



# APPRENTICESHIPS

## AT SALFORD CITY COLLEGE

Hi All,

Here is this week's Salford City College Apprenticeship Bulletin, we would recommend applying for suitable vacancies as soon as possible to avoid disappointment as they are in high demand.

If you have already attended a 1-1 appointment and are registered with us please email your advisor:

**Abbie Thomson:** [abbie.thomson@salfordcc.ac.uk](mailto:abbie.thomson@salfordcc.ac.uk)

**Sarah Allen:** [sarah.allen@salfordcc.ac.uk](mailto:sarah.allen@salfordcc.ac.uk)

If you have not yet registered and met with the Recruitment Team and are interested in applying for the following vacancies, please email their/your CV over to the below email and we will be in touch to arrange a 1-1 appointment on Media City.

Alternatively you can call us on the below contact number.

**Main Email:** [apprenticeships@salfordcc.ac.uk](mailto:apprenticeships@salfordcc.ac.uk)

**Telephone:** 0161 631 5555

***IF YOU WOULD LIKE TO STOP RECEIVING THESE EMAILS PLEASE REPLY WITH "UNSUBSCRIBE" AND WE WILL REMOVE YOUR DETAILS.***



# BUSINESS, PROFESSIONAL & FINANCIAL SERVICES

## Apprenticeship Bulletin



**Company Name: Assist & Care**

**Job Title: Business Admin Apprentice (Care home)**

### **Job Description:**

The Administrative Assistant Is expected to perform a variety of clerical and administrative duties to support the smooth running of the office. The assistant is expected to answer phones, complete administrative duties, handle service enquires and support staff members with clerical tasks.

### **GENERAL ADMINASTRIVE DUTIES**

- Answer each incoming call in a friendly, professional, and knowledgeable manner
- Assist with billing processing, including client invoices and Care Assistant payroll
- Organise petty cash monthly.
- Provide general administrative duties as required to support the business, this may include typing up draft care plans.
- Be able to provide support to Care Co-Ordinator/ Manager as required.
- Organise and participate in quarterly Care Assistant team meetings. Take minutes and type up
- Keep a log of any office supplies required / order via Lyreco and ensure management are aware.
- Communicate client and Care Assistant concerns or problems with Care Manager or Care Co-Ordinator, type up any relevant notes on the system.

### **CLIENT**

- Field new Service Enquiries over the phone in a knowledgeable manner and schedule service calls for the manager to meet with any perspective new clients.
- Ensure Client files are up to date with relevant documents
- Liaise with the team leader to ensure spot checks/ quality assurance are all up to date, check spreadsheets are in order.

### **RECRUITMENT AND RETENTION**

- Continuously look for relevant platforms to advertise for Care Assistants and ensure there are live relevant advertisements in place.
- Field employment enquiries from prospective Care Assistants and arrange appointment for application and interview.

- Assist with all administrative aspects of the hiring process for new Care Assistants, chase up any relevant documents, etc.
- Enter new Care Assistants and maintain existing Care Assistants details on in house computer programme One Touch and spreadsheets.
- Ensure new Care Assistants have their induction scheduled with the Care Co-ordinator/ Manager.
- Assist with making reference calls on prospective Care Assistants in a timely manner, keep spreadsheet up to date.
- Process criminal background checks for new starters and process for existing staff after 24 months.
- Ensure Care Assistant files are up to date with relevant documents, care documents should be updated annually
- Assist care co-ordinator to schedule and organize Care Assisting training within the specified time brackets.

**Entry Requirements:** Maths & English GCSE grades A\* - D / 9 - 3

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> Part Time 16 hours per week mon - thu 9.30 - 1.30	<b>Salary:</b> £8.00 per hour
<b>Duration of Apprenticeship:</b> 24 months	<b>Area / Postcode:</b> Didsbury - M20 6FJ	<b>Qualification Attached:</b> Level 3 Business Administrator



# EDUCATION & EARLY YEARS

## Apprenticeship Bulletin



**Company Name:** Rubyloo's

**Job Title:** Childcare Apprentice

**Main responsibilities:**

- To deliver a high standard of learning, development and care for children aged 0-5 years.
- To ensure that the preschool nursery is a safe environment for children, staff and others.
- To developing partnerships with parents/carers to increase involvement in their child's development.
- To be responsible for any tasks delegated by the Deputy Nursery Manager/Nursery Manager
- To complete all academic aspects of the apprenticeship

