancy, or you are looking for a career change, we can help.

We want you to get the best experience that will help you to get ahead in your chosen career.

## Good

We are rated by Ofsted as 'Good'.

## University Partners

Our Higher Education courses are accredited by the University of Bolton and Staffordshire University.

## Industry-experienced tutors

Our Higher Education courses are accredited by the University of Bolton and Staffordshire University.

## 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.



# SUPPORTING YOU EVERY STEP OF THE WAY

We understand that you may not have been in any education or training for a while, which is why we provide comprehensive support for all our learners.

## When you study with us, you will receive the following:

- A personal tutor who is available to support you whenever you need it
- Comprehensive course materials and guidance
- An easy-to-use online learning platform
- Additional support when you have completed your course, and are looking to progress onto further study - should you wish to do so

## For students with learning difficulties or differences

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.

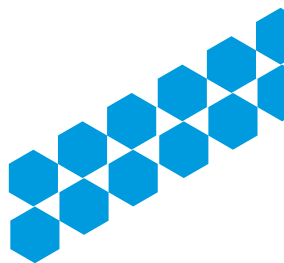
We can provide:

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

## National Careers Service

The National Careers Service provides information, advice and guidance to help you make decisions on learning, training and work. Get in touch on 0800 100 900.

Or text your name and the word ADVICE to 07766 413219 and an adviser will call you back for free.



# CONSTRUCTION



At our purpose-built 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. There are no formal entry requirements for our Construction courses.

## Level 2 Diploma in Site Carpentry

### Overview

This course is ideal for individuals looking to start a career in carpentry. This qualification enables you to demonstrate and recognise your skills, knowledge and understanding so you can work as a Carpenter/Joiner within the construction industry. On this course you will learn a variety of skills such as joinery manufacturing and site carpentry.

### Units covered:

- Health, safety and welfare in construction and associated industries
- Understanding information, quantities and communication with others
- Carry out first fixing operations
- Carry out second fixing operations
- Carry out structural carcassing operations

**Duration**  
25 weeks

**Location**  
Greater Manchester SkillCentre, Trafford Park

## Level 2 Diploma in Painting and Decorating

### Overview

This course is ideal for anyone looking to start a career in painting and decorating. This qualification enables you to demonstrate and recognise your skills, knowledge and understanding so you can work as a Painter and Decorator within the construction industry.

### Units covered:

- Applying paint systems by brush and roller
- Applying standard papers to ceilings and walls
- Applying water-borne paint systems using high volume low pressure (HVLP) spray equipment
- Erect and dismantle access equipment and working platforms
- Health, safety and welfare in construction and associated industries

**Duration**  
18 weeks

**Location**  
Greater Manchester SkillCentre, Trafford Park

## Level 2 Diploma in Plumbing Studies

### Overview

This course is ideal for anyone who is looking to start a career in the plumbing trade. On the course learners will undertake a wide range of practical learning and assessments in the workshop, and improving your knowledge of plumbing theory, techniques, and regulations.

### Units covered:

- Installation of cold-water storage systems
- How to fit hot water cylinders
- Rules and regulations covering plumbing
- Identification of heating systems, piping boilers, radiators and controls

**Duration**  
12 months

**Location**  
Greater Manchester SkillCentre, Trafford Park

## Level 2 Diploma in Plastering

### Overview

This course is ideal for individuals looking to start a career in plastering. This qualification enables you to demonstrate and recognise your skills, knowledge and understanding so you can work as a Plasterer within the construction industry. T

### Units covered:

- Health, safety and welfare in construction and associated industries
- Understanding information, quantities and communication with others
- Apply render materials to external surfaces
- Fix dry lining and plasterboard products to interiors
- Apply plaster materials to internal surfaces

**Duration**  
20 weeks

**Location**  
Greater Manchester SkillCentre, Trafford Park



## Level 1 Health and Safety in Construction (CSCS Card Preparation)

### Overview

This Award in Health and Safety in a Construction Environment qualification is for anyone wishing to apply for the Construction Skills Certification Scheme Green Card (CSCS Card) that is required for access to construction sites in the UK.

