THE TRAINING CONSORTIUM
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welcome
to
the training consortium
introduction

The Training Consortium have many years of combined experience in delivering apprenticeships to the North West of England. Led by Wigan Council, The Training Consortium delivers high quality apprenticeships in a diverse range of sectors that meet the needs of employers. We pride ourselves on our flexibility and believe that employers should play a key role in the process from start to finish.

Our provision is rated as ‘good’ by Ofsted (January 2013) and our latest overall success rate for apprenticeship provision is over 86%, which is higher than the regional and national average.

Due to the unique way in which The Training Consortium operates we can ensure that quality is kept to a premium across all delivery. We are also able to call on industry experts in the sectors in which we operate. So whether you are looking for Business Administration or Young People’s Workforce, look no further than The Training Consortium.

Contact

www.wiganworks.com  |  01942 489177  |  apprenticeships@wigan.gov.uk
Twitter: @wigancouncil  |  facebook.com/wigancouncilonline
Cost Effective
Apprenticeship programmes (the training) can often be fully funded by the Government, meaning that you as the employer only pay the apprentice’s wages.

You could be entitled to a Government funded AGE grant of £1,500 if you are a business with less than 50 employees and you recruit an apprentice aged 16 to 24 yrs.

You could also access a Wigan Council funded Business Apprenticeship Programme grant of between £3,000 and £5,000 if you are based in Wigan borough or recruit a Wigan resident onto an apprenticeship, aged 16 to 24 and pay National Minimum Wage. Further eligibility criteria applies. For further details, go to www.wiganworks.com or contact the Skills & Learning Team.

From April 2016, employers will no longer be required to pay employer National Insurance contributions for apprentices under the age of 25 on earnings up to the upper earnings limit.

Increased Productivity
- Businesses report an average increase in productivity by £214 a week when they hire apprentices.
- 72% reported that apprenticeships improved their productivity or the quality of their product or service.
- Nearly every employer that takes on an apprentice (96%) reports benefits to their business.
Future Proofing

67% of apprentices stay with the same employer. Apprentices provide a strong foundation to your staff base and show commitment to the future development of your business. They provide you with skilled workers for the future.

Staying Competitive

Apprenticeships can be tailored to specific job roles, making them flexible to the needs of your business. Apprentices will be trained to do a job to agreed standards, which have been set by your representative trade body - the Sector Skills Council. They will gain a qualification that demonstrates that they have the skills necessary to do the job.

A fresh pair of eyes - they are a proven way of attracting people with fresh new ideas to your organisation. Apprentices learn by a combination of working and learning on the job, they find that this is a much better way to develop skills.

Apprenticeships are a tried and tested way of recruiting new staff but can also be used to re-train / up-skill existing staff or people returning after a break.

It can encourage a culture of learning within the company. This can then have much wider reaching benefits as existing members of staff seek to share their knowledge and expertise but also seek further learning opportunities.
Building capacity and resources - apprentices help a business to tackle skill shortages in an effective way and provide you with a spare pair of hands to carry out everyday tasks.

Apprentices gain recognised industry approved qualifications.

Apprentices are usually motivated, because they can see that you are investing in their training and because you take an active part in their development.

Apprenticeship training often takes the form of ‘work-based learning’ whereby the learning takes place in the workplace. This often means minimal disruption and maximum impact.

**Your Legacy**

Businesses that employ younger people as apprentices can not only reap the benefits detailed above, but they can also contribute towards corporate social responsibility targets.

Apprenticeships are estimated to contribute £34 billion to the UK economy in 2014.

Employing an apprentice means that you are actively supporting the Council’s Deal for Business. The Dea is a new approach to the way the Council operates in conjunction with local businesses.
Apprentices are aged 16 or over and combine work with studying for qualifications alongside Maths and English - ranging from level 2 (GCSE) right up to level 5 (degree level) and above.

Apprentices can be new or current employees.

Apprenticeships can last from 1 to 4 years, depending on your sector and the level of qualification the apprentice is studying for.

Apprentices usually work for at least 30 paid hours a week.

You must offer apprentices the same conditions as other employees working at similar grades or in similar roles. This includes paid holidays, sick pay, any benefits you offer e.g. childcare, access to any support you offer, e.g. coaching or mentoring.

You must pay apprentices or employees undertaking an apprenticeship current National Minimum Wage rate per hour dependant on their age whilst working for you. There is a minimum rate for apprentices aged 16 to 18 and those aged 19 or over who are in their first year. This is often referred to as the National Apprenticeship Wage. Please visit www.gov.uk/national-minimum-wage-rates for the current rates.