**Main activities:**

- To provide a safe, caring, stimulating educational environment, both indoors and outdoors, at all times.
- To understand and work to preschool nursery policies and procedures, including how to follow child protection issues appropriately and how to respond to incidents, accidents, complaints and emergencies
- To be a key person and work within and understand the requirements of the role of the key person. Developing strong bonds with children and families
- To ensure records are properly maintained, e.g. daily attendance register, accident and incident book, risk assessments
- To implement and promote all Rubyloos policies and procedures and the Staff Rules.
- To understand children's development, their needs and the provision of positive play
- To care for and supervise the group of children assigned to them.
- To ensure children's safety at all times.
- To take an interest in the children and their families, to treat them as individuals and with respect at all times.
- To create an interesting and stimulating environment for the child to develop all their skills.
- To provide at all times a warm and caring environment for babies and to be as consistent as possible regarding that environment.
- To provide support for any children with special needs and to liaise with senior members of staff to promote their welfare and development
- To ensure positive management of children's behaviour.
- To carry out housekeeping duties as appropriate.
- To ensure the ethos, implementation and legal requirements of the Early Years Foundation Stage
- To support a commitment to the theory and practice of equal opportunities

**Entry Requirements:** GCSE Maths & English grades A\* - E / 9 - 2

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> Mon - Fri between 7.30am - 6pm (min 30 hours)	<b>Salary:</b> £4.15 per hour
<b>Duration of Apprenticeship:</b> 12 - 18 Months	<b>Area / Postcode:</b> Walkden - M28 3HH	<b>Qualification Attached:</b> Level 2 Early Years Practitioner

# Apprenticeship Bulletin



**Company Name: Early Learning Childcare**

**Job Title: Childcare Apprentice Level 3**

**Job Description:**

Our client is seeking a Level 3 Early Years Educator Apprentice to join their team. All learning will be held within the workplace and the Apprentice will be given time to complete work required to achieve the Apprenticeship standard.

Previous Level 2 Childcare NVQ/Standard/Diploma would be an advantage but is not essential. For applicants that are new to Childcare the duration of the Apprenticeship can be extended to 24 Months +.

**Entry Requirements:** GCSE Maths & English A\* - D / 9 – 3 or Functional Skills Level 1 Equivalent

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 25 hours per week between 7.30am - 6pm Monday - Friday	<b>Salary:</b> £4.15 per hour
<b>Duration of Apprenticeship:</b> 18 – 30 Months	<b>Area / Postcode:</b> Chapel Street, Salford - M3 6BY	<b>Qualification Attached:</b> Level 3 Early Years Educator



# HEALTH & SOCIAL CARE

## Apprenticeship Bulletin



**Company Name: Harmony Home Care (NW) Limited**

**Job Title: 2 x Adult Care Workers (18+ due to insurance purposes)**

**Job Description:**

- To provide personal care and support for Service Users in their own homes.
- To provide agreed services to Service Users in their own homes.
- To supply the help agreed in the written Care Plan for the Service User as supplied by Harmony Homecare

**Main Tasks.**

- Working to the time requirements of the weekly Service User Visit Schedule as agreed and supplied by the Care Manager.
- Working competently and sensitively within the agreed written Care/Support Plan.
- Maintaining integrity, confidentiality and respect for the Service User at all times.
- Working to the needs of the Carers Charter and the Code of Conduct, supplied as part of the Induction process. Acting within the guidelines of the UKHCA Code of Practice and the Care Quality Commission.
- Effectively communicating with the Care Manager any potential or existing problems with the schedule, the Service User Care/Support Plan and matters affecting the general health, welfare and safety of Carer/Support Worker, Service User, Harmony Homecare or any other parties.
- Accurate recordings of services provided, any financial transactions and the condition of the Service User on each occasion, in the Record of Care Provision.

**The Provision of Personal Care e.g.**

- Assistance with washing, showering and bathing
- Assistance with bed bathing
- Assistance with toileting
- Assistance with dressing and undressing, getting up and going to bed
- Preparation of meals
- Assistance with medication
- Assistance with medical care where appropriate

**Provision of Social care e.g.**

- Assistance with paying bills and pension collection
- Assistance with planning and shopping

**Provision of Domestic care e.g.**

- Assistance with housekeeping including laundry and house cleaning
- Assistance with the management of fuel and heating

**PLEASE NOTE YOU MUST BE A DRIVER WITH ACCESS TO YOUR OWN VEHICLE TO APPLY.**

**Entry Requirements:** GCSE Grades A – G / 9 – 1 OR Functional Skills Level 1 in both Maths & English. IT GCSE is also desirable but not essential.

