



**UNLOCK YOUR
BUSINESS POTENTIAL**

**APPRENTICESHIPS
ACROSS YOUR BUSINESS**

INTRODUCTION

Are your employees looking for something more? Is it time to upskill, reskill or train new staff?

Whilst we are known for training highly skilled professionals, we also provide apprenticeships in areas that are essential to every organisation.

These apprenticeships help businesses develop key talent, whether you're looking to strengthen your finance team, enhance your online presence, or improve day-to-day operations.

With over 85 apprenticeship programmes available we can tailor training to meet your business's unique needs.



OUR

APPRENTICE PROGRAMMES



We work with more than 1,500 employers and over 2000 apprentices in a range of sectors: accounting, business administration, marketing and many more. Apprentices are employed, earn a salary, and gain a recognised qualification.

Our programmes range from levels 2 to 5, including higher and degree apprenticeships. They may last 12 to 48 months, depending on the apprenticeship and the sector. You will have ready access to a talent pool of students who have studied full-time with us and are keen to take up an apprenticeship to progress within their chosen field.

As the largest college provider of apprenticeships in Greater Manchester we support our apprentices and their employers throughout the journey.



HOW APPRENTICESHIPS BENEFIT YOUR BUSINESS

NEW IDEAS, UP-TO-DATE KNOWLEDGE, JOB-READY TALENT

Apprenticeships provide businesses with access to fresh perspectives and the latest industry knowledge. Apprentices are trained to meet current demands and are equipped with the skills necessary to contribute to the workplace immediately. This makes them job-ready from day one, bringing innovation and a modern approach to your business.

REAL-WORLD EXPERIENCE

Apprenticeships combine practical, hands-on experience with academic learning. Unlike traditional education, where skills can remain theoretical, apprentices apply their knowledge in real work environments. This makes them highly effective at understanding the daily demands of their role, reducing the time needed to get them fully operational.

COST-EFFECTIVE TALENT

Hiring apprentices is a cost-effective way to bring new talent into your business. Training an apprentice can be more affordable than traditional hiring routes, particularly when factoring in the government funding and financial support available for apprenticeship programmes. You'll be growing talent within your organisation without the high costs associated with recruitment and external training.

TAILORED SKILL DEVELOPMENT

With apprenticeships, you have the flexibility to tailor the training to meet your business's specific needs.

This targeted approach means you can address any skills gaps within your organisation, ensuring that apprentices develop the precise expertise your business requires.

LONG-TERM INVESTMENT

Apprenticeships are not just about short-term gains. Investing in apprentices can lead to improved employee retention, as they feel a greater sense of loyalty and commitment to the organisation that trained them. Moreover, apprenticeships can form part of a wider succession planning strategy, helping to develop the next generation of leaders within your company.

ACCOUNTS / FINANCE ASSISTANT (LEVEL 2)

Day Release & Workplace
12 months

This apprenticeship is designed for individuals pursuing a career in accounting or taxation. It is suitable for roles in accounting practices, professional services, or business finance departments. During the 18-month programme, apprentices will gain expertise in core financial skills, ethical standards, business awareness, and compliance.

Responsibilities:

- Create, verify, and report financial information using business systems.
- Learn accounting or tax specialisation.
- Collaborate on financial data and ensure compliance with regulations.

After completing the programme, apprentices can progress to higher professional qualifications or become a member of UK professional bodies.

ASSISTANT ACCOUNTANT (LEVEL 3)

Day Release & Workplace
15 months

This apprenticeship is aimed at individuals seeking to advance their careers in accounting or tax. It is suitable for accounting practices, professional services, or business finance departments.

Responsibilities:

- Develop core financial skills, ethical standards, and business awareness.
- Create, verify, and report financial data using business systems.
- Choose a specialism in accounting or tax.
- Upon completion, you can pursue higher qualifications or join UK professional bodies.

PROFESSIONAL ACCOUNTING / TAXATION TECHNICIAN (LEVEL 4)

Day Release & Workplace
18 months

This apprenticeship prepares individuals to handle the creation, verification, and review of accurate financial information for an organization or on behalf of another.

Responsibilities:

- Develop and apply accounting or tax expertise to meet professional standards.
- Create, verify, and report financial data using relevant systems and processes.
- Choose a specialization in accounting or tax, focusing on knowledge areas.