Once employed, you must ensure that your apprentice works with experienced staff within your organisation, learns job-specific skills, and has sufficient time to study for a work-based qualification during their working week.
recruiting and training
your apprentice

Wigan Council have a dedicated team and consortium of specialist Training Providers in place to support you in recruiting apprentices or up skilling your existing staff by delivering apprenticeships within the workplace. There are several steps to taking on an apprentice.

Contact the team on 01942 489177 / 489763 to discuss apprenticeships in your field of work or visit our website at www.wiganworks.com. Alternatively, contact the training provider who delivers the apprenticeship framework you are interested in, details at the bottom of each framework card.

The Skills & Learning Team will match you with a relevant consortium training partner that offers apprenticeships for your industry, who in turn will manage your requirements regarding your apprentice’s recruitment, training, support, qualifications and assessment.

The chosen training provider will complete an apprenticeship agreement with you and your apprentice. This gives details of your agreement whilst employing an apprentice, which includes: the duration of the apprenticeship, the training you’ll give them, their working terms and conditions, the qualifications they are working towards.

You will receive advice and guidance regarding the availability of funding to cover the costs of your apprentice’s qualifications. Apprenticeships are usually 50% to 100% funded.
apprenticeship frameworks
This apprenticeship will prepare you to work in the outdoor or active leisure sector as a fitness activity leader or coach.

The UK outdoors sector is a vibrant, exciting and growing one to work in. It is particularly suited to those with a passion and enthusiasm for working both with people and in the outdoors. Although enthusiasm for adventurous activities is a must, it must be remembered that ‘activity leadership’ is actually about people leadership in activities.

**Your work outdoors and in active leisure will:**

Be with straightforward groups in less hazardous activities.

Often be in controlled environments.

Focus on community.

Activity Leadership apprenticeships are delivered at Level 2 by FLM Training & inspiring Healthy Lifestyles. There are 4 pathways you can choose from:

FLM Training deliver the following qualification routes under 3 of the Pathways:

**Exercise & Fitness Pathway**
- Fitness Instructing.
- Active Leisure.

**Leadership Pathway**
- Leading Health Related Activity Sessions.

**Coaching Pathway**
- Coaching Gymnastics.
- Coaching Swimming.
- Teaching Aquatics.

Inspiring Healthy Lifestyles deliver the following qualification routes under 3 of the Pathways:

**Leadership Pathway**
- Supporting Learning in Physical Education and School Sport.

**Outdoor Pathway**
- Introductory work in the outdoors.

**Coaching Pathway**
- Coaching Strength and Conditioning for Sport.

**Next Steps**

FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk

Inspiring Healthy Lifestyles: 01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
Advertising and Marketing Communications is driven and focused on the client and the client’s marketing or advertising need for a brand or product. It crosses multiple platforms from broadcast, print, billboard and online.

Apprenticeship activities may include arranging market research trials to see how a product tests with its target audience or devising advertising campaigns over radio, TV, print, billboards or online.

It provides the training required to work in a variety of roles, including Media Production Executive, Social Media & Marketing Officer, Creative roles, PR & Development Officer and more.

Next Steps

Advertising and Marketing (Advertising) apprenticeships are delivered at Level 4 by The Media college: 01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
Beauty therapy covers a range of treatments, from simple facials and make-up jobs to waxing.

As a beauty therapy apprentice, you’ll assist senior therapists and learn a range of skills and techniques, such as how to improve facial skin conditions, wax body hair, spray tan, shape and colour brows, perform hand and foot treatments and apply make-up.

On the advanced apprenticeship, you’ll work as a beauty therapist, learning techniques like body massage as well as more complicated electronic treatments to remove unwanted hair or improve skin condition.

You’ll work closely with clients and will need the ability to put them at ease, and generally be pleasant and personable.

Next Steps
Beauty apprenticeships are delivered at Level 2 by Ashton, Wigan & District YMCA:
01942 726963  |  admin@ymcaashton.org  |  www.ymcaashton.org
The broadcast production industry is globally renowned for driving growth, investment and employment and basically denotes the people behind the scenes that keep everything running smoothly.

The BBC and Channel 4 have paved the way for Level 4 higher apprentices to enter the sector and have opened up many opportunities for those who want to get stuck into work instead of studying a degree in broadcast production.

The aim for this framework is to attract and develop creative and digitally competent work-ready apprentices, who are multi-skilled and can work across the broadcast production sector, for both public and independent broadcasters.

Next Steps

Broadcast Production apprenticeships are delivered at Level 4 by The Media College:
01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
Business Administration apprenticeships train you to play an important support role within a business or organisation.

Administrators handle the day-to-day tasks in an office and make sure things run smoothly. This sort of work requires a strong sense of responsibility, accuracy and attention to detail.

