



**Boost your career
or change direction**

PROFESSIONAL & SKILLS TRAINING GUIDE FOR ADULTS 2019



THE CORNWALL COLLEGE GROUP

Professional & Skills Training Guide for Adults 2019

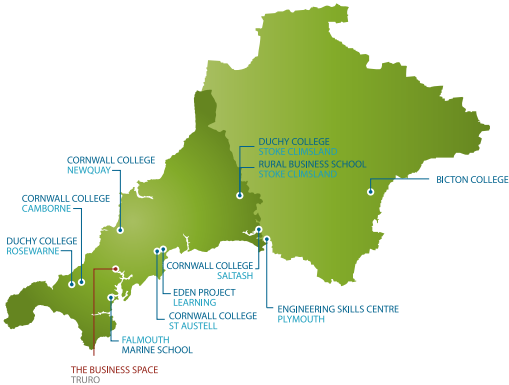
Boost your career or try a new direction in 2019 with the widest range of professional and trade skills training in the region.

We all make resolutions to make a change in the New Year, but what about actually doing that course, or learning that new skill that will really make a difference to your working life? Our guide can open the doors to a new world, where you could boost your earning potential, get out of a rut or finally get back into work with dedicated support.

In this guide you'll find a whole range of qualifications, from the basics to advanced that can help you move on. There's also details about funding that may be available, we highlight where advanced learning loans could be used to help make returning to education and training more affordable and we signpost childcare and transport support and funding.

You're not alone, we're right there beside you on your journey to self-improvement...

- Funding or loans may be available to help with the cost of your training, talk to an advisor about your options.
- Matrix approved free careers advice and guidance appointment to help you plan your learning journey.
- Support with travel and childcare costs if you are in a lower income household. Talk to our team about what support is available to you.



Inside this guide...

This guide contains a wide range of essential training that could give your career a boost.

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Are you a Rising Star?

Funding for anyone working in engineering, food manufacturing and hospitality is available for a limited time as part of the Rising Stars project – delivered through the ESF Widening Participation through Skills Project.

The funding from the European Social Fund (ESF) is part of the 2014-2020 European Structural and Investment Funds Growth Programme in England, which enables you to develop new skills and knowledge to improve your performance.

We offer a range of programmes – highlighted in this guide by the Rising Stars icon:

- Fully-funded workshops
- One-to-one support and guidance
- Opportunity to progress onto part-funded, degree-level short courses (20 credits)

The project also focuses on delivering Lean and Project Management modules, along with the Institute of Leadership and Management (ILM) qualifications in Communication and Coaching.



If you see this symbol next to a course listed in the brochure, Rising Star ESF funding may be available subject to criteria.

Fully Funded Training

Many courses in reading, writing and basic maths are free, and you may not have to pay for tuition if you're under 24 and studying for your first qualification equivalent to GCSE or A level. Also in many cases your training programme could be free if it is your first level 3 course and you are aged under 24. Please call our team to find out if you are eligible.

Advanced Learning Loans

Advanced Learning Loans give you access to financial support for tuition costs, similar to that which is available in higher education. This means rather than having to pay for your course upfront, you have the option of accessing a loan, from the Student Loans Company, that you will only start to repay once you have left the course and are earning over £25,000 per year.

The Advanced Learning Loans are for anyone who:

- Is aged 19 and above at the start of the course
- Is studying an eligible programme from Level 3 to Level 6
- Is a resident in the UK

The loan is available irrespective of your current employment status and the loan will not be means tested or subject to any credit checks.

If you've found a course you wish to apply for and want to talk to an advisor about funding options, what's available and how to apply, call our Enquiries Team on 0330 123 2523.

Please see www.gov.uk for full terms and conditions.



If you see this symbol next to a course listed in the brochure, Advanced Learning Loans may be available subject to criteria and Government changes.

ACCOUNTANCY, PAYROLL & LEGAL

Learn how to record business financial transactions, complete tax returns and develop more complex skills to use financial data as a decision making tool. Ensure your knowledge of legal issues and employment law is up-to-date.

AAT Level 2 Foundation Certificate in Accounting

Duration: 1 day or 1 evening per week over 11 months

Cost: £1200 including books, tuition and assessment

Dates & Venue:
Apr 2019 - Camborne, St Austell & Saltash
Sep 2019 - Camborne, St Austell & Saltash

During this course you will learn finance administration skills e.g. double entry bookkeeping, basic costing principles, purchase, sales and general ledgers.

Upon successful completion, you could progress to the AAT Level 3 Diploma.

Please note:
To undertake this course AAT membership of £135 is required, paid directly to AAT.



AAT Level 4 Professional Diploma in Accounting

Duration: 1 day per week over 13 months or 1 evening per week over 14 months

Cost: £2200 including books, tuition and assessment

Dates & Venue:
Apr 2019 - Camborne, St Austell & Saltash
Sep 2019 - Camborne, St Austell & Saltash

This is a follow on course from the AAT Level 3; you will learn finance team leader skills e.g. financial statements for limited companies, complex management accounting tasks, management skills and specialist learning areas.

