



employers

PARTNERS IN BUSINESS SUCCESS

Training Guide for Employers

January - July 2012



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95%

of employers said that our training met their business objectives

Source: Employer Survey, 2011



Training Solutions to help **YOU** Achieve Business Success

Why City College Plymouth?

In these difficult economic times, the value of education and training has never been greater. City College Plymouth is committed to ensuring that it provides a range of courses which are relevant to business needs and ultimately add value to employers seeking to ensure they have a workforce that is trained to the highest standards in order to compete effectively.

As the largest training provider in the Plymouth travel-to-work area, we are proud to be working closely with local and regional employers to ensure that we provide the training that is required by business. We truly understand the business community and the challenges it faces and are flexible in what we are able to offer.

This guide provides a selection of our training packages and courses, but is not exhaustive, as we are able to provide bespoke training and courses to meet individual employer

needs. Our Employer Response team provides employers with a single point of contact, giving a one-stop shop for all your training needs. Our commercially focused team has a wealth of industry, training and funding experience between them, which is effectively used to guarantee that you get the very best service whilst ensuring that your training budgets are maximised.

So, whether you are looking to train your staff in order to meet industry legislation, to train the managers of the future, or upskill your workforce in order to meet changing business needs, City College Plymouth will be able to support you - from off-the-shelf courses and training delivered either at the College or in the workplace, through to bespoke training packages, National Vocational Qualifications (NVQs), Apprenticeships and higher level skills, we can support you and your workforce in achieving business success.

“ Over the years we have worked closely with the College to find solutions for difficult training requirements - we have been very satisfied with the pro-active approach demonstrated by the College in supporting our staff development needs and would have no reservations in recommending their services to other companies.

Malcolm Bond, Training Manager
Rittal-CSM Ltd



What's On Offer ...

Training can often be the first port of call for businesses looking to achieve cost-savings during times of economic uncertainty, but for anyone considering cutting their training budget, consider the words of Microsoft founder, Bill Gates:

“ Don't worry that an employee will leave after training them. Worry about not training and them staying. ”

We understand that training must be affordable, as well as of a high quality. We have access to government funding, which can significantly subsidise training costs - sometimes up to 100%. Our non-subsidised courses are competitively priced. After training is completed, an impact analysis takes place to assess the effectiveness of the training.

Our courses for employers range from nationally recognised training and qualifications through to bespoke training to meet specific individual and business needs. From National Vocational Qualifications to Apprenticeships, and short courses through to business skills workshops, professional study and higher level skills, City College Plymouth can help support the development of your workforce.

The following pages highlight a selection of the courses we are able to offer. We want to work with you as your training partner in order for you to gain the very best outcomes. If there is training that you need to support your business success and we don't appear to offer it within this guide, just call our Employer Response team on **01752 305026** or e-mail **employers@cityplym.ac.uk** and we will endeavour to assist you.

Want to find out how City College Plymouth can support **YOUR** business needs? Call our Employer Response team on **01752 305026** or e-mail **employers@cityplym.ac.uk**.

If you would find it easier to read this guide in larger type or a different format, please call **01752 305300** or e-mail **info@cityplym.ac.uk**.

Please note: changes to course start dates/times and/or prices may occur, and there may be additional fees for material costs.

National Vocational Qualifications (NVQs)

Funding Currently Available*

Delivered in the workplace, these qualifications support the changing operational needs of industry, which now require a much more flexible approach to training. Employees undertaking an NVQ are fully supported via the College's team of professional industry specific assessors.