This covers roles that involve organising people and resources such as:

- Executive assistants.
- Secretaries.
- Administration assistants.
- Data entry clerks.
- Office juniors.

As a business and administration apprentice, your exact duties will depend on your employer but could include:

- Typing up board meeting documents.
- Putting financial information together in spreadsheets.
- Sending the daily post.
- Faxing and photocopying confidential documents.

Next Steps

Business Administration apprenticeships are delivered at Level 2, 3 and 4 by Wigan Council: 01942 489177 | apprenticeships@wigan.gov.uk | www.wiganworks.com
Workers in this area make sure children are looked after, kept active, happy and nourished. They also help children develop social and practical skills. The exact nature of your job role will depend on your employer. The intermediate level apprenticeship is for those working under supervision such as a nursery assistant or playgroup assistant working with children under 5.

The advanced level apprenticeship is for those who work on their own initiative: planning and organising their own work and/or supervising others eg a nursery nurse, playgroup leader or a childminder working in their own home.

**Next Steps**

Children and young people’s workforce apprenticeships are delivered at Level 2 and Level 3 by Ashton, Wigan & District YMCA: 01942 726963 | admin@ymcaashton.org | www.ymcaashton.org
This apprenticeship involves working with local communities by planning, promoting and running events, exhibitions and projects to engage individuals and groups of all ages.

**On the intermediate level you’ll be helping:**
- Organise and publicise events and exhibitions.
- With financial record keeping, customer care.
- Touring and resident artists/ groups/ bands/orchestras.
- The management of the building and general office work including using a range of IT software.

On the advanced level apprenticeship you’ll be responsible for assisting with the efficient running of the organisation, to ensure that the local community benefits from a range of arts programmes. This includes helping with the recruitment of administrators, artist services, maintenance and security, customer relationships and bookkeeping.

**Next Steps**

Community Arts apprenticeships are delivered at Level 2 by the media college. Community Arts Management apprenticeships are delivered at Level 3 by the media college.

01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
The construction industry is one of the cornerstones of the UK economy and is home to over two million jobs. From basic trades to senior management, there are a wide variety of professions in the industry which offer excellent progression routes.

Traineeships were introduced by the government as a way of bridging the gap between school and an apprenticeship. Combining work experience with classroom-based employability workshops, a 6-12 week traineeship is an ideal introduction to the world of work while developing confidence and skills. In a fast-paced and challenging environment like the construction industry, a traineeship also acts as a taster course before committing to a full apprenticeship.

A construction traineeship is tailored towards the individual learner and entry into their chosen trade. They will gain experience in a range of areas including:

- Working towards industry standards such as health & safety requirements
- Correct use of tools and machinery
- General labouring
- Experience of specific trades such as bricklaying or groundworks
- Employability skills including functional skills

A successful trainee will have the opportunity to progress to an apprenticeship and career in their chosen construction trade.

**Next Steps**

Construction Traineeships are delivered at Level 1 by DMR Training & Consultancy:

01942 673047 | info@dmrltd.co.uk | www.dmrltd.co.uk
With technology ever-changing, this apprenticeship equips candidates with the technical knowledge needed to keep up with new trends and industry practices.

Candidates will develop an understanding of the end-to-end production cycle in relation to different platforms, e.g. audio, visual, interactive and emerging technologies and post-production. Genres include entertainment, drama, news and sport, and in different formats such as live, studio and online.

This apprenticeship is relevant to all industries and sectors, due to the ever-changing technologies and the rapidly evolving media landscape.

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**Next Steps**
Creative and Digital Media apprenticeships are delivered at Level 3 by The Media College:
01942 877715 | info@thefilmcollege.co.uk | www.themediacollege.co.uk
Customer Service apprenticeship train you to provide excellent customer service and can be applied to hundreds of job roles across many different sectors. Most customer service apprentices work in retail, financial services, call centres, hospitality, or sport and recreation.

As a customer service apprentice, you’ll need clear and up-to-date knowledge of your organisation’s products and services and be able to communicate with all sorts of people.

Duties will vary between sectors but in most cases you’ll be making sure that customers are dealt with in a positive, reliable and pleasant way – whether that’s by offering advice, answering questions or handling complaints.

**Next Steps**

Customer Service apprenticeships are delivered at Level 2 and Level 3 by GK Training: 01942 2088007 | hayley@gktrainingservices.com | www.gktrainingservices.com
The health and fitness industry is a large component of the active leisure and learning sector and is made up of privately run clubs and publicly run gyms through various leisure facilities run by local authorities or leisure trusts.