Please note:
To undertake this course an active AAT membership of £92 is required, paid directly to AAT.



AAT Level 3 Advanced Diploma in Accounting

Duration: 1 day per week over 11 months or 1 evening per week over 14 months

Cost: £1800

Dates & Venue:
Mar 2019 - Camborne, St Austell & Saltash
Sep 2019 - Camborne, St Austell & Saltash
Jan 2020 - Camborne & St Austell

This is a follow on course from the AAT Level 2; you will learn complex finance officer processes e.g. final accounts for sole traders and partnerships, reports and returns, and professional ethics.

Upon successful completion, you could progress to the AAT Level 4 Diploma.

Please note:
To undertake this course an active AAT membership of £92 is required, paid directly to AAT.



CIMA Diploma in Management Accounting Level 5

Duration: 1 morning per week over 12 months (Term time)

Cost: £1,600 including books and tuition.

Dates & Venue:
Sep 2019 - Camborne
Sep 2020 - Camborne

This course is for anyone wishing to start working towards this highly regarded, internationally recognised, professional management accounting qualification.

You will focus on three key pillars including:
- Enterprise – Organisational Management
- Performance – Management Accounting
- Financial – Financial Reporting and Taxation

Please note:
Exemption fee £280, CIMA membership £77, exam fees £88 - £145 per exam are required, paid directly to CIMA.



“Taking on two accountancy apprentices has contributed to the success of our business no end. Our firm has expanded rapidly over the last year or so, we have also taken on a business administration apprentice to support us.”

Loreen Shepherd
Director
Shepherds Chartered Tax Advisers and Accountants

To read more about Shepherd's training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

CIMA Advanced Diploma in Management Accounting Level 7

Duration: 1 morning per week over 12 months (Term time)

Cost: £1,700 including books and tuition.

Dates & Venue:
Sep 2019 - Camborne
Sep 2020 - Camborne

This is a follow on course from the CIMA Diploma in Management Accounting.

You will focus on three key pillars including:

- Enterprise - Project and Relationship Management
- Performance - Advanced Management Accounting
- Financial - Advanced Financial Reporting.

Please note:
CIMA membership £108, exam fees £88 - £145 per exam are required, paid directly to CIMA.

IAB Level 2 & 3 Award in Computerised Payroll (SAGE Payroll)

Duration: 1 evening per week over 11 weeks

Cost: £425 includes tuition, books and awarding body registration fee.

Dates & Venue:
Level 2:

Mar 2019 - Camborne & Saltash
Sep 2019 - Camborne, St Austell & Saltash

These qualifications provide the necessary skills to carry out a range of basic day-to-day computerised payroll routines using commercially available computerised payroll software – SAGE Payroll.

Employing within the Law

Duration: 1 day delivered in your company subject to group size

Cost: Starts from £750

Dates & Venue:
Flexible across Cornwall

The workshop explains and allows you to review the impact of employment law throughout the recruitment process and the practical application of the Equality Act 2010 within your business.

APPRENTICESHIPS

We offer a range of New Apprenticeship Standards, developed by employers for employers to help upskill your new and existing staff, available in:

- Assistant Accountant
- Professional Accounting Technician

See page 2 - Apprenticeships for your business

ADMINISTRATION & CUSTOMER SERVICE

Train your staff in the critical area of effective communication, organisation, data management and customer service to ensure your customers keep coming back.

Business & Administration NVQ Levels 2 & 3 City & Guilds

Duration: This will help you develop your business and administration skills in a totally flexible way.
Over 12 months

Cost: Includes managing customer relations, managing diary systems, organising business travel and accommodation, organising and supporting meetings and using various software packages.
Level 2 £1900
Level 3 £1987

Dates & Venue: Flexible – in your company

A

Customer Service NVQ Certificate Level 2 City & Guilds

Duration: Workbased learning 12 months
Cost: Price on application

Dates & Venue: Flexible – in your company
This course is structured around the principles of customer service, impressions and image, delivery, handling problems, development and improvement.
The level of qualification to be taken will depend upon the responsibilities of the individual in their job role.

A

Customer Service NVQ Diploma Level 3 City & Guilds

Duration: Workbased learning 12 months
Cost: Price on application

Dates & Venue: Flexible – in your company
This course is structured around the principles of customer service, impressions and image, delivery, handling problems, development and improvement.
The level of qualification to be taken will depend upon the responsibilities of the individual in their job role.

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APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Business Administration
- Customer Service Practitioner
- Customer Service

See page 2 - Apprenticeships for your business



“ Since I became MP for St Austell and Newquay in 2015 I have employed two apprentices via Cornwall College. It has been an absolute pleasure to have these young people on my team and they have made a real difference to the smooth running of my office, fitted in well and contributed to my work on behalf of Mid-Cornwall. ”

Steve Double
Member of Parliament for St Austell and Newquay

Pictured: Chloe Richards
Business Administration Apprentice

To read more about Steve Double MP Office's training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Effective Customer Service Skills

Duration: 1 day
delivered in your
company subject to
group size

Cost: Starts from £750

Dates & Venue:
Flexible - across
Cornwall & Devon

This workshop is designed to assist employees in “Delivering Excellence”.