With funding* currently available to support NVQ training, why not see what NVQs could offer your business? The Duke of Cornwall's Director of Operations, Jon Morcom, is certainly a fan of NVQs:

“ Since we started to use City College Plymouth for our training, staff turnover has reduced dramatically. Our staff who are undertaking NVQs feel that they are valued and that they have something to aim for in terms of progression - they see employment within the Duke of Cornwall as a career rather than just a job. ”



NVQs Available at City College Plymouth

Administration, Customer Service and Retail

- Business and Administration, NVQ 2 and 3
- Customer Service, NVQ 2 and 3
- Retail Skills, NVQ 2 and 3

Advice and Guidance

- Advice and Guidance, NVQ 3 and 4

Beauty and Hairdressing

- Beauty Therapy, NVQ 3
- Hairdressing, NVQ 3
- Nail Services, NVQ 3

Catering, Hospitality and Licensed Trade

- Beverage Service, NVQ 2
- Cleaning and Support Services, NVQ 2
- Food and Beverage Service, NVQ 2
- Food Production and Cooking, NVQ 2
- Front of House Reception, NVQ 2
- Hospitality Services, NVQ 2
- Hospitality Supervision and Leadership, NVQ 3
- Housekeeping, NVQ 2
- Kitchen Services, NVQ 2
- Professional Cookery, NVQ 2 and 3

Construction

- Decorative Finishing and Industrial Painting, NVQ 2 and 3
- Gas Services Installation and Maintenance, NVQ 3
- Heating and Ventilating, NVQ 3
- Plastering, NVQ 3
- Plumbing (Mechanical Engineering Systems), NVQ 2 and 3

Engineering

- Marine Engineering, NVQ 2 and 3
- Mechanical Manufacturing Engineering, NVQ 2
- Performing Manufacturing Operations, NVQ 2

Health and Social Care

- Health and Social Care, NVQ 2 and 3
- Health and Social Care (Dementia Pathway), NVQ 2

Management

- Business Improvement Techniques, NVQ 2, 3 and 4
- Management, NVQ 3, 5 and 7
- Team Leading, NVQ 2

Transport and Warehousing

- Logistics Operations, NVQ 3
- Warehousing and Storage, NVQ 2

* Funding subject to eligibility criteria

Short Courses

We offer a wide range of short courses, all of which support workforce development. Whether you are looking to train your team to improve subject knowledge or to support career progression, City College Plymouth can help.

Our flexible short courses include everything from Access for Beginners and First Aid, through to Portable Appliance Testing and Food Safety - in fact, whatever sector of industry

your business is in, we can provide you with the right training to support you in order to comply with government and European legislation, and in gaining a workforce versed in best practice.

See what's available below and discover how we can help you upskill and train your workforce in a cost-effective way!

Beauty and Complementary Therapies

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	Epilation	KR	17/04/12	Tue	5.30pm - 9pm	12 wks	£300	EE1
	Intimate Waxing (Female)	KR	21/02/12	Tue	5.30pm - 9pm	6 wks	£185	WAXF
	Intimate Waxing (Male)	KR	17/04/12	Tue	5.30pm - 9pm	6 wks	£185	WAXM
	Permanent Lashes	KR	16/01/12 23/04/12	Mon	5.30pm - 9pm	2 wks	£175	L3PLE
	Stone Therapy	KR	12/01/12	Thu	5.30pm - 9pm	10 wks	£250	LST

Catering, Hospitality and Licensed Trade

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: I	Barista Skills	KR	30/01/12 19/03/12 14/05/12	Mon	10am - 5.30pm	3 wks	£155	BSK
	Bartending, Professional (Cocktails) - C&G	KR	24/01/12 08/05/12	Tue	10am - 4.30pm	8 wks	£375	APB
	Professional Cookery, Dip. - C&G	KR	04/01/12	Wed	9am - 4.30pm	1 yr	£500	DCOLR
Level: A	Professional Cookery, Dip. - C&G	KR	09/01/12	Mon	9am - 4.30pm	1 yr	£500	ECOLR

Childcare

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: I	Caring for Children, Cert.	GO	RORO	Various	9am - 3.30pm	15 wks	£650	CIC2
	Children & Young People's Workforce, Cert.	GO	RORO	Various	9am - 3.30pm	20 wks	£650	CYPW2
Level: A	Children & Young People's Workforce, Dip.	GO	RORO	Various	9am - 3.30pm	1 yr	£650	CYPW3

