

TRAINING & DEVELOPMENT DIARY

Business Administration & Finance	January	February	March	April	May	June	July	Duration	Cost
Accounting - Level 2 Certificate/Apprenticeship	17							25 weeks	£580
Accounting - Level 3 Diploma/Apprenticeship				Recruiting for September 2012				35 weeks	POA
Accounting - Level 4 Diploma/Apprenticeship				Recruiting for September 2012				35 weeks	POA
Business Administration - NVQ Certificate Level 2/Apprenticeship				Immediate starts available				6-9 months	from £495**
Business Administration - NVQ Diploma Level 3/Apprenticeship				Immediate starts available				9-12 months	from £595**
Business Administration - NVQ Diploma Level 4				Immediate starts available				up to 18 months	up to £1,200
Sage Line 50 Computerised Accounts					4			2 days	£295
Sage Computerised Payroll		24						2 days	£295

Business Solutions Training & half day / 1 day taster sessions	January	February	March	April	May	June	July	Duration	Cost
Short courses available covering incl: Enterprise, Finance for Non-Financial Managers, Marketing for Non-Marketing Managers, Attracting New Customers, Communication, Leadership, Building a Successful Team, Motivation, Coaching and many more - please call for details.								VAR	POA

Childcare & Teaching Assistants	January	February	March	April	May	June	July	Duration	Cost
Children & Young People's Workforce - Level 2 Certificate		22						12 months	from £495**
Children & Young People's Workforce - Level 3 Diploma		8 & 22						12 months	from £695**
Children & Young People's Workforce - Level 5 Diploma				Recruiting for September 2012				TBC	from £795
Playworker - Level 2 Certificate/Apprenticeship				Bespoke provision - please call for details				12 months	from £495**
Playworker - Level 3 Diploma/Apprenticeship				Bespoke provision - please call for details				12 months	from £695**
Supporting Teaching & Learning in Schools - Level 2 Certificate/ Apprenticeship			15					12 months	£395**
Specialist Support for Teaching & Learning in Schools - Level 3 Diploma/ Apprenticeship			22					12 months	£495**
Foundation Degree in Early Years Education and Care (Year 1)*				Please call for further information				12 months	POA
Foundation Degree in Early Years Education and Care (Year 2)*				Please call for further information				12 months	POA

Essential Work Skills	January	February	March	April	May	June	July	Duration	Cost	
Literacy & Numeracy Skills			Courses available throughout the year - please call for details.						flexible	No Fee

Health & Safety	January	February	March	April	May	June	July	Duration	Cost
Emergency First Aid	11	10	9	5	11	8	10	1 day	£85
First Aid at Work (3 consecutive days)	16	20	26	23	28	25	23	3 days	£215
First Aid at Work (2 consecutive days) Refresher	9		5		1	2		2 days	£145
First Aid Basic Skills Update				20				0.5 day	£35
Health & Safety in the Workplace - Level 2 Award	12		14		23			1 day	£85
IOSH Managing Safely		3		20				4 days	£495
IOSH Working Safely			13		31			4 days	£495
NEBOSH National General Certificate		21						15 sessions incl. exam	£995
Principles of Manual Handling (objects)				Please call for details				1 day	£85
Principles of COSHH				Please call for details				1 day	£85
Paediatric First Aid (2 consecutive days)	17							2 days	£90
Risk Assessment Awareness	25							1 day	£85

Health & Social Care	January	February	March	April	May	June	July	Duration	Cost
Health & Social Care - NVQ Diploma Level 2/Apprenticeship			13					12 months	from £495**
Health & Social Care - NVQ Diploma Level 3/Apprenticeship			14					12 months	from £695**
Leadership and Management for Care Services - Level 5 Diploma			5					12 months	from £795
Key Mover				Please call for details				3 days	£195
Key Mover Refresher	11				10			1 day	£95
Practical Moving and Handling				Bespoke provision - please call for details				1 day	£60
Infection Control				Bespoke provision - please call for details				1 day	£60
Record Keeping				Bespoke provision - please call for details				1 day	£60
Medication Administration			18					1 day	£60
Hygiene in Health & Social Care - Level 2 Award				Bespoke provision - please call for details				1 day	£60

Hospitality	January	February	March	April	May	June	July	Duration	Cost
Beverage Service - NVQ Level 2 Diploma/Apprenticeship				Immediate starts available				up to 12 months	from £495**
Food and Beverage Services - NVQ Level 2 Diploma/Apprenticeship				Immediate starts available				up to 12 months	from £495**
Food Production & Cooking - NVQ Level 2 Diploma				Immediate starts available				up to 12 months	from £495**
Food Safety in Catering - Level 2 Award	17	22	21		9	18	30	1 day	£85
Food Safety in Manufacturing - Level 2 Award				Please call for details				1 day	£85
Food Service - NVQ Level 2 Diploma/Apprenticeship				Immediate starts available				up to 12 months	from £495**
Hospitality Services - NVQ Level 2 Diploma				Immediate starts available				up to 12 months	from £495**
Hospitality Supervision & Leadership - NVQ Level 3 Diploma/Apprenticeship				Immediate starts available				up to 12 months	from £595**
Managing Food Safety in Catering - Level 4 Award				Please call for details				16 sessions plus exam	£695
Professional Cookery - NVQ Level 2 Diploma/Apprenticeship				Immediate starts available				up to 12 months	from £495**
Professional Cookery - NVQ Level 3 Diploma/ Apprenticeship				Immediate starts available				up to 12 months	from £595**
Supervising Food Safety in Catering - Level 3 Award			5					4 sessions	£395