The workshop encourages a ‘can do’ attitude in the workplace with the focus on effective engagement.

World Host™ Principles of Customer Service People First

Duration: 1 day

Cost: £125

Dates & Venue:
Flexible – across
Cornwall & Devon

World Host™ training has been used to train over one million people worldwide. The World Host™ Principles of Customer Service programme equips front line staff with the skills and knowledge to deliver excellent customer service.

This workshop is ideal for anyone working within the leisure and tourism sectors.



Pictured: Nichola Smith
Business Administration Apprentice

“ Our admin apprentice Nichola Smith has, and continues to be, a key part of the Summercourt Academy and Aspire team. She has not only increased productivity but has also brought many additional skills and efficiency to our establishment, in particular with social media and IT. ”

Lin Howard
Office Manager
Summercourt Academy (Aspire)



BUSINESS SKILLS WORKSHOPS

Our business skills workshops and courses are a convenient way to update or learn new skills.

The business world is constantly shifting and our challenge is to service these changes.




Our one-day business skills workshops meets the latest demands and requirements plus can be tailored to meet your individual business’s needs.

Run in your workplace our workshops are delivered by our team of professional experts who all have unique and relevant experience in their specialist areas as well as local and national knowledge.

A full day workshop starts from £750 per day and £400 for half a day subject to group size.

Workshops available in:

- Assertiveness and Self-Confidence
- Coaching your Employees
- Effective Customer Service Skills
- Effective Time Management
- Employing within the Law
- Finance for Non-Financial People
- Leading and Developing a Team
- Managing Performance and Having Difficult Conversations
- Negotiation Skills
- Understanding Communication Styles

Rising Stars Business Skills Workshops & Short Courses					
Course Title		Duration	Costs	Date	Venue
Continuous Improvement Workshop		4.5 hrs 12.30pm-5pm	£75 or fully-funded*	Flexible	Cornwall
Continuous Improvement Accredited Training		2 days	£250 or part-funded £50 for both units*	Flexible	Cornwall
Coordinator of Activities in Adult Care Level 3		5 days 10am – 3pm	£45*	Flexible	Camborne

*Funding available subject to criteria and ends September 2019.



DIGITAL TECHNOLOGY - USER & CREATIVE COURSES

Get the most out of your computer with the right training in ICT. Save time, increase efficiency and work more effectively. Plus develop creative skills to enhance your business's marketing material for print or web.

Digital Technology Workshops

Course Title	Duration	Costs	Date	Venue
Microsoft Office Word Intermediate	1 day	£750 per day max group of 10 people	Flexible	In your company
	2 days			
Microsoft Office Excel Intermediate	1 day	£280 non-accredited	13 Feb 2019	Camborne
			24 Apr 2019	
			For further dates see website	
Microsoft Office Excel Intermediate	2 days	£330 including assessment	06 Mar 2019	Camborne
			26 Jun 2019	
			For further dates see website	
Introduction to Adobe Lightroom	1 eve per week over 10 weeks (6pm - 8pm)	£120	Apr 2019	Camborne
			Jan 2019	
Adobe Photoshop - Beginners	1 eve per week over 10 weeks (6pm - 8pm)	£120	Apr 2019	Camborne
			Sep 2019	
Adobe Photoshop - Intermediate	1 eve per week over 8 weeks (6pm - 8pm)	£96	Apr 2019	Camborne
			Sep 2019	
Introduction to Photoshop Workshop*	1 day (10am - 3.30pm)	£35	09 Feb 2019	Camborne
			11 May 2019	
CISCO CCNA Routing & Switching 1 - Introduction to networks	1 eve per week over 16 weeks (6pm-8pm)	£295	Sep 2019	Camborne
CISCO CCNA Routing & Switching 2 - Routing & Switching Essentials	1 eve per week over 16 weeks (6pm-8pm)	£295	Feb 2020	Camborne
CISCO CCNA Routing & Switching 3 - Scaling Networks	1 eve per week over 16 weeks (6pm-8pm)	£295	Sep 2020	Camborne
CISCO CCNA Routing & Switching 4 - Connecting Networks	1 eve per week over 16 weeks (6pm-8pm)	£295	Feb 2019	Camborne
			Mar 2019	



FIRST AID

Don't risk non-compliance; ensure you have the right personnel, equipment and facilities to deal with an injury or illness at work. By law all businesses including those with five or less employees and self-employed must meet these requirements.

Emergency First Aid at Work Level 3 FAA

Duration: 1 day
Cost: £65
Dates & Venue: Flexible - across Cornwall & Devon

Where a workplace first aid risk assessment identifies a need for an Emergency First Aider in the Workplace, this one day qualification meets the requirements of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (Northern Ireland) 1982. This course is day one of the three-day FAA First Aid at Work qualification. After completing this course you can progress onto our three day FAA First Aid at Work qualification.