Key	Levels	Locations	Flexible learning (FL): learn at a time and pace to suit you!
	E = Entry	KR = Kings Road	Work-based learning (WB): learning delivered in the workplace.
	F = Foundation - Level 1	GO = Goschen	Run on demand (ROD): courses run subject to numbers.
	I = Intermediate - Level 2	PB = Picquet Barracks	Roll on, roll off (RORO): courses run throughout the year.
	A = Advanced - Level 3	WB = Work-based	
	H = Higher - Level 4		

Computing

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: F	Access for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB7
	Creating Simple Websites	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB8
	E-mail for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB9
	Internet for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB10
	Internet Safety	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB11
	IT Security for Users	KR	10/01/12	Tue & Thu	5.30pm - 9pm	1 wk	£40	ODB12
	Optimise IT System Performance	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£60	ODB13
	PowerPoint for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB14
	Publisher for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB15
	Self-management Using IT	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB16
	Setting-up an IT System	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£60	ODB17
	Social Media & Social Networking, Intro.	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB18
	Using Mobile IT Devices	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£60	ODB19
	Word for Beginners	KR	10/01/12	Tue & Thu	5.30pm - 9pm	2 wks	£80	ODB20

Electrical Installation

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: F	Electrical Skills (Basic) for Mechanical Fitters, Cert.	KR	05/03/12 23/04/12 02/07/12	Mon - Fri	9am - 4pm	1 wk	£585	PG27
Level: I	Fundamental Inspection, Testing & Initial Verification - C&G 2392-10	KR	20/02/12 21/05/12	Mon - Fri	9am - 4pm	1 wk	£610	PG50
	Understanding Environmental Legislation & Working Practices in the Electrotechnical Industry	KR	25/02/12	Sat	9am - 4pm	6 wks	£420	ONCE
Level: A	Inspection, Testing & Certification - C&G 2391	KR	06/02/12 03/04/12 06/06/12 30/07/12	Mon - Wed Tue - Thu Wed - Fri Mon - Wed	9am - 4pm	3 days	£595	PG18
	Portable Appliance Testing - C&G 2377-20	KR	19/01/12 14/03/12 10/05/12 12/07/12	Thu Wed Thu Thu	9am - 4.30pm	1 day	£278	PG20
	Wiring Regulations IEE 17th Edition (inc. 1st amendment) - C&G 2382-12	KR	27/02/12 26/03/12 29/05/12	Mon - Wed Mon - Wed Tue - Thu	9am - 4.30pm	3 days	£450	PG31/3

Engineering

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: F	Electronics for Beginners	KR	12/01/12	Thu	6pm - 8pm	10 wks	£275	EMELB
	Practical Electronics	KR	11/01/12	Wed	6pm - 8pm	10 wks	£275	EMPEL
Level: I	AutoCAD Basics	KR	09/01/12 23/04/12	Mon	6pm - 8pm	10 wks	£200	EMACB
	Electronic CAD Basics	KR	12/01/12	Thu	6pm - 8pm	10 wks	£200	EMECCB
Level: A	EMC for Beginners	KR	25/04/12	Wed	6pm - 8pm	10 wks	£250	EMEFB
	Fluid Dynamics, Intro.	KR	11/01/12	Wed	6pm - 8pm	10 wks	£250	EMIFD
	Prototype PCB Design & Production	KR	26/04/12	Thu	6pm - 8pm	10 wks	£280	EMPCB
	Research Methods for Engineers	KR	12/01/12 26/04/12	Thu	6pm - 8pm	10 wks	£200	EMRME
	Thermodynamics, Intro.	KR	26/04/12	Thu	6pm - 8pm	10 wks	£250	EMITD