Housing & Legal Studies	January	February	March	April	May	June	July	Duration	Cost
Housing Practice - CIH NVQ Level 2 Certificate/Apprenticeship				Bespoke Provision - please call for details				up to 12 weeks	POA
Housing - NVQ Level 3 Certificate/Apprenticeship				Recruiting for Spring 2012 / Also available as bespoke provision - please call for details				up to 12 months	POA

Human Resources & Learning & Development	January	February	March	April	May	June	July	Duration	Cost
Human Resource Development - CIPD Level 5 Intermediate Certificate				Book your interview to secure your place for September 2012				up to 12 months	up to £1,500^
Human Resource Management - CIPD Level 5 Intermediate Certificate				Book your interview to secure your place for September 2012				up to 12 months	up to £1,500^
Human Resource Practice - CIPD Foundation Certificate (funded)				Book your interview to secure your place for September 2012				36 weeks	£800^
Introduction to Trainer Skills (C&G)			14					2 days	£295
Learning & Development Practice - CIPD Foundation Certificate				Book your interview to secure your place for September 2012				36 weeks	£1,200^
Various Qualifications in Assessing (301, 302 & 303)	30			25				from 2 months	from £350
Various Qualifications in Quality Assurance (401, 402 & 403)		28			30			from 2 months	from £350

Information Technology	January	February	March	April	May	June	July	Duration	Cost
ECDL Extra - Certificate in IT User Skills (ITQ)				Please call for details				7 weeks	£250
PowerPoint - Microsoft Excel 2007 - Intermediate				Please call for details				2 days	£200
Spreadsheets - Microsoft Excel 2007 - Intermediate	20							2 days	£200
Word Processing - Microsoft Word 2007 - Intermediate				Please call for details				2 days	£200

IT for Business Users	January	February	March	April	May	June	July	Duration	Cost
Microsoft Word, Excel, Access & Powerpoint courses delivered at your work or Runshaw Business Centre on a one-to-one or small group basis - call for details.								from 2 hrs	from £100pp, then £50pph thereafter

Licensed Retailing & Security Operations	January	February	March	April	May	June	July	Duration	Cost
Award for Personal Licence Holders	24	23	23	20	25	22	27	1 day	£195
Door Supervisors - BIIAB Award	23		19			25		5 days	£295
Professional Private Hire & Taxi Driver Certificate	30		12	23		11	23	6 days	£195

Management, Marketing & Professional Development	January	February	March	April	May	June	July	Duration	Cost
Advice & Guidance - NVQ Level 3/Apprenticeship				Immediate starts available - call for details				9-12 months	from £595**
Coaching & Mentoring in Management - ILM Level 5 Certificate				Please call for details				8-10 months	£1,200
Customer Service - NVQ Level 2 Certificate/Apprenticeship				Immediate starts available - call for details				6-9 months	£495**
Customer Service - NVQ Level 3 Diploma/Apprenticeship				Immediate starts available - call for details				9-12 months	from £595**
DMS - Diploma in Management Studies* (Yr 1)				Recruiting for September 2012				2 years	POA
First Line Management - ILM Level 3 Award		20						12 sessions	£595
First Line Management - CMI Level 3 Diploma				Recruiting for September 2012				30 sessions	£795
Leadership Coaching & Mentoring - CMI Level 7 Certificate				Please call for details				8-10 months	£1,500
Management - ILM NVQ Level 3 Certificate/Apprenticeship				Immediate starts available - call for details				12-18 months	from £695**
Management - ILM NVQ Level 5 & 7 Diploma				Immediate starts available - call for details				12-18 months	up to £2,000**
Management & Leadership - CMI Level 4 Certificate			14					15 sessions	£595
Management & Leadership - CMI Level 5 Certificate			13					13-15 sessions	£595
Management & Leadership - CMI Level 5 Diploma			13					12 months	£1,795
Strategic Management & Leadership - CMI Level 7 Certificate				Please call for details				13-15 sessions	£1,500
Marketing - NVQ Level 2				Immediate starts available - call for details				9-12 months	£595**
Marketing - NVQ Level 3				Immediate starts available - call for details				9-12 months	from £595**
Marketing - CIM Introductory Certificate				Recruiting for September 2012				15 sessions	£595 ▲
Marketing - CIM Professional Certificate				Recruiting for September 2012				12 months	£1,895 ▲
Marketing - CIM Professional Diploma				Recruiting for September 2012				12 months	£1,995 ▲
Postgraduate Certificate in Management Studies*				Bespoke Provision - please call for details				12 months	POA
Team Leading - ILM Level 2 Award				19				12 sessions	£495
Team Leading - ILM Level 2 Certificate				Bespoke Provision - please call for details					POA
Team Leading - ILM NVQ Level 2 Certificate/Apprenticeship				Immediate starts available - call for details				9-12 months	from £495**
Sales - NVQ Level 2 Certificate (QCF)/Apprenticeship				Immediate starts available - call for details				9-12 months	from £495**
Sales - NVQ Level 3 Certificate (QCF)/Apprenticeship				Immediate starts available - call for details				12 months	from £595**
Short courses in Sales (from 1 day)				Please call for details				1 day	POA

PLEASE NOTE: DUE TO POSSIBLE CHANGES IN GOVERNMENT FUNDING ALL PRICES MAY BE SUBJECT TO CHANGE.

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*THIS COURSE IS VALIDATED BY THE UNIVERSITY OF CENTRAL LANCASHIRE (UCLAN) **THIS COURSE MAY BE PART OR FULLY FUNDED SUBJECT TO ELIGIBILITY ▲ INCLUSIVE OF CIM FEES ^PLUS CIPD SUBSCRIPTION & MEMBERSHIP

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