First Aid at Work Requalification Award Level 3 FAA

Duration: 2 days
Cost: £130
Dates & Venue: Flexible - across Cornwall & Devon

This two day First Aid at Work course is designed for those who currently hold a First Aid at Work qualification which is due to expire.

A first aider can renew their qualification by attending a two day course within one month of the expiry date.

First Aid at Work Award Level 3 FAA

Duration: 3 days
Cost: £170
Dates & Venue: Flexible - across Cornwall & Devon

This comprehensive course covers a wide range of first aid, enabling participants to deal with situations in a confident, safe and effective manner.

This course will give the participants a qualification to the highest level of First Aid, meeting the requirements of the Health and Safety (First Aid) Regulations 1981.

Emergency Paediatric First Aid Award Level 3 FAA

Duration: 1 day
Cost: £65
Dates & Venue: Flexible - across Cornwall & Devon

As this course is a one day workshop it provides you with a solid introduction to Emergency Paediatric First Aid where you will gain the knowledge and competence to administer first aid and basic life support.

You will feel more confident in a first aid situation and learn the skills and knowledge required to provide treatment to casualties in a prompt, safe and effective manner.

Paediatric First Aid Award Level 3 FAA

Duration: 2 days
Cost: £95
Dates & Venue: Flexible – across Cornwall & Devon

This two day course will provide you with a sound introduction into paediatric first aid. It will be particularly beneficial to you if you are responsible for children and infants in your workplace in a role such as teachers, child minders, crèche assistants and playgroup personnel.

This course satisfied the guidelines and criteria as stated by the Early Years Foundation Stage (EYFS) and OFSTED.

Level 2 Award in Basic Life Support and Safe Use of an Automated External Defibrillator (AED) First Aid Awards

Duration: 4 hours
Cost: Price on application
Dates & Venue: Flexible – across Cornwall & Devon

Heart and circulatory disease claims around 200,000 lives each year. This very practical course will enable learners to use the AED competently and with confidence. Not only does this course deal with the use of an AED but it also includes vital training in basic life support including resuscitation.



HEALTH & SAFETY

Our programmes help your organisation keep up-to-date with regulations and legislation, while improving the competence and efficiency of your workforce.

Health & Safety in the Workplace Award Level 2 Qualsafe

Duration: 1 day
Cost: £75 or £750 for a group booking*
Dates & Venue:
Flexible - across Cornwall & Devon

For staff at any level, in any sector, who require an introduction to health and safety training to ensure they are aware of their own safety, safety of customers, contractors and the public.

Principles of Manual Handling Award Level 2 Qualsafe

Duration: 1/2 day
Cost: £40 or £400 for a group booking
Dates & Venue:
Flexible - across Cornwall & Devon

This course is for anyone whose job or lifestyle involves moving loads and equipment, including lifting, lowering, pushing and pulling.

This course provides theoretical and practical information about manual handling risks, hazards and their control.

Managing Safely Certificate IOSH

Duration: 4 days
Cost: £470
Dates & Venue:
14 Jan 2019 - St Austell
04 Mar 2019 - St Austell
03 Jun 2019 - St Austell
Sep 2019 - St Austell
Dec 2019 - St Austell

For managers and supervisors in any sector to gain practical actions needed to handle health and safety. The course covers safety management, criminal and civil law, accident causation and prevention, practical risk assessment, key workplace legislation, inspections and audits.

Managing Safely Refresher Certificate IOSH

Duration: 1 day
Cost: £220
Dates & Venue:
Flexible - across Cornwall & Devon

This course is a refresher of the Managing Safely Certificate. IOSH recommends a renewal to maintain and keep up-to-date with any protocol changes that may have arisen since their last training course.

Principles of Risk Assessment Award Level 2 Qualsafe

Duration: 1 day
Cost: £75 or £750 for a group booking
Dates & Venue:
Flexible - across Cornwall & Devon

For any staff at any level, in any sector who are involved with risk assessment in the workplace. The course will develop skills and knowledge of the basic principles of risk assessment to improve workplace health and safety.

Risk Assessment Principles and Practice Award Level 3 Qualsafe

Duration: 2 days
Cost: £260
Dates & Venue:
Flexible - across Cornwall & Devon

This course is for anyone who is responsible for conducting or contributing to risk assessments.

It covers accidents and ill health, and the socio-economic costs and benefits of good health and safety management.

Asbestos Awareness

Duration: 1/2 day
Cost: £40 or £400 for a group booking
Dates & Venue:
Flexible - across Cornwall & Devon

This course covers the properties of asbestos and its effects on health; the types and uses of asbestos in buildings; general emergency procedures to be followed for an uncontrolled release of asbestos and how to avoid the risks from asbestos.

Meets the legal requirements for Asbestos Regulation 2012.

We can help you...

...save and grow through Health & Safety consultancy, maximising your business potential.