### Units covered:

- Health and safety in a construction environment

### Duration

5 weeks

### Location

Greater Manchester SkillCentre, Trafford Park



### How do I apply?

Please contact our dedicated Recruitment Team  
T. 0161 233 2656  
E. [Recruitment@GCEducationandSkills.ac.uk](mailto:Recruitment@GCEducationandSkills.ac.uk)

# EDUCATION

We offer a range of courses in education from Level 3 to Higher Education. We look forward to welcoming anyone who has a passion to transform lives through education.



## Preparing to Teach in the Lifelong Learning Sector (PTLLS)

### Overview

This course is an initial teacher training qualification for anyone who is new to teaching or anyone who is currently teaching in the United Kingdom and requiring certification or qualification. The course covers the fundamental elements involved in planning, preparing and implementing learning in your subject area. Our Level 4 course is designed to introduce you to the core ideas and knowledge underpinning a career in the teaching profession.

### Entry Requirements

You should have a Level 3 or equivalent qualification in a subject relevant to the area in which you wish to teach, along with relevant up-to-date experience in that specialism.

### Duration

30 hours

### Location

Lee House, Manchester City Centre

### Course Fee

£660

## Level 4 Internal Quality Assurance (IQA) Courses (TAQA)

### Overview

The Level 4 TAQA qualifications in the Internal Quality Assurance of Assessment Processes, are practical-based qualifications intended for individuals whose job requires them to maintain the quality of assessments from within an organisation or assessment centre. There are three routes available and the route you choose will be dependent on your role in the assessment process.

### Entry Requirements

You should have a Level 3 qualification in a subject relevant to the area in which you wish to teach, along with relevant up-to-date experience in that specialism.

### Duration

30 hours

### Location

Lee House, Manchester City Centre

### Course Fee

**Level 4 Award in Understanding the Internal Quality Assurance of Assessment Process and Practice**

Course Fee - £250

**Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice**

Course Fee - £900

**Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Process and Practice**

Course Fee - £950

## Level 3 Certificate in Assessing Vocational Achievement (CAVA)

### Overview

The Level 3 qualifications in the Internal Quality Assurance of Assessment Processes are practical based qualifications and are intended for individuals whose job requires them to maintain the quality of assessments from within an organisation or assessment centre. There are four different assessor courses, information on each course can be found below.

### Entry Requirements

You must have a minimum of two candidates to assess, preferably within your own organisation. Assessor-candidates must be occupationally competent and suitably qualified in the subject area they intend to assess.

### Duration

3-6 months

### Location

Lee House, Manchester City Centre

### Course Fee

**Level 3 Award in Understanding the Principles and Practices of Assessment**

Course Fee - £250

**Level 3 Award in Assessing Competence in the Work Environment**

Course Fee - £900

**Level 3 Award in Assessing Vocationally Related Achievement**

Course Fee - £900

**Level 3 Certificate in Assessing Vocational Achievement**

Course Fee - £950

## How do I apply?

Please contact our dedicated Recruitment Team

T. 0161 233 2656

E. [Recruitment@GCEducationandSkills.ac.uk](mailto:Recruitment@GCEducationandSkills.ac.uk)

# ACCESS TO HIGHER EDUCATION COURSES

Our Access to HE courses in a range of subjects offer flexible learning opportunities for adults who are wishing to return to education, looking for a career change or don't have the required qualifications to be accepted on to a university course. These nationally recognised Level 3 qualifications will also prepare you for higher level study.

## How long does an Access course take?

1 academic year, meaning that you progress to higher education as quickly as possible.

## What are the entry requirements?

There are no formal entry requirements for our Access to Higher Education courses.

## Where will I study?

Lee House, Manchester City Centre

## Course fees

If you are aged 19 - 23 without a full level 3 qualification you will be eligible for full funding through the Skills Funding Agency.

If you are aged 19 - 23 and already have A Levels, or other Level 3 qualifications, or if you are 24 or over, you can apply for course fees to be paid through Student Finance England (SFE). SFE will write off the outstanding balance for your Access to HE Diploma loan once you complete your degree.