First Aid

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: I	Automated External Defibrillator Training	GO	11/01/12 20/02/12 19/03/12 16/04/12 16/05/12 29/06/12 18/07/12	Wed Mon Mon Mon Wed Fri Wed	1pm - 4pm	½ day	£35	AED
	Emergency First Aid at Work, Cert.	GO	Weekly	Various	9am - 4pm	1 day	£48	FAX
	Fire Safety Principles - Chartered Institute of Environmental Health (CIEH)	GO	23/01/12 16/03/12 17/05/12 24/07/12	Mon Fri Thu Tue	9am - 5pm	1 day	£50	AFSP
	First Aid at Work, Cert.	GO	Weekly	Various	9am - 4pm	3 wks	£150	FAB
	First Aid at Work (Annual Update), Cert.	GO	11/01/12 20/02/12 19/03/12 16/04/12 16/05/12 29/06/12 18/07/12	Wed Mon Mon Mon Wed Fri Wed	9am - 12pm	½ day	£25	FABR
	First Aid at Work Requalification, Cert.	GO	09/01/12 06/02/12 12/03/12 18/04/12 14/05/12 26/06/12 12/07/12	Mon & Tue Mon & Tue Mon & Tue Wed & Thu Mon & Tue Tue & Wed Thu & Fri	9am - 4pm	2 days	£92	FAR
	Paediatric First Aid, Cert.	GO	05 & 14/03/12 21 & 28/05/12 16 & 20/07/12	Mon & Wed Mon Mon & Fri	9am - 5pm	2 days	£102	PAE14
	Paediatric First Aid (Intensive)	GO	27/02/12 17/05/12 02/07/12	Mon Thu Mon	9am - 5pm	1 day	£55	PAE

Hairdressing

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: I	Hairdressing	KR	03/01/12	Tue & Thu or Mon & Wed	5.30pm - 9pm	1 yr	£500	AHN1
Level: A	Cutting Men's Hair	KR	16/04/12	Mon	5.30pm - 9pm	10 wks	£200	ACMH3
	Hair Extensions	KR	09/01/12	Mon	5.30pm - 9pm	10 wks	£250	L3HE
	Relaxing Afro-Caribbean Hair	KR	16/04/12	Mon	5.30pm - 9pm	10 wks	£250	L3ARAH
	Women's Hairdressing	KR	03/01/12	Tue & Thu	5.30pm - 9pm 2pm - 9pm	1 yr	£600	BHNE

Key

Levels

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Locations

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WB = Work-based

Flexible learning (FL): learn at a time and pace to suit you!
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Health and Safety

Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
COSHH Assessment, Cert.	GO	02/02/12 19/04/12 11/06/12	Thu Thu Mon	9am - 4pm	1 day	£70	EBS
Food Safety in Catering - Chartered Institute of Environmental Health (CIEH)	PB	18/01/12 09/02/12 22/03/12 26/04/12 23/05/12 27/06/12	Wed Thu Thu Thu Wed Wed	9am - 5pm	1 day	£54	FHA
Health & Safety in the Workplace, Cert.	PB	16/01/12 07/02/12 30/03/12 27/04/12 25/05/12 25/06/12 30/07/12	Mon Tue Fri Fri Fri Mon Mon	9am - 5pm	1 day	£58	HSB
Healthier Food & Special Diets - Chartered Institute of Environmental Health (CIEH)	GO	29/03/12 14/06/12	Thu Thu	9am - 5pm	1 day	£57	HFS
Hoist Awareness, Cert.	GO	10/02/12 20/04/12 26/06/12	Fri Fri Tue	9am - 12pm	½ day	£30	MANHA
Infection Control, Cert.	GO	27/01/12 30/03/12 18/05/12 26/07/12	Fri Fri Fri Thu	9am - 12pm	½ day	£25	ICE3
Manual Handling Techniques, Cert.	GO	06/01/12 30/01/12 09/03/12 23/04/12 25/05/12 22/06/12 27/07/12	Fri Mon Fri Mon Fri Fri Fri	9am - 12pm	½ day	£25	MANH
Moving & Handling Techniques in Care Environments, Cert.	GO	06/01/12 30/01/12 09/03/12 23/04/12 25/05/12 22/06/12 27/07/12	Fri Fri Fri Mon Fri Fri Fri	9am - 4pm	1 day	£44	MAN
Moving & Handling Techniques in Care Environments (Refresher), Cert.	GO	06/01/12 03/02/12 09/03/12 23/04/12 25/05/12 22/06/12 27/07/12	Fri Fri Fri Mon Fri Fri Fri	1pm - 4pm	½ day	£25	MANR
Safer Handling of Medicines, Cert.	GO	02/03/12 04/05/12 25/07/12	Fri Fri Wed	9am - 4pm	1 day	£50	SHE

Level: I

“Liaison between College staff and employer is magnificent, always promoting good communication and always professional and supportive.