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 30 hours per week	<b>Salary:</b> £7ph + mileage and travel time.
<b>Duration of Apprenticeship:</b> 18 – 24 Months	<b>Area / Postcode:</b> Atherton – M46 0DW	<b>Qualification Attached:</b> Adult Care Worker – Level 2

**Company Name: Care Direct**

**Job Title: Care Worker (home visits) DRIVER ESSENTIAL**

**MAIN PURPOSE OF JOB:** To provide high quality support to individuals with dementia, mental illness, learning disabilities and or physical disabilities within their own home and the wider community. To ensure that support is offered according to Legislation and Company ethos, on which you will receive training and guidance. To help develop individuals to their full, encouraging and supporting opportunities for learning and development within the individual's home and their local community. To promote independence, ensuring that the individuals' dignity, privacy, confidentiality and human and civil rights are paramount. To protect individuals from abuse and or neglect according to Vulnerable Adults legislation.

**RELATIONSHIPS:**

- a) Responsible to: The Registered Manager/ Team Leader and other senior colleagues
- b) Responsible for: The day-to-day delivery of quality support within legislation and company guidelines.
- c) Liaison with: Service Users & other parties deemed by the Registered Manager.

**CORE RESPONSIBILITIES:**

***Support Provision***

1. To take time to get to know the service user, their preferences and wishes, working in a person-centred way.
2. To promote the self-esteem, happiness and emotional health of service users.
3. To respect and promote the rights and entitlements of people with learning disabilities and /or complex needs and to enable them to participate as fully as possible in their communities and to maintain community connections.
4. To work as part of the support team to meet the Service Users individual needs.
5. To support and enable Service Users to maintain a good standard of appearance.
6. To support and enable Service Users to maintain a good standard of cleanliness within their home.
7. To support and enable Service Users to regularly achieve domestic tasks and a healthy diet.
8. To support Service Users to create and work towards a life plan / person-centred plan.
9. To support and enable Service Users to develop and maintain friendships and social contacts.
10. To support and enable Service Users to regularly achieve a structured plan of developmental and leisure activities.
11. To introduce Service Users to valuable new experiences, new places and new people.
12. To assist Service Users in the research of local area opportunities and to action those they show interest in.
13. To support Service Users to manage risks and make informed choices.
14. To promote independence, self-confidence and self-image with Service Users.
15. To follow agreed Support Plans / person centred plans / life plans.
16. To complete Company paperwork consistently.

17. To support service users in claiming their full benefit entitlement, budgeting and managing their personal finances as independently as possible support their chosen lifestyle.
18. To work closely with the families of service users and other professionals involved in their care and support to provide coordinated services to meet the needs of the individuals. To positively and respectfully communicate with families and other professionals at all times.

**NOTE YOU MUST BE A DRIVER WITH ACCESS TO YOUR OWN VEHICLE TO APPLY.**

**Entry Requirements:** GCSE Grades A – G / 9 – 1 OR Functional Skills Level 1 in both Maths & English. IT GCSE is also desirable but not essential.

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 30 hours per week	<b>Salary:</b> £9ph.
<b>Duration of Apprenticeship:</b> 18 – 24 Months	<b>Area / Postcode:</b> Eccles M30 8QE	<b>Qualification Attached:</b> Adult Care Worker – Level 2

## Apprenticeship Bulletin



**Company Name: Creative Support**

**Job Title: x2 Apprentice Adult Care Workers**

**Job Description:**

Creative Support are recruiting for Level 2 Support Workers at their Stockport Branches

*Applicants must be 18 years or older due to insurance purposes.*

If you are interested please apply directly with employer via the link below:

<https://www.findapprenticeship.service.gov.uk/apprenticeship/1000008891>

**Entry Requirements:**

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> Shift work including evenings and weekends. Shifts given on a two-week rolling rota. Total hours per week: 37.5	<b>Salary:</b> 18-24 £16,380, 25+ £17940
<b>Duration of Apprenticeship:</b> 18 – 24 Months	<b>Area / Postcode:</b> Stockport - SK3 8SB & SK6 1RU	<b>Qualification Attached:</b> Level 2 Adult Care Worker



**HOSPITALITY, RETAIL,  
HAIR & BEAUTY**



**Company Name: Roti Food & Liquor**

**Job Title: Front of House Apprentice**

**Job Description:**

Here at Roti we pride ourselves on being quirky and current. All of our dishes are cooked on site and lots of thought goes in to how we can put a twist on a dish with great flavours at the centre. We are now seeking a Front of House Apprentice to join our team.

**Main Duties:**

- Meet and greet customers
- Serving
- Cash/card payments
- General customer service to a high standard

**Skills required:**

- Keen interest to work in hospitality
- Hardworking
- Reliable
- Professional

**About the employer:**

Roti is an independent thirty cover restaurant serving small plates (tiffin's) of traditional Indian street food with a modern, sometimes Scottish, twist in the heart of Chorlton. We opened in late 2019 and were both delighted and humbled by the way our concept and food were received by the local community. Reviews are testament to the fact that our food travels well and is enjoyed by our customers just as much at home as in the restaurant.