We offer a wide range of bespoke consultancy that allows you to receive flexible, tailored support that meets the needs of your business. We understand that every business is unique and our highly skilled consultants will work with you to identify ways to move forward.

See page 8 for more details

Principles of COSHH Award Level 2 Qualsafe

Duration: 1/2 day
Cost: £40 or £400 for a group booking*
Dates & Venue:
Flexible – in your company

For employees with health and safety responsibilities and employees who are in contact with hazardous substances in the workplace. This course highlights the risks in hazardous substances and the techniques and controls for safer storage and handling.

Occupational Health and Safety NVQ Certificate Level 3 City & Guilds

Duration: 12 months
Cost: £1800
Dates & Venue:
Flexible – in your company

This course is for individuals who are responsible for developing and applying policies and procedures within their workplace.

The course covers responsibilities for actions to reduce risks, investigating and evaluating health and safety incidents and complaints, a review of procedures and risk assessments. This programme counts towards a Technical Membership of IOSH.

Occupational Health & Safety Practice NVQ Diploma Level 5 City & Guilds

Duration: 24 months
Cost: £2195
Dates & Venue:
Flexible – in your company

For supervisors and managers responsible for developing and applying health and safety procedures in the workplace. The course covers promoting a positive health and safety culture, developing and implementing effective communications, controlling risks and developing an emergency response system and procedures. This programme counts towards Graduate Membership of IOSH.

NEBOSH National General Certificate Health & Safety Management (NGC1)

Duration: 6 days
Cost: £650
Dates & Venue:
07 Jan 2019 - St Austell
08 Apr 2019 - St Austell
08 Jul 2019 - St Austell

This course is the first part of the General Certificate in Occupational Health and Safety giving you a NGC1 qualification.

This course enables you to gain the full qualification for the National Certificate in Fire Safety and Risk Management.

For further dates see our website.

NEBOSH National General Certificate in Occupational Health & Safety Level 3

Duration: 12 days
Cost: £1195
Dates & Venue:
07 Jan 2019 - St Austell
08 Apr 2019 - St Austell
08 Jul 2019 - St Austell

This course is for non-specialists in occupational health and safety to develop skills to implement their responsibilities.

The course covers; legal requirements – avoiding prosecution, litigation, absence costs and loss of reputation and identifies a range of workplace hazards and methods of control. This programme counts towards a Technical Membership of IOSH.

For further dates see our website.

NEBOSH National Certificate in Fire Safety & Risk Management Level 3

Duration: 5 days
Cost: £695 or £1,500 if booked with the above NEBOSH General Certificate.
Dates & Venue:
Flexible - across Cornwall & Devon

This course covers the management of health and safety, particularly fire safety. It includes the principles of fire and explosion, causes and preventions of fire, fire protection, ensuring the safety of people in the event of fire, fire risk assessment and a recommendation report for management. This qualification requires successful completion of NGC1 for the full qualification.



“ The NEBOSH training was a very sound investment for the Service, ensuring all our staff are appropriately trained to a level commensurate with their areas of responsibility. We are delighted that our staff achieved a 100% pass rate, a fantastic reflection of their hard work and the quality of instruction received from CCB trainers. ”

Nick Harvey
Station Manager and Work Force Development Manager
Cornwall Fire & Rescue Services

HUMAN RESOURCES & LEARNING & DEVELOPMENT

Your business's HR and Learning and Development strategies should align with each other to ensure your workforce has the right skills to make your business effective.

CIPD Level 3 Foundation Certificate in Human Resources Practice (QCF)

Duration: Approx. 25 weeks, 1 day per week

Cost: £1265 plus CIPD membership

Dates & Venue:

Jan 2019 - The Business Space, Truro

Sep 2019 - The Business Space, Truro

This foundation-level certificate is ideal if you're looking to acquire a wide range of relevant, practical skills in HR, and a professional qualification to help you develop your career.

The course will provide you with a firm foundation in all areas of HR, helping you to develop essential HR skills and the confidence to be more effective at work by adding real value to your HR function.



CIPD Level 3 Foundation Certificate in Learning and Development

Duration: Approx. 25 weeks, 1 day per week

Cost: £1450 plus CIPD membership

Dates & Venue:

Sep 2019 - The Business Space, Truro

This course provides a solid foundation in all the areas of learning and development.

It will help you develop essential skills and give you confidence in a range of learning and development key areas, that will make you more effective at work and add value to your organisational workforce planning.



CIPD Level 5 Intermediate Certificate in Human Resource Management

Duration: Approx. 28 weeks, 1 day per week

Cost: £1995 plus CIPD membership

Dates & Venue:

Sep 2019 - The Business Space, Truro

This course provides the perfect platform to further develop your HR career at management level. It will help develop your ability to evaluate the effectiveness of different HR models and practices, and will increase your understanding of external factors that impact on HR and organisations.