Access to Higher Education Diploma in Business	
<p><b>Overview</b></p> <p>If you are wanting to study business at a higher level, then this is an ideal course for you. The course will cover various aspects of business-related topics.</p>	<p><b>Units</b></p> <ul style="list-style-type: none"> <li>• Business studies</li> <li>• Business strategy</li> <li>• Management and HR</li> <li>• Workforce planning</li> <li>• Economics</li> </ul>
<p><b>Attendance</b></p> <p>You will attend 3 days per week 10am – 2.30pm.</p>	



Level 2 Pre Access Diploma	
<p><b>Overview</b></p> <p>This is an introductory programme which will help you to build your skills in a supportive environment. This is an ideal opportunity for people wanting to gain confidence and apply for a place on an Access to Higher Education course.</p>	<p><b>Units</b></p> <ul style="list-style-type: none"> <li>• Study management</li> <li>• Action planning for own development</li> <li>• Punctuation and grammar</li> <li>• Plagiarism</li> </ul>
<p><b>Attendance</b></p> <p>You will attend 1 day per week 10am – 2.30pm.</p>	

Access to Higher Education Diploma in Nursing and Midwifery	
<p><b>Overview</b></p> <p>If you are wanting to progress to higher education to study Nursing, Midwifery or other Healthcare professions then this is a perfect course for you. Other healthcare professions include Mental Health Nursing, Paramedic Science, Occupational Therapy and more.</p>	<p><b>Units</b></p> <ul style="list-style-type: none"> <li>• Professional healthcare practice</li> <li>• Human physiology</li> <li>• Higher education study skills</li> </ul>
<p><b>Attendance</b></p> <p>You will attend 3 days per week 10am – 2.30pm.</p>	

## Access to Higher Education Diploma in Counselling and Psychology

### Overview

If you are wanting to pursue a career and study at a higher level in Counselling, Psychology and other Social Science related subjects then this is the course for you. Social Science related subjects include Social Work and Health and Youth Work.

### Units

- Psychology
- Counselling

### Attendance

You will attend 3 days per week 10am – 2.30pm.

## Access to Higher Education Diploma in Health and Social Care Professions

### Overview

This course will prepare you for higher level study in medical or healthcare-related professions. Professions include Physiotherapy, social work, early years and many more.

### Units

- Psychology
- Social issues in healthcare
- Higher education study skills

### Attendance

You will attend 3 days per week 10am – 2.30pm.



### How do I apply?

Please contact our dedicated Recruitment Team  
T. 0161 233 2656  
E. [Recruitment@GCEducationandSkills.ac.uk](mailto:Recruitment@GCEducationandSkills.ac.uk)





# HIGHER EDUCATION



If you are looking for an alternative to university with cheaper fees and smaller class sizes, then our courses are the perfect alternative. The smaller class sizes ensure that every student gets the support they deserve. No matter what qualifications you have, you still have the opportunity to gain a degree-level qualification with us.



BSc (Hons) Business Management		
<p><b>Overview</b></p> <p>This course offers a strong grounding in an essential range of contemporary business management subjects combined with the opportunity to focus your studies in the final year. Business management qualifications open doors and are considered essential, whether you are looking to pursue a career in business or achieve higher levels of responsibility in your current work.</p>	<p><b>Entry Requirements</b></p> <p>Ideally, you will hold a level 3 qualification in a related subject; however substantial relevant work experience may also be acceptable.</p>	<p><b>Course Fee</b></p> <p>£8,250</p>
<p><b>Duration</b></p> <p>3 years</p>	<p><b>Location</b></p> <p>Lee House, Manchester City Centre</p>	
<p><b>Validated by</b></p> <p>University of Bolton</p>		

Foundation Degree in Healthcare Studies		
<p><b>Overview</b></p> <p>This course is a golden opportunity to develop the intellectual, personal and practical skills so sought-after by employers in the healthcare industries. You'll have the chance to develop and enhance your understanding of the principles of care, along with the legal and ethical issues associated with social policy and working in the healthcare industry.</p>	<p><b>Entry Requirements</b></p> <p>Ideally, you will hold a level 3 qualification in a related subject; however substantial relevant work experience may also be acceptable. You will be expected to work either paid or voluntary within a relevant health and social care setting for a minimum of 15 hours per week alongside the programme.</p>	<p><b>Course Fee</b></p> <p>£8,250</p>
<p><b>Duration</b></p> <p>2 years</p>	<p><b>Location</b></p> <p>Lee House, Manchester City Centre</p>	
<p><b>Validated by</b></p> <p>University of Bolton</p>		