**Entry Requirements:** GCSE Grades A – E / 9 – 3 OR Functional Skills Level 1 in both Maths & English.

**Contract Type:**  
Apprenticeship (Fixed Term)

**Hours:**  
TBC

**Salary:**  
TBC

**Duration of Apprenticeship:**  
12 – 18 months

**Area / Postcode:**  
Chorlton - M21 8AN

**Qualification Attached:**  
Level 2 Production Chef

**Company Name: Flaiva**

**Job Title: Front of House Apprentice****Job Description:**

- Customer service
- Taking orders
- Passing on relevant info to chefs and drivers
- Managing time and orders
- Working under pressure
- Assist with marketing

**Entry Requirements: GCSE Maths & English grades A\* - C / 9 – 1**

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 30 hours per week (Monday at Worsley College, Thurs – Sunday between 2pm – 10pm in work place)	<b>Salary:</b> £4.15 per hour
<b>Duration of Apprenticeship:</b> 12 – 18 Months	<b>Area / Postcode:</b> Swinton - M27 0NS	<b>Qualification Attached:</b> Hospitality Team Member – Level 2

# Apprenticeship Bulletin

**Company Name: Flaiva****Job Title: Production Chef Apprentice****Job Description:**

- Meal prep
- Understand and follow a wide variety of menus
- Prepare foods
- Using kitchen tools and gaining relevant skills for different foods
- Customer service
- Understanding how to manage time and prioritise workload to meet customer requirements
- Presentation of foods to meet customer expectations

**Entry Requirements: GCSE Maths & English grades A\* - G / 9 – 1**

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 30 hours per week (Monday at Worsley College, Thurs – Sunday between 2pm – 10pm in work place)	<b>Salary:</b> £4.15 per hour
<b>Duration of Apprenticeship:</b> 12 – 18 Months	<b>Area / Postcode:</b> Swinton - M27 0NS	<b>Qualification Attached:</b> Production Chef – Level 2



# CONSTRUCTION & THE BUILT ENVIRONMENT

## Apprenticeship Bulletin



**Company Name:** DC Dampcure

**Job Title:** Apprentice Plasterer

**Job Description:**

Our client is seeking a Plastering Apprentice, pick ups from Eccles in the morning to work. Apprentice will be expected to attend City Skills College in Salford 1 day per week for day release (diploma). Practical skills will also be learned and evidenced in the workplace. The successful applicant will be paid £4.15 per hour including college days.

**Entry Requirements:** Maths & English GCSE Grades A\* - F / 9 - 1

**Contract Type:**

Apprenticeship (Fixed Term)

**Hours:**

Mon – Fri. 37 Hours +  
07:30am starts

**Salary:**

£4.15 per hour

**Duration of Apprenticeship:**

36 Months

**Area / Postcode:**

Eccles - M30 8PD

**Qualification Attached:**

Level 2 Plasterer

## Apprenticeship Bulletin



**Company Name:** Bloomcare

**Job Title:** Apprentice Painter & Decorator

**Job Description:**

Bloomcare is offering an opportunity for a keen apprentice to start their career with us as an apprentice Painter & Decorator. This would be well suited to an individual who is looking to gain practical experience working for a busy company whilst learning the much in demand skills to become a qualified Painter & decorator.

**Skills required:**

to be thorough and pay attention to detail

leadership skills

the ability to work well with others

to be flexible and open to change

the ability to accept criticism and work well under pressure

customer service skills

knowledge of public safety and security

Business management skills

to be able to carry out basic tasks on a computer or hand-held device

**Your day-to-day tasks may include:**

measuring surface areas and working out how much paint or wall covering is needed  
preparing the materials, you need  
stripping off old wallpaper or layers of paint  
filling holes and cracks and making sure surfaces are level  
covering surfaces with primer and undercoat  
applying coats of paint, hanging wallpaper  
tidying up after finishing, and cleaning your tools

**Working environment:**

Various locations around Greater Manchester as instructed by your line manager  
Working alongside our time server painter and decorating or on your own  
Due to the nature of the environment (elderly care homes) , further training will be required but largely will rely on personal attributes for the role to be carried out at a high level.

**First question**

Why do you want to work in this sector?

**Second question**

Do you have a driver's licence and access to your own vehicle? If not, are you willing to work in multiple locations across the Greater Manchester area.

**Entry Requirements:** GCSE Maths & English grades A\* - E / 9 – 2 / Functional Skills Level 1 equivalent

<b>Contract Type:</b> Apprenticeship (Fixed Term)	<b>Hours:</b> 40 hours PW	<b>Salary:</b> £4.30 per hour
<b>Duration of Apprenticeship:</b> 36 Months	<b>Area / Postcode:</b> Various sites across GM	<b>Qualification Attached:</b> Level 2 Painter & Decorator