At intermediate level, you could work as a fitness instructor or gym instructor, responsible for:
- Maintaining the gym.
- Developing session plans.
- Delivering sessions for members.
- Reception duties.
- Increasing membership sales.

You could also work as an exercise instructor:
- Working with children and adults.
- Preparing, delivering and evaluating exercise sessions, such as aerobics, step aerobics, circuit training, and aqua aerobics.

At advanced level you could work as a personal trainer:
- Preparing and delivering training programmes for adults on an individual basis.
- Catering for a variety of needs ranging from older adults to athletes and people wishing to train for a specific sporting activity.

There are 3 pathways to choose from - Gym Instructor, Exercise to Music, Exercise and Physical Activity for Children.

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**Next Steps**

FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Inspiring Healthy Lifestyles: 01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
This Fish Husbandry and Fisheries Management intermediate Level 2 framework is seen as the natural progression for learners who have already completed a Land-based and Fishery Management Traineeship. The framework provides a progression pathway to move into hatchery management, fish biology or other fish related occupations such as fisheries officer and aquatic assistant or fishery bailiff/manager. The aim of this level 2 apprenticeship is to provide a framework suitable for young people entering the fish husbandry or fisheries management industry by including up-to-date qualifications to meet the skills need of employers such as the Environment Agency, Angling Development Board, Association of River Trusts and businesses such as commercial fisheries and fish farms/breeders.

This apprenticeship offers the chance to work at one of more than 180 different fisheries management businesses across the UK. The fish husbandry sector is strictly regulated because of EU and UK laws on fisheries, and there are often changes to these laws. You’ll be trained to be knowledgeable of the changes to fish care. You’ll help monitor and care for fish, maintaining their health, preventing disease and improving their environment.
The Food and Drink apprenticeship covers a wide range of roles from quality checkers and bakers to logistics officers and butchers.

You could specialise in the main operations involved in manufacturing and processing a wide range of food and drink products. This may include production areas such as:

- Dairy processing.
- Bakery production.
- Butchery.
- Brewing.
- Fishmongery.
- Chocolate and sweets.

Your work-based learning programme will involve both on-the-job and off-the-job training. You’ll get to work as part of a busy team and your work will involve solving problems, meeting specific targets and ensuring food safety requirements are met.

Next Steps

Food and Drink apprenticeships are delivered at Level 2 and 3 by Wigan Council:
01942 489177 | apprenticeships@wigan.gov.uk | www.wiganworks.com
A Health & Social Care apprenticeship covers a wide range of job roles on two pathways: the adult social care pathway and the health care pathway. This could mean working in the NHS, the private sector, local authorities or in the voluntary sectors.

Your job role will depend on the pathway that you choose.

**Social Care**

You’ll be helping people with a particular need such as the disabled, the elderly or people with learning disabilities in their everyday life. This type of care usually takes place in the home, in care homes or in the community. It can include anything from helping people get dressed to transporting them to and from a residential home or taking them shopping.

**Health Care**

You could work in hospitals, the community, hospices or private clinics as a healthcare support worker or a healthcare assistant. You could be supporting doctors and nurses or helping patients in hospital wards or their homes by serving food and making and changing beds.

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**Next Steps**

Health & Social Care apprenticeships (Adult Care Worker) are delivered at Level 2, 3 and 5 by Wigan Council: 01942 489177 | apprenticeships@wigan.gov.uk | www.wiganworks.com
The Interactive Design and Development (IDD) apprenticeship brings together interactive media product design and development, IT and creative industry business skills. This creates the ideal tailored package for apprentices in higher level digital roles.

The apprenticeship covers sectors including creative and digital media, broadcast, journalism, fashion, textiles, advertising, marketing communications, set crafts and photo imaging. It is aimed at learners who are interested in developing a new set of skills needed by creative industry employers: a fusion of creativity, technology and business.

**Apprenticeship roles include:**

- Online Community Manager.
- User Experience Co-ordinator.
- Junior Interactive Product Designer.
- Junior Interactive Product Developer.

**Next Steps**
Interactive Design and Development (IDD) apprenticeships are delivered at Level 4 by The Media College: 01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
The IT User apprenticeship gives you the skills and knowledge to work effectively and efficiently with IT systems, communication and productivity tools and software applications.

On an intermediate level apprenticeship you could work as a data administrator entering and editing data using software such as:

- Customer relationship management.
- Accounts.
- Payroll.
- Stock control systems.

You would also be producing routine reports from the data held.

On the advanced level apprenticeship you could work as a website manager:

- Planning and contributing to designing websites.
- Creating multimedia content for websites.
- Working with IT professionals to build new websites.