BSc (Hons) Health and Social Care (Top-up)		
<p><b>Overview</b></p> <p>This programme is designed for anyone who is working in Health and Social Care and has successfully completed a relevant qualification at Level HE5. This programme will provide you with a strong academic pathway which will prepare you for the health and social care workplace or further study in a related academic or professional area. The top up degree year will allow you to increase your knowledge in specific areas of health and social care.</p>	<p><b>Entry Requirements</b></p> <p>You must hold a foundation degree (FdA) or higher national diploma (HND) in health and social care (or another relevant qualification comprising at least 120 credits at HE4 and 120 credits at HE5).</p>	
<p><b>Duration</b></p> <p>1 year</p>	<p><b>Location</b></p> <p>Lee House, Manchester City Centre</p>	<p><b>Course Fee</b></p> <p>£8,250</p>
<p><b>Validated by</b></p> <p>University of Bolton</p>		

Foundation Degree in Early Years Childhood Studies		
<p><b>Overview</b></p> <p>The course meets the requirements for continuing professional development in the early years sector. It will provide the knowledge and skills required for working with children in a range of care and education settings. It is suitable for experienced practitioners working directly with young children (0-8 years) in a range of care and education settings, and for teaching assistants specialising in early years.</p>	<p><b>Entry Requirements</b></p> <p>Your Level 3 subjects must include a childcare-related subject; for instance, a BTEC Extended Diploma in Children's Play, Learning and Development. If you don't have the above qualifications but possess considerable relevant vocational experience in the early years sector, then we'll be delighted to consider your application. You'll also need employment or a voluntary role in the early years sector.</p>	
<p><b>Duration</b></p> <p>2.5 years, Part time</p>	<p><b>Location</b></p> <p>Lee House, Manchester City Centre</p>	<p><b>Course Fee</b></p> <p>£6,000 year one £6,000 year two £2,400 year three</p>
<p><b>Validated by</b></p> <p>University of Bolton</p>		



### BA (Hons) Professional Development in Early Years (Top-up)

#### Overview

If you've already completed a relevant foundation degree or higher national diploma, then this qualification is an opportunity to expand your understanding of early years education and improve your knowledge of wider related issues, from management and leadership to global educational perspectives. This course is ideal for people who work in early years and are looking to enhance their career progression. The course has been developed to help you to explore a range of early years issues within a broader educational context.

#### Entry Requirements

You must hold a foundation degree (FdA) or higher national diploma (HND) or another relevant qualification.

#### Duration

1.5 years, part-time

#### Location

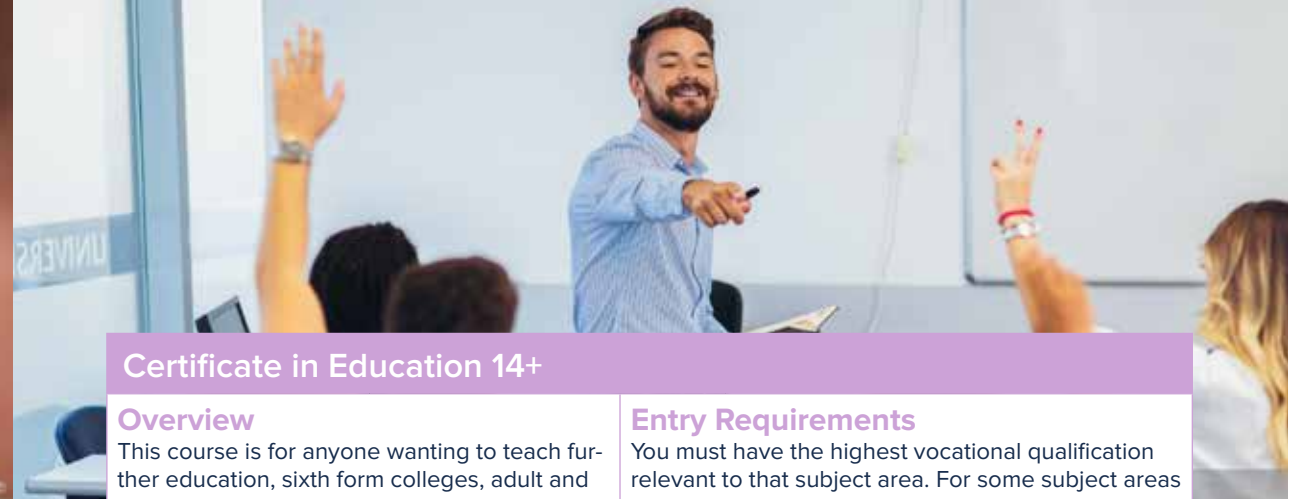
Lee House, Manchester City Centre

#### Course Fee

£5,200 year one  
£2,600 year two

#### Validated by

University of Bolton



### Certificate in Education 14+

#### Overview

This course is for anyone wanting to teach further education, sixth form colleges, adult and community education, universities, the prison and probation services, pre-employment training and work-based learning but does not have a degree.