Julie Langmaid, Proprietor
Haircraft



Sustainable Technologies

Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Installation of Heat Pump Systems	KR	17/04/12	Tue - Thu	9am - 5.30pm	3 days	£695	SOL1
Installation of Solar Thermal Systems	KR	07/02/12	Tue - Thu	9am - 5.30pm	3 days	£695	SOL2
Installation of Small Scale Solar PV Systems	KR	10/01/12	Tue - Thu	9am - 5.30pm	3 days	£695	SOL3
Sustainability Within Plumbing	KR	25/02/12	Sat	9am - 4pm	6 wks	£420	ONCP

Welding

Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Welding, Intro. - C&G 3268	KR	20/02/12 21/02/12	Mon Tue	6pm - 9pm	18 wks	£350	IWS
Welding - C&G 3268	KR	20/02/12 21/02/12	Mon Tue	6pm - 9pm	18 wks	£350	CWS
Pipe Weld Code of Practice Test - Summit Skills HVCA	KR	ROD	Fri	10am - 4pm	1 day	£175	AWT
Welding (Approval of Welder) - BSEN 287/288	KR	RORO	Mon - Wed	6pm - 9pm	5 wks	£250	AWB

Level: F

Level: I

Level: I

Level: A

Level: A

Level: A

Level: A

Level: A

Level: A

Level: A

Level: A

Short Course Offers!

Mix and match from our half and one day courses for great savings ...

Choose from:

- Moving and Handling
- First Aid in the Workplace
- Food Safety
- Fire Safety
- Health and Safety
- Infection Control
- Safer Handling of Medicines
- Refresher/Update Training

For further information
call our Employer Response
Team on

01752 305026

Purchase our six or eight unit package then mix and match to suit the needs of your business!

Six unit package - equivalent to three full days/18 hours - **£135**

Eight unit package - equivalent to four full days/24 hours - **£180**

Please note - some courses are accredited and some are certificated by the College. Duration varies between three and seven hours.

Key

Levels
E = Entry
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Locations
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WB = Work-based

Flexible learning (FL): learn at a time and pace to suit you!
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Professional Courses

From Assessor and Verifier training through to Social Entrepreneurship, we can help your workforce gain appropriate professional qualifications through our range of part-time and flexible learning professional courses.

Our courses are perfect for those employees who are on track to be promoted and progressed through your organisation. On successful completion of study they will gain nationally recognised qualifications. Investment in your

existing workforce through professional study is a cost-effective way in which to 'grow your own' and is vital when looking at succession planning and business growth and development.

Remember, as well as the off-the-shelf courses listed below we also offer a bespoke service in order to meet your organisational and personal training needs.

Assessor and Verifier Training

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	Assessor Award: Assessing Competence in the Work Environment	WB	RORO	FL	FL	1 yr	£500	AACWE
	Assessor Award: Assessing Vocational Achievement	WB	RORO	FL	FL	18 mths	£500	CAVA
	Assessor Award: Assessing Vocationally Related Achievement	WB	RORO	FL	FL	1 yr	£500	AAVRA
	Internal Quality Assurance of Assessment Processes & Practice	WB	RORO	FL	FL	1 yr	£500	AIQA
	Leading the Internal Quality Assurance of Assessment Processes & Practice	WB	RORO	FL	FL	1 yr	£500	CLIQA