Next Steps

IT User apprenticeships are delivered at Level 2 by Inspiring Healthy Lifestyles: 01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
The Land-based & Fishery Management traineeship programme is designed to help learners gain the skills they would need to work in a variety of land-based sector roles such as water bailiffs, fishery managers and wetland horticulturalists.

The traineeship will see learners carrying out work placements in a wide variety of industries including public gardens and parks as well as working with landscape gardens, horticulturists and local fisheries. In addition to the work placement, we include guest speakers in the programme to help develop an understanding of the vocational context and future employment opportunities in the land and environment sector.

Elements of this traineeship programme have also been designed with the needs of local fisheries, The Environment Agency and the aquatic industry in mind. It has been developed to provide entry and progression into and within fish farming, sports fishery management and aquatics industries that fall within the environment and land-based sector.

We have designed the Traineeship framework with an emphasis on giving trainees the opportunity to develop a range of skills and techniques essential for progression into a Level 2 Apprenticeship in Fishery Management.

The Land-based & Fishery Management Traineeship is delivered over a 25 week period combining two days each week with the training provider. The work placement length and number of days are individual to each learners needs and work placement requirements.

Fir Tree Fishery operates a mini-bus pick-up and drop-off service in and around Wigan.

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**Next Steps**

Land-based & Fishery Management Traineeships are delivered at Level 1 by Fir Tree Fishery CIC: 01257 251502 | info@firtreefishery.co.uk | www.firtreefishery.co.uk
Leisure management involves the management of leisure and recreation facilities, such as gyms, swimming pools and leisure centres.

You could work as a club manager or duty manager responsible for the day to day operation of the leisure facility. You will learn skills in:

- High level customer care.
- Managing and maintaining facilities.

You will also be responsible for:

- The health and safety of staff and customers.
- Managing allocating and supervising staff to provide high standards of service.

Next Steps
Leisure Management apprenticeships are delivered at Level 3 by FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
This apprenticeship trains you for an operational role maintaining leisure and sports facilities. Leisure operations roles are vital for maintaining a high standard of service for users of facilities for leisure and sport.

You could be working at:

- Leisure centres.
- Sports clubs.
- Caravan sites.
- Holiday parks.

Next Steps

Level 2 by FLM Training: 01942 255913  I  info@flmtraining.co.uk  I  www.flmtraining.co.uk
Level 2 by Inspiring Healthy Lifestyles: 01942 255913  I  learningcentre@wlct.org  I  www.inspiringhealthylifestyles.org
Good managers are essential to the success of any business, so the skills gained on this apprenticeship are transferable and valuable across a range of sectors and job roles.

The intermediate level management apprenticeship includes:

- Monitoring work.
- Giving feedback.
- Briefing teams.
- Supporting team members.
- Resolving problems.
- Procuring supplies.
- Project management.
- Delivering and improving customer service.

The advanced level management apprenticeship includes:

- Planning, allocating and monitoring the work of a team.
- Supporting team members.
- Managing conflict.
- Resolving problems.
- Project management.
- Agreeing budgets.
- Managing customer service.

The higher apprenticeship in management includes:

- Informing strategic decision making.
- Managing budgets.
- Planning and implementing change.
- Leading teams.
- Managing programmes of complimentary projects.

Next Steps

Management apprenticeships are delivered at Level 3, 4 and 5 by Wigan Council: 01942 489177 | apprenticeships@wigan.gov.uk | www.wiganworks.com Level 4 by FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Marketing is a creative industry that is essential to commercial success. It is concerned with finding the needs and wants of people, developing a product or service that meets that need and helping create a desire for what has been created.

Within the marketing apprenticeship, the nature of the work will depend on your employer. However, your responsibilities are likely to evolve around establishing target markets, market analysis, designing and evaluating marketing plans, contributing to promotional campaigns, promoting events, maintaining a portfolio of products and managing budgets.

Apprentices are likely to work in job roles such as marketing co-ordinator, junior marketing executive/officer, advertising account executive or market researcher.

Next Steps
Marketing apprenticeships are delivered at Level 3 by The Media College:
01942 877715  |  info@themediacollege.co.uk  |  www.themediacollege.co.uk
This apprenticeship creates a route into a career in providing children’s physical activity and school sport development.

This apprenticeship means you will be able to deliver low-risk sports activities in a school environment, for example:

- A sports coach or sports development officer, in charge of running both curriculum based and extra-curricular activities.
- A teaching assistant assisting in PE lessons.
- Head up the school sports team.