#### Entry Requirements

You must have the highest vocational qualification relevant to that subject area. For some subject areas this means a National Vocational Qualification (NVQ) Level 3, and for others it may be an NVQ Level 4 or a Higher National Diploma (HND). You must gain an Enhanced Disclosure and Barring Service (DBS) Disclosure certificate for a Child Workforce including Child Barred List Checks, before starting your teaching practice.

#### Duration

2 years part-time or 1 year full-time

#### Location

Lee House, Manchester City Centre

#### Course Fee

£3,300 per year, part-time  
£8,250 full-time

#### Validated by

University of Bolton

### BA (Hons) Professional Development in Education (Top-up)

#### Overview

This course is ideal for anyone who works in an educational setting and is looking to enhance their career progression. The course encourages students to critically explore education within a wider context. It will further build on, and expand, the skills developed during prior study.

#### Entry Requirements

You must hold a foundation degree (FdA) or higher national diploma (HND) in early years and childhood studies (or another relevant qualification comprising at least 120 credits at HE4 and 120 credits at HE5).

#### Duration

1.5 years, part-time

#### Location

Lee House, Manchester City Centre

#### Course Fee

£5,200 year one  
£2,600 year two

#### Validated by

University of Bolton

### Professional Graduate Certificate in Education (PGCE 14+)

#### Overview

This course is for anyone wanting to teach in further education, sixth form colleges, adult and community education, universities, the prison and probation services, pre-employment training and work-based learning.

#### Entry Requirements

You must have an Honours degree (or equivalent). You must gain an Enhanced Disclosure and Barring Service (DBS) Disclosure certificate for a Child Workforce including Child Barred List Checks, before starting your teaching practice.

#### Duration

2 years part-time or 1 year full-time

#### Location

Lee House, Manchester City Centre

#### Course Fee

£3,300 per year, part-time  
£8,250 full-time

#### Validated by

University of Bolton

# FUNDING YOUR COURSE

## Chartered Manager Degree Apprenticeship (CMDA)

### Overview

This course is for people who are looking to develop into a management role or for managers looking to gain a management qualification and want to develop fully all aspects of their management and leadership skills, knowledge, self-awareness and behaviours. These include strategic decision making, setting direction and achieving results.

Professional managers will be capable of managing complexity and delivering impact at a strategic and/or operational level, with management and leadership responsibility for setting and delivering organisational objectives through a wide range of functions.

### Entry Requirements

A Level 3 qualification in any subject. If you do not possess GCSEs in English and Mathematics at grade C or above or grade 4 to 9 - or hold an equivalent such as Functional Skills Level 2 in Literacy and Numeracy - you will be asked to complete initial assessments for English and mathematics. The results of these assessments will determine whether you are accepted on to the apprenticeship with your current qualifications, or a recommendation of delayed entry is made so you can undertake studies enabling you to achieve the required level of English and mathematics prior to commencing the apprenticeship.

Admission to this programme is only available to candidates who meet the following criteria. 1) They are employed for a minimum of 30 hours per week in a role relevant to the apprenticeship. 2) They have the right to live and work in the UK. 3) Their employer is participating in the Degree Apprenticeship scheme. 4) Their employer is willing to sponsor them to attend the University one day per week (times and dates to be determined). Please note that an apprentice cannot be self-employed.

### Duration

3.5-4 years, part-time

### Location

Lee House, Manchester City Centre

### Course Fee

No cost to the learner - please contact us for further information.

### Validated by

University of Bolton

All students on a Higher Education course (excluding CMDA) can apply for a tuition fee loan. These loans are dependent on your income and are available to all part-time and full-time students. You only need to start paying your loan back once you're earning over £19,390. For example, if your salary is £20,000 per year before tax then your approximate repayment is £4 per month. If your salary drops below £19,390 then your payments will stop. Please note that this is an example only and subject to change.

Full-time students can also apply for support with living costs.