Business

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	Business Finance	KR	01/02/12	Wed	11am - 12.30pm or 6pm - 7.30pm	18 wks	£275	FDB1037
	Business Management, Continuing Professional Development Award	KR	10/05/12	Thurs	9.30am - 4.30pm	12 wks	£825	BMCPD
	Business Strategy	KR	18/04/12	Wed	11am - 12.30pm or 6pm - 7.30pm	9 wks	£200	FPC2016
	Enterprise & Innovation	KR	01/02/12	Wed	11am - 12.30pm or 6pm - 7.30pm	9 wks	£200	FPC2044
	Management Accounting	KR	18/04/12	Wed	11am - 12.30pm or 6pm - 7.30pm	9 wks	£200	FPC2030
	Management Planning, Intro.	KR	01/02/12	Wed & Thu	3.30pm - 5pm or 6pm - 7.30pm	18 wks	£275	FDB1037
	Managing Activities	KR	25/01/12	Wed & Thu	1.30pm - 3pm or 6pm - 7.30pm	18 wks	£275	FPC2018
	Marketing	KR	01/02/12	Wed	1.30pm - 3pm or 7.30pm - 9pm	18 wks	£275	FPC1022
	Research Skills	KR	25/01/12	Wed & Thu	3.30pm - 5pm or 7.30pm - 9pm	18 wks	£275	FPC2013
	Social Entrepreneurship	KR	10/02/12 11/06/12	Various	9.30am - 4.30pm	5 days	£275	PSFD120

Law - Institute of Legal Executives (ILEX)

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	Law & Practice, Cert.	KR	12/01/12	Thu	3pm - 7.30pm	1 yr	£1,000	ALE
Level: I	Law, Professional Higher Dip.	KR	12/01/12	Thu	3pm - 7.30pm	1 yr	£1,500	PHDL

Management - Chartered Management Institute (CMI)

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	First Line Management, Dip.	KR	09/01/12	Mon	9am - 4.30pm	30 wks	£1,284	CMG
Level: H	Management, Award	KR	06/01/12	Fri	9am - 4.30pm	5 wks	£450	IDM4
	Management, Dip.	KR	10/01/12	Tue	9am - 4.30pm	38 wks	£1,411	CML5

Purchasing and Supply - Chartered Institute of Purchasing and Supply (CIPS)

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: A	Purchasing & Supply, Dip.	GO	01/03/12	Thu	9am - 5pm	3 days	£350	CIPS02
Level: H	Purchasing & Supply, Advanced Dip.	GO	06/03/12 17/04/12	Tue	9am - 5pm	3 days	£350	CIPS12
	Purchasing & Supply, Foundation Dip.	GO	13/01/12 27/04/12 06/07/12	Fri	9am - 5pm	3 days	£350	CIPS10
	Purchasing & Supply, Graduate Dip.	GO	29/05/12 09/07/12	Tue Mon	9am - 5pm	4 days	£390	CIPS19

Teaching

	Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Level: I	Supporting Teaching & Learning in Schools, Cert.	GO	RORO	Various	9am - 3.30pm	20 wks	£650	CSTL2
	Train the Trainer	KR	19/03/12	Mon	9.30am - 4.30pm	1 day	£120	ITS1
	Working With Parents, Award	GO	RORO	Various	9am - 3.30pm	6 wks*	£650	WPP2
Level: A	Supporting Teaching & Learning in Schools, Dip.	GO	RORO	Various	9am - 3.30pm	20 wks	£650	CSTL3
	Trainer Skills, Intro. (7300)	KR	05/03/12	Mon	9am - 4.30pm	2 wks	£180	ITSB
	Working With Parents, Cert.	GO	RORO	Various	9am - 3.30pm	10 wks**	£650	WPP3
Level: H	Preparing to Teach in the Lifelong Learning Sector (PTLLS) - C&G 7303	KR	19/01/12 20/02/12 19/04/12 14/05/12	Thu Mon Thu Mon	5.30pm - 9pm 10am - 2pm 5.30pm - 9pm 5.30pm - 9pm	10 wks	£290	PTLLS
	Teaching in the Lifelong Learning Sector, Cert.	KR	09/01/12	Mon	10am - 2pm	24 wks	£550	CTLLS
	Teaching in the Lifelong Learning Sector, Dip.	KR	05/01/12	Thu	5pm - 9pm	72 wks	£750	DTLLS