Benefits to your business

On successful completion of the programme, your business will have in-house specialisms in:

- Understanding the requirements of an effective and efficient HR department
- Knowledge of the purpose and key objectives of the HR function
- Manage recruitment, selection, dismissal, redundancy and retirement activities effectively and within the expectations of the law and good practice
- Undertaking core talent planning activities
- Maximise employee performance and retention.



CIPD Level 5 Intermediate Certificate in Learning and Development

Duration: Approx. 28 weeks, 1 day per week
Cost: £1750 plus CIPD membership
Dates & Venue: Sep 2019 - The Business Space, Truro

This course is suitable for professionals who have mastered the fundamentals of Learning and Developing and are ready to take their knowledge to the next stage.

You will acquire the very latest Learning and Development knowledge and skills to transform your businesses performance.

Benefits to your business

- On successful completion of the programme, your business will have in-house specialisms in:
- Professional Practice in Learning and Development
 - Understanding the context of Learning and Development
 - Using Information, Metrics and Developing Business Cases for Learning and Development
 - Understanding the Role of Learning and Development in Talent Development
 - Evaluating Learning and Development in a Knowledge Economy
 - Applying the latest Learning and Development research and thinking.



“ Whilst challenging, the CIPD Level 5 has been incredibly insightful; the journey has broadened my knowledge, skills and abilities. I am now conscious of the need to adapt my communication and influencing styles as I have learned that one way does not fit all. Plus, reflection now plays an integral part in my HR professional role to assess what, if anything, I could do differently and better. ”

Tina Allen
Head of HR
Smile Together Dental CIC

Coaching Award Level 3 ILM

Duration: 4 days over 8 weeks plus 6 hours coaching
Cost: £595 includes free ILM membership
Dates & Venue: Flexible - across Cornwall & Devon

On this course you will gain a clear understanding of the effectiveness of coaching to support staff development and improve business performance.

This is a highly participative and practical course which covers the principles of effective coaching and best practice.

Coaching and Mentoring Certificate Level 5 ILM

Duration: 6 days over 6 months plus 12 hours coaching
Cost: £1250 includes free ILM membership
Dates & Venue: Flexible - across Cornwall & Devon

Develop your skills and confidence to perform effectively as a coach or mentor.

An ideal qualification for managers with a clear responsibility for coaching and mentoring, individuals looking to move into a development role with their current employer, or those who are planning to embark on a career as a freelance coach.

Postgraduate Certificate in Education (PGCE) and Certificate in Education (inc DET)

Duration: 1 year full-time or 2 years part-time
Cost: £8,400
Dates & Venue: Sep 2019 - across Cornwall

The PGCE is designed for graduates and the Cert Ed is designed for people who would like to become a qualified teacher or trainer in the Lifelong Learning sector. Both incorporate the Diploma in Education and Training (DET). These qualifications allow you to meet the initial training requirements for membership of the Institute for Learning and will underpin an application for Qualified Teacher of Learning and Skills (QTLS) status.

Award in Education and Training Level 3 City & Guilds

Duration: 10 weeks
Cost: £400
Dates & Venue: Flexible - across Cornwall & Devon

This course is designed for people who need a nationally recognised training qualification to successfully deliver certain areas of their professional role and for those who might be considering a career in teaching or training, but want to test the water before committing to a longer or more expensive course.



LEADERSHIP AND MANAGEMENT INCLUDING PSYCHOMETRIC TESTS

Gain insight into your leadership style and those within your team through psychometric testing and develop the skills and techniques you need to successfully manage and lead them.

Leadership and Team Skills Award Level 2 ILM

Duration: 3 days
Cost: £450 includes membership with ILM
Dates & Venue: See the website for future dates.

This course will develop core leadership skills to equip team leaders with the confidence and knowledge to carry out their role effectively. The course covers; understanding your role, responsibilities and expectations, tips on giving feedback to improve performance, understanding a range of leadership styles, their benefits and impact on individuals and performance, managing yourself, setting and prioritising personal SMART objectives to achieve team goals and time management techniques for achieving objectives.

Leadership and Management Award Level 3 ILM

Duration: 3 days plus assignment
Cost: £650
Dates & Venue: See the website for future dates.

This course is ideal if you have management responsibilities but no formal training, a team leader seeking to move up to the next level of management, or a manager who needs to lead people through organisational change, budget cuts or other pressures. You will develop key management skills, develop your leadership skills to motivate and engage teams with confidence.

Advice & Guidance Certificate Level 3 & Diploma Level 4 City & Guilds

Duration: Work-based learning
Cost: Level 3: £1250
Level 4: £1450
Dates & Venue: Flexible - across Cornwall & Plymouth

Level 3: This course is for those working with clients in organisations that provide an advice and guidance service on a professional or voluntary basis. You will develop skills to identify client requirements, provide information, manage self-development and understand ethical and legal considerations.

Level 4: This course is for people who manage caseloads. You will develop skills within self-development, staff and client management, negotiation, liaison with other services and networking skills.



*Available in your company subject to numbers.