CUSTOMER SERVICE PRACTITIONER (LEVEL 2)

Workplace
12 Months

Customer service practitioners provide exceptional support to customers across various channels.

Responsibilities:

- Handle orders, payments, and customer enquiries.
- Resolve issues and ensure customer satisfaction.
- Work across sectors to improve customer experiences.
- This role is ideal for those starting a career in customer service.

CUSTOMER SERVICE SPECIALIST (LEVEL 3)

Workplace
15 Months

Customer service specialists handle complex customer interactions and support team development.

Responsibilities:

- Address complex customer queries and complaints.
- Provide expertise on products and services.
- Use data analysis to enhance customer service.
- This apprenticeship is ideal for experienced customer service professionals.

TEAM LEADER/ SUPERVISOR (LEVEL 3)

Day Release & Workplace
15 Months

This apprenticeship is designed for apprentices aspiring to develop their leadership skills in various sectors, including private, public, and third sectors.

Responsibilities:

- Provide leadership with operational and project management duties.
- Manage individuals, teams, or projects to achieve organisational goals
- Collaborate with internal departments and external stakeholders.
- Monitor budgets, resources, and ensure compliance with legislation and organisational policies.

BUSINESS ADMINISTRATOR (LEVEL 3)

Workplace
18 months

This apprenticeship is perfect for apprentices seeking administrative roles in various sectors.

Responsibilities:

- Manage office operations and processes.
- Maintain records and communicate with stakeholders.
- Support business efficiency and organisation.
- Graduates can pursue advanced roles or further qualifications.

Suitable for organisations of all sizes and sectors, including finance, construction, IT, and hospitality.

DIGITAL SUPPORT TECHNICIAN (LEVEL 3)

Workplace
15 Months

This apprenticeship is ideal for apprentices pursuing a career in marketing.

Responsibilities:

- Contribute to the implementation of marketing strategies and plans.
- Manage daily marketing activities across multiple platforms and channels.
- Deliver campaigns aligned with business objectives.

This programme equips learners with the skills to succeed in in-house or agency marketing roles.

CONTENT CREATOR (LEVEL 3)

Workplace
15 Months

This apprenticeship is perfect for those starting a career in IT support and digital problem-solving.

Responsibilities:

- Assist users with technical challenges and system issues.
- Maintain and support digital platforms.
- Enhance organisational digital functionality.
- Learners will develop practical IT support skills, focusing on troubleshooting and user assistance.

MULTI-CHANNEL MARKETER (LEVEL 3)

Workplace
18 Months

This apprenticeship is designed for apprentices passionate about creating content across various platforms.

Responsibilities:

- Research, prepare, and produce written and audiovisual content.
- Develop media, advertising, and marketing campaigns.
- Tailor content to meet diverse audience needs and platforms.
- Learners will gain expertise in content creation for businesses in both creative and non-creative industries.

OPERATIONS MANAGER (LEVEL 5)

Workplace
24 months

This apprenticeship is designed for apprentices aspiring to advance their careers in leadership and management.

Responsibilities:

- Lead teams and manage resources to achieve organisational goals.
- Deliver operational and project responsibilities ensuring compliance with legislation and organisational policies.
- Develop and implement operational plans aligned with strategic objectives.
- Use data analysis, IT tools, and emerging technologies to drive performance.

HR SUPPORT (LEVEL 3)

Day Release & Workplace
18 Months

This apprenticeship is ideal for apprentices seeking a career in human resources. It is suitable for medium and large organisations or generalist roles in smaller companies.

Responsibilities:

- Provide front-line HR support to employees and managers.
- Handle recruitment, onboarding, and HR processes.
- Maintain HR records and ensure compliance with employment laws.
- Graduates can progress to roles such as HR advisor or HR business partner.

HR CONSULTANT/ PARTNER (PEOPLE PROFESSIONAL) (LEVEL 5)

Day Release & Workplace
22 months

This apprenticeship is designed for apprentices aspiring to HR consultancy or HR business partner roles. It is ideal for supporting mid-level and senior managers in diverse HR disciplines within various organisational settings.

Responsibilities:

- Use HR expertise to deliver tailored solutions to business challenges.
- Provide advice and influence managerial decision-making across HR areas.
- Specialise in Core HR or Resourcing, Total Reward, or Organisation Development.
- Develop a broad understanding of disciplines while aligning work with priorities.