Next Steps

PE in School Sports apprenticeships are delivered at Level 2 and Level 3 by Inspiring Healthy Lifestyles: 01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
The health and fitness industry is a large component of the active leisure and learning sector and is made up of privately run clubs and publicly run gyms through various leisure facilities run by local authorities or leisure trusts. At advanced level, it will enable you to work with a wide range of customers from basic gym inductions through to professional athletes. Personal Training is a rewarding profession which has many benefits including being self employed, flexible working hours and sense of satisfaction helping others achieve their goals.

The apprenticeship covers:

- Anatomy and physiology.
- How to maintain health, safety and welfare in a variety of fitness environments, including the safeguarding of children and vulnerable adults.
- How to programme safe and effective exercise for a range of clients, the health benefits of physical activity and the importance of healthy eating.
- How to communicate with clients effectively, and motivate clients to adhere to an exercise programme.
- How to apply the principles of nutrition to support client goals as part of an exercise and physical activity programme.
- How to design, manage, and adapt a personal training programme with apparently healthy adults of all ages.
- How to deliver exercise and physical activity as part of a programme for apparently healthy adults of all ages.

Next Steps

FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Inspiring Healthy Lifestyles: 01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
The Level 3 Residential Childcare apprenticeship will prepare you with future skills to work unsupervised as a childcare worker in a residential setting. The course will enhance your skills in childcare by covering units in engaging in professional development in residential, safeguarding and the welfare of children and young people and support group living in a residential childcare setting. You will also have the option of studying units in working with children with learning and/or behavioural difficulties, or supporting young people leaving a residential care setting.

The Apprenticeship covers a wide range of job roles including

- Working in settings such as residential care homes
- Residential special schools
- Therapeutic communities
- Secure children’s homes
- Shared care and short break settings.

Next Steps

Residential Childcare apprenticeships are delivered at Level 3 by Ashton, Wigan & District YMCA: 01942 726963 | admin@ymcaashton.org | www.ymcaashton.org
Retail apprenticeships are suitable for a host of businesses, from market stalls and independent shops to national chains and large superstores.

As a retail apprentice, your role will depend on your employer. You could be assisting customers on the sales floor of a high street store or handling their purchases. Alternatively, you could be working in a specialist department and become a product expert, able to help with specific queries.

An artistic flare could point you in the direction of visual merchandising, helping to create window and in-store displays. Or you could work behind the scenes in stock handling, ensuring products are received in the correct quantities and appropriately stored.

With a young workforce, the UK’s retail sector is vibrant and offers many opportunities for early career progression.

Next Steps
Retail apprenticeships are delivered at Level 2 and Level 3 by GK Training:
01942 2088007 l hayley@gktrainingservices.com l www.gktrainingservices.com
Social media is constantly evolving and companies are very keen to find young people to fill digital marketing positions.

This apprenticeship allows candidates to become specialised in all electronic marketing techniques, developing communication and research skills, and is suitable for such job roles as Social Media Assistant, Digital Communications Officer, Digital Marketing Assistant and more.

Typical candidates may undertake daily activities such as conducting market research, designing and evaluating marketing plans and contributing to advertising and promotional campaigns and events.

Next Steps

Social Media and Digital Marketing apprenticeships are delivered at Level 3 and Level 4 by The Media College: 01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
The spectator safety apprenticeship is aimed at those individuals looking to enter the industry as a steward, marshal or an assistant ground safety officer for large scale sporting events.

There is an increasing demand for occupationally competent stewards due to the popularity of professional sport throughout England including:

- Football.
- Rugby.
- Tennis.
- Horse racing.
- Motor racing.
- Cricket.
- Indoor sports.
- Ice hockey.
- Basketball.

**Next Steps**

Spectator Safety apprenticeships are delivered at Level 2 by FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Sports development involves organising projects, programmes, information and training to encourage people to increase their activity and have a healthier lifestyle or to participate more actively in their community.

The work is challenging and varied and may include the development of performance sport, community sport and physical activity and/or participation for particular target groups.

Sports development officers will typically be responsible for working with local communities to:

- Identify the need and demand for new activities.
- Improve access to sport for young people, people with disabilities and people from disadvantaged communities.
- Support community amateur sports clubs.

They can also be responsible for:

- Organising national governing body qualification courses.
- Sport and physical activity events.
- Supporting initiatives to reduce crime and rehabilitate offenders.

Typical tasks involved in sports development can include:

- Making sure resources are used and all available funding is accessed.
- Putting local and national policies into practice.
- Identifying opportunities for funding.
- Organising, promoting and running projects.
- Monitoring and evaluating projects.
- Attending meetings, seminars and conferences and finding and training suitable staff, coaches and volunteers for projects.
- They may also need to manage resources and budgets.