Psychometric Tests

Duration: 2 hours
Cost: £150 or call for group price
Dates & Venue: Flexible – across Cornwall & Devon

It is easier to work effectively with people when you are given some expectations of their tendencies and preferences. By understanding what people enjoy and are good at, you can enhance these strengths, increase productivity as well as identify weak spots to develop the effectiveness of individuals and teams.

We offer a range of tests including: Insights Profile, Belbin Profile, Strengthscope, Type Mapping (Myers Briggs) TDI Profile, TIFF Profile (Functional Fluency) and Herrmann Profile.

Leading Your Team Level 2

Duration: 3 days plus group tutorials
Cost: £120* (Full price £600)
Dates & Venue:
06 Mar 2019 - West Cornwall
05 Jun 2019 - East Cornwall
Nov 2019 - Mid Cornwall
Jan 2020 - Mid Cornwall

If you're looking to move into a leadership role and want to learn the skills to do so, or perhaps you've recently moved into a leadership position, are a new supervisor or you're looking to progress your career this programme is ideal for you. The programme covers: how to lead people to enhance effectiveness, career planning, how to develop leadership rather than management skills, individual information, advice and guidance, tutorial support. This programme will lead to the CMI Level 2 Award in Team Leading.



Leadership Essentials Level 3

Duration: 4 days plus group tutorials
Cost: £150* (Full price £750)
Dates & Venue:
05 Feb 2019 - East Cornwall
07 Mar 2019 - West Cornwall
08 May 2019 - Mid Cornwall
21 May 2019 - East Cornwall
Oct 2019 - Mid Cornwall
Jan 2020 - Mid Cornwall

Transform your managerial talent into skills that will make you an inspiring leader with our Leadership Essentials course. If you work as a manager in a small business, a supervisor, are new to leadership or you're in a similar role, this programme be could ideal for you. The programme covers an understanding of how to become a strong leader and an increased awareness of your own skills and talents. This programme will lead to the CMI Level 3 Award in Principles of Management and Leadership.



Mentoring for Team Leaders Level 2

Duration: 3 days plus group tutorials
Cost: £120* (Full price £600)
Dates & Venue:
Flexible across Cornwall and the Isles of Scilly

This programme will benefit team leaders and managers aspiring to introduce a culture of mentoring into their business. It's also aimed at individuals who already support the development of others in the workplace and wish to gain formal recognition. This course is ideal for: individuals already supporting others in the workplace, those wishing to gain formal recognition, people working with trainees or apprentices, team leaders hoping to enhance job prospects. Progress to the ILM Level 2 Award in Introduction to Mentoring Skills.



Leading with Integrity Level 5

Duration: 7 days plus 1:1 coaching, key speakers, 360 Feedback
Cost: £595* (Full price £2,500)
Dates & Venue:
20 Mar 2019 - Mid Cornwall
30 Apr 2019 - North Cornwall
12 Jun 2019 - Isles of Scilly
Nov 2019 - Mid Cornwall
Dec 2019 - East Cornwall
Jan 2020 - West Cornwall

This in-depth programme includes many elements proven to be effective in the enhancement of leadership skills. If you work as a manager or professional leading a team and hope to enhance your knowledge and understanding, this programme could be ideal for you. The programme covers: leadership theory, support & challenge group coaching, personal development planning, psychometric profiling, emotional intelligence, communication and change. Progress to the CMI Level 5 Award in Management and Leadership.



Strategic Leaders Learning Community

Duration: 3 residential days, 1:1 executive coaching & Action learning set meetings
Cost: £895* (Full price £4,500)
Dates & Venue:
Feb 2019 - Cornwall
Feb 2020 - Cornwall

Develop your cross boundary leadership and cultural intelligence potential. Identifying subjects of shared concern and recognising areas of common purpose is the focus of this programme for strategic leaders. Delegates will focus on the theory and their own personal application around cultural intelligence and leadership, exploring issues affecting Cornwall and the Isles of Scilly.



APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Accountancy	- Procurement and Supply
- Business Administration	- Senior Management Development
- Customer Service Practitioner	- Team Leader Management Development
- Human Resource	
- Information Technology	
- Learning and Development	

See page 2 - Apprenticeships for your business



“ The CMI Diploma and Apprenticeship has been a great benefit to my knowledge and skills as line manager. I have developed throughout the course as a strong leader and manager, enabling me to better support and develop my team, as well as supporting my managers and the Trust as a whole. ”

Demi Louise Scott-Ward
Corporate Records Manager
Royal Cornwall Hospital NHS Trust

New CMI Management Development Programmes

These programmes have been designed to offer you the flexibility to pick and choose the relevant courses to develop your own skills and knowledge, whilst gaining a professional qualification that is right for you.

Team Leader Level 3 Award (1 unit) - £450

An award develops your knowledge by focusing on a specific area relevant to your job, plus a written work-based assignment. The award can also be undertaken as a non-accredited course at £195.

Certificate (2 units) - £795

A certificate is two awards of your choice plus a written work-based assignment for each award.

Diploma (7 units) - £3250

The diploma consists of seven awards plus a written work-based assignment for each award.