* 6 weeks teaching, 6 months completion
* 10 weeks teaching, 6 months completion

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	H = Higher - Level 4		

Business Skills Workshops

Our suite of business skills workshops can support your workforce in gaining skills, knowledge and confidence across a breadth of subjects. Investing in your workforce will enable you to develop your people, leading to a motivated and competitive workforce - all vital attributes in today's tough economic climate.

From gaining presentation skills, to being able to effectively appraise others, through to understanding and implementing equality and diversity in the workplace, City College Plymouth has a range of great business skills workshops for your team! Workshops can be delivered either in the workplace or at the College and are run over a full or half-day.

See the workshops we offer below and find out how they can make a difference to your people and your business.



Business Skills Workshops

Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
Assertiveness & Communication	KR	30/01/12	Mon	9am - 4.30pm	1 day	£120	CPP
Equality & Diversity for Managers	KR	04/05/12	Fri	9am - 4.30pm	1 day	£120	CPP
Minute Taking	KR	18/05/12	Fri	9am - 4.30pm	1 day	£120	CPP
Stress Management	KR	17/01/12 11/07/12	Tue Wed	9am - 4.30pm	1 day	£120	CPP
The New Team Leader	KR	27/01/12 25/06/12	Fri Mon	9am - 4.30pm	1 day	£120	CPP
Time Management	KR	22/06/12	Fri	9am - 12.30pm	½ day	£80	CPP
Understanding Your Market & Customer	KR	06/01/12 03/07/12	Fri Tue	9am - 4.30pm	1 day	£120	CPP
Written Business Communication	KR	20/02/12 21/06/12	Mon Thu	9am - 4.30pm	1 day	£120	CPP

96%

of employers rated our training as good value for money

Source: Employer Survey, 2011

English and Maths

A good foundation in literacy and numeracy is essential in life and even more so in the world of work. We can support your workforce in improving their maths and English skills so they gain in confidence and competency - and they are FREE!



English and Maths

Course Title	Location	Start Date	Day	Times	Duration	Fee	Course Code
16-19 ESOL (English for Speakers of Other Languages)	KR	09/01/12	Mon	Various	22 wks	FREE*	ESLNF
English for Adults, Cert.	KR	10/01/12	Tue	9.15am - 12.45pm	22 wks	FREE	LITE3/L1
ESOL (English for Speakers of Other Languages)	KR	09/01/12	Mon	Various	11-22 wks	£65 (per term)	ESL
First Click IT With Maths	KR	13/01/12 20/04/12	Fri Tue	9.30am - 12.30pm 9.30am - 12.30pm	10 wks	FREE	NUM
Maths for Adults, Cert.	KR	12/01/12 27/02/12	Thu Mon	10am - 12.30pm 1pm - 4pm	23 wks 16 wks	FREE	NUM
Maths/Literacy Summer School	KR	19/06/12 20/06/12 22/06/12	Tue Wed Fri	9.30am - 12.30pm or 1.30pm - 4.30pm	9 hrs	FREE	NUM/LIT
English (Flexible Workshop)	KR	10/01/12	Tue	1.30pm - 4pm	9 hrs	FREE	LITL1/2
English for Adults, Cert.	KR	09/01/12 10/01/12 11/01/12 16/04/12 17/04/12 18/04/12	Mon Tue Wed Mon Tue Wed	1pm - 3.30pm 2pm - 4.30pm or 6pm - 8.30pm 9.30am - 12pm 1pm - 3.30pm 2pm - 4.30pm or 6pm - 8.30pm 9.30am - 12pm	11 wks 10 wks 11 wks 11 wks 11 wks 11 wks	FREE	LITL1/2
Fast Track Maths	KR	18/04/12	Wed	9.30am - 12.30pm	13 wks	FREE	NUM
Maths for Adults, Cert.	KR	10/01/12 21/02/12 22/02/12 22/02/12 23/02/12 24/02/12 27/02/12 17/04/12 18/04/12	Tue Tue Wed Wed Thu Fri Mon Tue Wed	2pm - 4.30pm 2pm - 4.30pm 1pm - 4pm 5.30pm - 8pm 5.30pm - 8pm 9.30am - 12pm 1pm - 4pm 9.30am - 12.30pm 9.30am - 12.30pm	21 wks 16 wks 16 wks 16 wks 16 wks 16 wks 15 wks 12 wks 13 wks	FREE	NUM