**Next Steps**

Sports Development apprenticeships are delivered at Level 3 by FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
This apprenticeship trains you to provide support in the classroom. Learning support staff work with teachers, carry out duties like lesson preparation, and work with small groups or individuals.

As an apprentice, you’ll work under the close supervision of a class teacher.

**Your duties will vary depending on how the teachers you work with plan their lessons but could include:**

- Supervising arts and crafts activities.
- Helping with outings.
- Reading to the class.

The advanced level apprenticeship adds more responsibility to the role. You could help plan, carry out and evaluate a wide range of learning activities. You’ll work both alongside the teacher to support classroom activities, and alone with individuals or groups of students. It’s a good stepping stone to a foundation degree or higher level teaching assistant training.

**Next Steps**

Teaching Assistant apprenticeships are delivered at Level 2 by Inspiring Healthy Lifestyles:

01942 828527 | learningcentre@wlct.org | www.inspiringhealthylifestyles.org
Good managers are essential to the success of any business, so the skills gained on this apprenticeship are transferable and valuable across a range of sectors and job roles.

The Team Leading apprenticeship is designed for those operating in a team leading position and wanting to progress their career. It is relevant to any industry and covers all aspects of team leading including managing meetings, setting objectives, leadership skills, managing relationships with colleagues, communicating information and knowledge and making effective decisions.

Next Steps
Team Leading apprenticeships are delivered at Level 2 by
FLM Training: 01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Wigan Council: 01942 489177 | apprenticeships@wigan.gov.uk | www.wiganworks.com
This apprenticeship is for people who want to train as a lighting technician in the performing arts industry.

You’ll train as assistant lighting or lighting technicians, learning how lighting can dramatically alter the mood and shape of a performance to delight audiences.

Intermediate level technical theatre support apprentices will train as a lighting technician assistant. You’ll be responsible for liaising with lighting director, designer, floor manager, producer and sound technician to agree lighting design. You’ll co-ordinate and handle equipment and technical crew, assemble lighting equipment for special effects, programme consoles and operate a follow spotlight.

**On the advanced level apprenticeship you’ll:**

- Train as a lighting technician.
- Keep up to date with technical developments in the live arts.
- Source lighting/special effects equipment and consumables.
- Supervise the operation of lighting control systems.
- Operate lighting for a live performance, checking control systems and health and safety.

There are 3 pathways to choose from: Sound, Light, Stage.

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**Next Steps**

Technical Theatre apprenticeships are delivered at Level 2 and Level 3 by The Media College: 01942 877715 | info@themediacollege.co.uk | www.themediacollege.co.uk
This apprenticeship deals with the movement and storage of goods and is an essential part of logistics operations.

At Level 2 an apprentice will be working in a warehouse often as part of a team moving and storing different types of goods, completing audits, managing stock, keeping equipment in good working order, processing returned goods, managing the receipt, storage and dispatch of goods, and maintaining the safety of hazardous goods and materials.

At Level 3, an apprenticeship may well include the duties and responsibilities as for the Level 2 apprenticeship, but in addition you will have team leader or supervisory duties managing both people and processes.

Next Steps

Warehousing apprenticeships are delivered at Level 2 and Level 3 by Ashton, Wigan & District YMCA: 01942 726963 | admin@ymcaashton.org | www.ymcaashton.org
training providers
Ashton, Wigan & District YMCA / Yale Training are based in Ashton-in-Makerfield, Wigan, but deliver training across the borough and have been providing training opportunities for over 15 years.

We pride ourselves on delivering Study Programmes, Traineeships and Apprenticeships at Level 2 and 3 with quality work experience, specialist one-to-one support and delivery of training in small groups.

Contact
01942 726963  |  admin@ymcaashton.org  |  www.ymcaashton.org
DMR Training & Consultancy is a training provider specialising in construction apprenticeships, traineeships, NVQ assessment and bespoke training courses. Based in Leigh and established in 2013, we are one of Greater Manchester’s fastest growing providers; in 2015 we made the shortlist for the MEN Young Business of the Year Award.

Despite being a relative newcomer, we’ve built a team of highly experienced assessors and trainers who all share the conviction that a successful work-based learning program should be delivered around the needs of both the learner and employer.

DMR has built strong links with other stakeholders in the community including Wigan Council, the Construction Industry Training Board, Greater Manchester Chamber of Commerce, local colleges, secondary schools and community centres. We recently acquired the Silver Standard from FairTrain.org in recognition of our work experience programmes.

Contact
01942 673047  |  info@dmrltd.co.uk  |  www.dmrltd.co.uk
Twitter: @DMRTraining  |  facebook.com/dmrtraining
Creating new opportunities for young NEET (Not in Education, Employment or Training) learners between the ages of 16 and 23 who have an interest and passion in the Land-based and Fishery Management sector.