YOUR PARTNER IN WORKFORCE TRANSFORMATION

Funding:

We understand that funding can sometimes feel like a barrier to progress. That's why we've designed a comprehensive 360° Service to support your unique needs. From government grants to apprenticeships and other financial assistance, we're here to help you explore and secure the resources that will drive your success.

We've harnessed the power of Greater Manchester devolved funding to reshape adult skills provision, delivering solutions for businesses. By aligning Adult Education Budget (AEB) funding with industry demands, we're supporting high-demand sectors through innovative, employer-led programmes that address real-world challenges.

How We're Making a Difference:

Employer-Led Curriculum: We work directly with businesses to design course content that meets industry standards, ensuring your team is equipped with the skills they need.

Addressing Skills Shortages: Through targeted upskilling initiatives, we're helping employers close workforce gaps while supporting employees to thrive in their roles.

Creating Recruitment Pathways: Our bespoke retraining programmes provide adults with the skills and confidence to transition into hard-to-fill roles, with input from employers shaping every step.

The Benefits for Your Business:

- **Increased Productivity:** Build a workforce that's more efficient, skilled, and ready to meet your business goals.
- **Improved Employee Retention:** Invested employees feel valued, leading to stronger loyalty and reduced turnover.
- **Competitive Edge:** Stay ahead by preparing for emerging industry trends with a workforce ready to innovate.
- **Future-Proofing:** Secure long-term stability and growth by addressing your current and future skills needs.

Join the growing list of employers who are partnering with Wigan & Leigh College to strengthen their workforce, drive productivity, and build a sustainable future. Together, we can shape the next generation of talent and ensure your business thrives in an ever-changing economy.

employerengagement@wigan-leigh.co.uk
01942 761851

ONLINE LEARNING

Whether you are looking to develop in your current role, improve your career prospects or wish to learn for personal development, Online Learning is an ideal next step for you and your employees. You can choose from a range of fully-funded courses, complete with engaging learning content and NCFE approved assessments. We provide all your learning materials, either online or paper-based.

For more information on our online courses please contact the admissions team on: applications@wigan-leigh.ac.uk or call 01942 761111

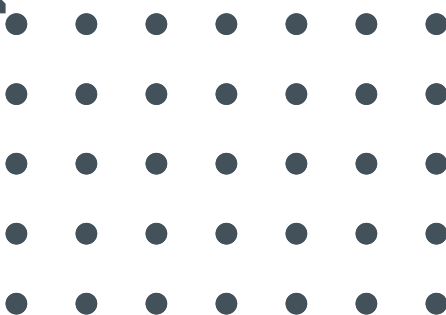
T-LEVEL PLACEMENTS

We can support you with innovative solutions and new ideas within your workplace.

We have T Level students in a range of subjects, who must complete a 315 hour industry placement to achieve their qualification.

Our students bring new approaches to problem-solving, helping you create a dynamic and forward-thinking work environment.

workplacements@wigan-leigh.co.uk
01942 761851



HOW TO GET STARTED

Initial Contact

Get in touch with our Apprenticeship Team to discuss your business needs and the type of apprenticeship you're interested in.

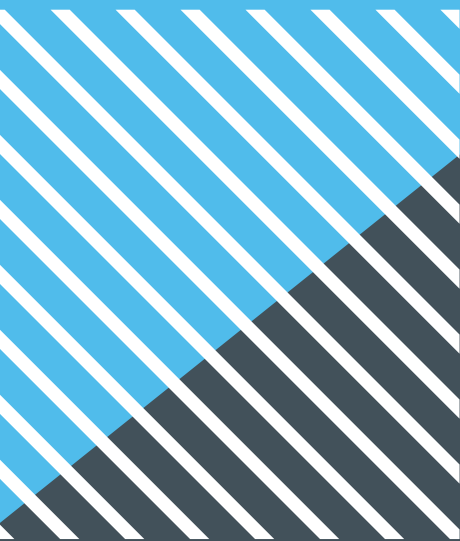
Programme Setup

We'll work with you to find or design a tailored apprenticeship programme that suits your requirements and aligns with your industry needs.

Onboarding

Once your programme is set up, we'll guide you through the process of registering your apprentice and starting the training. For more details or to schedule a consultation, contact our Apprenticeship Team:

01942 761615
employerengagement@wigan-leigh.ac.uk
wigan-leigh.ac.uk/apprenticeships



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