* Free to 16-19 year olds subject to immigration status

Key	Levels	Locations	Flexible learning (FL): learn at a time and pace to suit you!
	E = Entry	KR = Kings Road	Work-based learning (WB): learning delivered in the workplace.
	F = Foundation - Level 1	GO = Goschen	Run on demand (ROD): courses run subject to numbers.
	I = Intermediate - Level 2	PB = Picquet Barracks	Roll on, roll off (RORO): courses run throughout the year.
A = Advanced - Level 3	WB = Work-based		
H = Higher - Level 4			

Higher Level Skills

City College Plymouth offers a wide range of opportunities to help you enhance the capacity and talents of your workforce by engaging with cost effective university-level training and development. Working in partnership with employers, we have carefully designed and constructed courses that meet the needs of business which are practical, relevant and industry-led.

Higher education (HE) short courses are part-time, university-level courses which can be tailored to your business. They allow individuals to develop higher-level skills to support their careers without having to commit to a full qualification. In partnership with Plymouth University, we can also offer HE modules from any of our full or part-time foundation degrees, or develop new modules to specifically meet your needs. On successful completion of a university approved HE short course your employees are awarded credits, which may be used toward other higher education qualifications.

For more information please see www.cityplym.ac.uk/he.



IN PARTNERSHIP WITH PLYMOUTH UNIVERSITY

Apprenticeships ... adding real value to your business



Would your business benefit from an individual who is committed, enthusiastic and keen to learn new skills? An apprentice could be the answer! Apprentices bring many benefits to employers and can help make your organisation more effective, competent, productive and competitive by directly addressing your skills gaps.

Apprenticeships are not only found across traditional industry sectors such as construction and engineering but across all sectors including customer service, administration and service industries.

If you are considering recruiting a new member of staff or perhaps would like to offer an Apprenticeship to an existing member of staff, of any age, contact us to find out more on **01752 305026**.

“ One of the key advantages of using the College to fill our Apprenticeship vacancies is that we do not have to go through timely and costly recruitment processes. This collaborative approach to recruitment will ensure Pipex is able to recruit highly motivated, good quality operatives to work within its business.

Bill Murphy, Managing Director
Pipex Ltd



Employability Skills

City College Plymouth works closely with local, regional and national employers as a training partner and through our highly successful Employer Endorsement Scheme. Building upon the excellent relationships we have with industry we have introduced a new service, **theworkspace**, which aims to further support the employability agenda. With widening participation it has become ever more critical to ensure that our students gain additional skills in order to compete effectively in the labour market.

As an employer you can afford to pick only the very best for your organisation - City College Plymouth is ensuring that its students are exactly that - the very best!

The new centre, which is located at our Kings Road site, offers a range of activities to encourage students to achieve amongst other things:

- great communication skills
- the ability to work as part of a team
- self-confidence and self-worth.

Members of the College's Employer Endorsement Scheme have provided incredible support over recent months - **theworkspace** now aims to take this support further by encouraging even greater working partnerships, which will benefit our students and ultimately you the employer.

If you would like to get involved please contact our Corporate Relations Manager on **01752 305896**.

“ The College's focus on embedding the skills so desired by employers into their courses and training is a real business benefit to us - it ensures that students leave the College work ready and with the skills we need to achieve business success in an increasingly competitive market.

John Bunker, Regional Director
Balfour Beatty