Our aim is to deliver traineeship, apprenticeships and SEN (Special Educational Needs) provisions focused around alternative education and enrichment activities specifically for young people who are NEET, young offenders and those in looked-after and protective care who have a vocational and practical approach to learning. Young people come to study for alternative BTEC qualifications such as Assisting People with Disabilities, Land-based studies, Fishery and Aquatic Management and Work Skills.

Our strategy has always been focused around developing young people and establishing new relationships within the community that the young people can support and engage with. As part of this strategy, many of our programmes and activities are focused around young people developing community angling and horticulture events for the local stroke, brain injury and disability charities where they plan, market and then deliver as part of their BTEC qualification.

Contact
01257 251502  |  info@firtreefishery.co.uk  |  www.firtreefishery.co.uk
Fitness Leisure and Management Training Limited (FLM Training) is a training provider offering a wide range of Work Based Apprenticeships and Professional Development Courses in the Sport, Active Leisure and Management sectors.

The Management team have over 30 years training and development experience and deliver new and innovative approaches to training, ensuring the highest quality provision.

Jim Flatley, Manager at St Helens Council said “As a result of our Partnership with FLM Training, I have a multi-skilled, motivated and highly qualified workforce. This helps us maintain the high standards we have set and helps us maintain our position as the main Health & Fitness provider in St Helens”.

Contact
01942 255913 | info@flmtraining.co.uk | www.flmtraining.co.uk
Twitter: @flm_training | facebook.com/flmtraining
GK Training Services are a leading provider of high quality training to the Retail and Customer Service sector within the North West of England. We are recognised as industry experts in successfully supporting young people, adults and employers by providing access to training and qualifications that enable individuals and businesses to better succeed.

We offer a range of provision including apprenticeships; traineeships and study programmes, all with a focus on retail and customer service.

GK Training Services can design and develop a flexible training programme around the needs of your business. We can train your existing employees or assist you to recruit a new apprentice, helping your organisation become more effective, productive and competitive. We already work in partnership with many local businesses, Wigan Council and City & Guilds, and have been recognised by Ofsted as having higher than national success rates. Feedback from our learners and employers confirmed that 95% were completely satisfied with our service delivery.

Contact
01942 208007 | info@gktrainingservices.com | www.gktrainingservices.com
Inspiring Healthy Lifestyles is committed to investing in the future health and well-being of children and young people by providing a range of high-quality and exciting educational services. From sports and coaching, healthy lifestyles through to apprenticeships, everything we offer can be used to support the great work that is going on in the classroom and workplace.

Our programmes and activities can be tailored to suit the specific requirements of the learner and we pride ourselves on our person-centred approach to learning. As both a training provider and employer of many of our apprentices, we ensure all our learners have the highest level of teaching and practical experience to equip them with the skills they need for future employment.
The Media College are a specialist provider of Advanced and Higher apprenticeships, workforce development and fully-funded training across the creative & digital media, social media and advertising and digital marketing sectors.

We work with employers of all sizes to develop talent and support business growth, collaborating with employers to drive employer-led skills training which is responsive to global economy sector growth and business skills requirements for the future.

We are privileged to be working with a large number of amazing employers across the UK, from large organisations such as Lloyds Banking Group to internationally recognised media companies including Media City UK and Local Authorities, through to our valued SME’s.
As a training provider, Wigan Council has been delivering high quality provision within the borough and further afield for over a decade. Historically, we have delivered accredited and non-accredited Community Learning courses to local residents across many areas of interest, which remain highly regarded by learners.

We have been delivering apprenticeship provision for over three years and have an experienced and highly skilled team in place that has grown and developed over this time. The team is backed up by a Standards Team that ensures high quality provision is maintained across our delivery offer. We pride ourselves on this quality by ensuring we limit our offer to areas of specialism.

Initially we started by delivering apprenticeships on behalf of Wigan Council teams and departments, in conjunction with our internal apprenticeship programme that was supported financially by the Leader of the Council. This has grown exponentially over this time and we can now boast over 100 internal apprentices receiving our provision. In addition to this, we now deliver apprenticeships to many businesses in the local area. We deliver apprenticeships at intermediate (level 2); advanced (level 3) and higher (level 4+) level in a variety of fields.

Wigan Council can deliver a flexible training programme that suits the needs of the employer. This includes up-skilling existing employees as well as support with new apprentices.

Contact
apprenticeships@wigan.gov.uk  |  www.wigan.gov.uk/apprenticeships  |  01942 489177
or 01942 489763  |  Twitter: @wigancouncil  |  facebook.com/WiganCouncilOnline