For further information on student finance, please visit [www.gov.uk/studentfinance](http://www.gov.uk/studentfinance)

### How do I apply?

Please contact our dedicated Recruitment Team  
**T.** 0161 233 2656  
**E.** [Recruitment@GCEducationandSkills.ac.uk](mailto:Recruitment@GCEducationandSkills.ac.uk)

The Growth Company Education and Skills,  
 Lee House, 90 Great Bridgewater Street,  
 Manchester, M1 5JW



# APPRENTICESHIPS

At the Growth Company we have a wide range of apprenticeships available to adults as well as young people. Whether you are looking to upskill and gain nationally recognised qualifications in your current job role, or you are an employer wanting to recruit a new member to your team, we have an apprenticeship programme just for you.

As well as our Chartered Manager Degree Apprenticeships, we offer apprenticeships from Level 2 to Level 5 in a wide range of subjects.



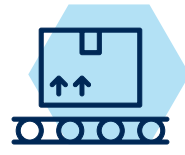
Construction



Automotive



Engineering



Manufacturing



Business & Professional



Finance and Accounting



Education and Early Years



Health & Social Care

## HAVE YOU BEEN IMPACTED BY REDUNDANCY OR PLACED ON THE JOB RETENTION SCHEME?

We can help you get back on track

We can provide you with a range of advice and support which is tailored to your needs. Our friendly advisors can help you work through a range of learning programmes in order for you upskill or re-train for another role.

In addition, we can help you and your team with:

- CV improvements
- Job searches
- Interview skills

If you would like further information on how we can help, get in touch by calling **0161 233 2656** or emailing **info@GCEducationandSkills.ac.uk**.

The National Careers Service are also able to offer support - **0800 100 900**



# ONLINE LEARNING

The Growth Company also offer a range of fully funded online training courses to help you enhance your skills, improve your job prospects and increase your confidence. Whether you are looking to progress in your current role, have been impacted by redundancy, or you are looking for a career change, we can help.

Supported by the Adult Education Budget, we have a range of programmes at a level to suit you.



Care



Contact Centre



Customer Service



Retail



Facilities



Finance and Accounting



Business Administration



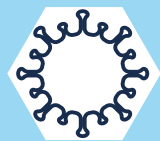
Mental Health Awareness



IT



Team Leading



Prevention and Control of Infection



## Benefits to you

- Gain a nationally-recognised qualification
- Enhance your job prospects
- Further your career
- Improve your confidence

## Entry requirements

In order to join one of our courses you will need to:

- Be 19 years old or over
- Have a basic knowledge of IT
- Be unemployed and in receipt of benefits
- Or, in employment earning up to £17,550

## Duration

- 8-12 weeks depending on the course
- Flexible hours to suit your needs

## Delivery

Our courses are delivered completely online, which means you will need to have:

- Internet connection
- Access to a laptop, tablet or desktop computer
- A Google Chrome account, which we can help you to set up

## How to apply

Contact our dedicated Recruitment Team  
**E.** [Recruitment@GCEducationandSkills.ac.uk](mailto:Recruitment@GCEducationandSkills.ac.uk)  
**T.** 0161 233 2656

**Are you a Greater Manchester based employer looking to boost skills in your business at zero cost?**

Commissioned by ESFA and working with the Greater Manchester LEP, Skills Support for the Workforce offers fully funded support to help you develop your staff through a range of training programmes which are tailored to your business needs. These qualifications cover a variety of topics/sectors including: Automotive, Cleaning, Construction, Health & Social Care, Functional Skills Maths & English, and Warehousing, Storage and Manufacturing.

**Find out how we can help boost the skills of your workforce**

Call **0161 233 2656** or email [info@GCEducationandSkills.ac.uk](mailto:info@GCEducationandSkills.ac.uk)



**“I’VE NOT ONLY GAINED NEW SKILLS, BUT I HAVE ENHANCED MY CONFIDENCE.”**

**START YOUR JOURNEY TO EXCELLENCE**



Funded by



Department for Education



Greater Manchester Local Enterprise Partnership



European Union  
European Social Fund

## Start your journey

The Growth Company Education and Skills  
Lee House,  
90 Great Bridgewater Street,  
Manchester,  
M1 5JW

t. [0161 233 2656](tel:01612332656)

e. [info@GCEducationandSkill.ac.uk](mailto:info@GCEducationandSkill.ac.uk)

w. [gceducationandskills.ac.uk](http://gceducationandskills.ac.uk)