Management Development Level 5 Award (1 unit) - £695

An award develops your knowledge by focusing on a specific area relevant to your job, plus a written work-based assignment. The award can also be undertaken as a non-accredited course at £495.

Certificate (2 units) - £1250

A certificate is two awards of your choice plus a written work-based assignment for each award.

Diploma (7 units) - £3395

The diploma consists of seven awards plus a written work-based assignment for each award.

All prices include access to CMI online resources, study materials, tutor support, CMI membership and qualification registration.

For further dates please visit our website.

Team Leader Management Development Programme Certificate & Diploma Level 3 CMI

Duration:

Certificate - 6 days
Diploma - 21 days over
12 months

Cost: Certificate £795
Diploma £3250

Dates & Venue:

Flexible starts depending
on the units/awards you
choose to undertake.

These programmes are ideal for team leaders or those who are new in a first line management role.

Certificate - This programme consists of two units/awards of your choice, enabling you to develop the specific skills you require.

Diploma - This programme consists of all seven units/awards to ensure you have the relevant skills and knowledge to successfully lead your team to achieve your goals.

A

Personal Development as a First Line Manager

Duration:

3 days

Cost:

£450

Dates & Venue:

15 May 2019 -
The Business Space, Truro

This course/unit covers personal development planning, work planning, relationship building and team welfare, including:

- Identifying the links between organisational objectives and personal development objectives
- Constructing a personal development plan which meets agreed objectives
- Explaining how to manage time to achieve work plan objectives
- Explaining the reasons for incorporating flexibility into a work plan.

Being a Leader Award Level 3 CMI

Duration:

3 days

Cost:

£450

Dates & Venue:

19 Mar 2019 -
The Business Space, Truro

This particular course/unit focuses on the skills required for effective leadership by a first line manager. Including areas such as:

- Levels of authority and responsibility you have as a leader in your organisation
- The role of a leader
- Consistency in action planning and decision making
- How and why leadership styles need to be adapted in different situations
- How to establish a culture of mutual trust and respect with a team.

Resource Planning Award Level 3 CMI

Duration:

3 days

Cost:

£450

Dates & Venue:

03 Jul 2019 -
The Business Space, Truro

This course/unit assesses your knowledge, understanding and skills application in the areas of planning, modifying and managing resources. Amongst other areas you will describe the types of human and physical resource that teams might be accountable for in the workplace. You will use practical examples from your own organisation, provide examples to demonstrate how you effect change and review the impact these changes could have on the team.

Managing and Communicating Information Award Level 3 CMI

Duration: 3 days

Cost: £450

Dates & Venue:

26 Sep 2019 -
The Business Space, Truro

This course/unit will increase your understanding and the skills to effectively manage and communicate information as a first line manager. You will explore a variety of communication methods and show how they can be used effectively. You will produce a presentation to demonstrate your knowledge and consider the different communication methods that you use to share management information and the advantages and disadvantages of each.

Identifying Development Opportunities Award Level 3 CMI

Duration: 3 days

Cost: £450

Dates & Venue:

23 Oct 2019 -
The Business Space, Truro

This course/unit will increase your understanding and skills in the areas of:

- Principles underlying leadership of individuals and teams
- Links between individuals, teams and organisational objectives
- Methods of communicating individual and team objectives
- Activities to support the development of current competencies of the team
- Identify development opportunities for individuals and team.

Senior Management Development Programme Certificate Level 5 CMI

Duration: Depends on the units/awards you choose to undertake

Cost: £1250

Dates & Venue:

Flexible starts depending on the units/awards you choose to undertake.

The Level 5 qualifications in Management and Leadership are designed for practising middle managers and those aspiring to senior management who want to develop their core management skills.

This programme consists of two units/awards of your choice, enabling you to develop the specific skills your require.

Personal Development for Managers and Leaders Award Level 5 CMI

Duration: 2 days plus on-going tutorials

Cost: £695

Dates & Venue:

Jan 2020 -
The Business Space, Truro

This course/unit lets you strengthen and develop your knowledge of middle management by focusing on specific management areas that are applicable to your job. You will complete an audit of your current personal skills and competences in leadership against those required of your current and potential future job role. You will design your own personal development plan for the forthcoming year.

Management Communication Award Level 3 CMI

Duration: 3 days

Cost: £450

Dates & Venue:

20 Nov 2019 -
The Business Space, Truro

This course/unit is about identifying and using management communication techniques in your work as a first line manager.

There will be exploration of how communication impacts upon your role as a first line manager and where communication may have a positive and a negative effect on your performance. You will learn the main principles to communicate effectively with your team and stakeholders including how to influence others.

Meeting Stakeholders Needs Award Level 3 CMI

Duration: 3 days

Cost: £450

Dates & Venue:

19 Feb 2019 -
The Business Space, Truro
08 Jan 2020 -
The Business Space, Truro

This course/unit will develop the skills required in identifying, meeting, supporting and improving stakeholder needs. You will define your team's objectives and show the involvement of the key stakeholders. Explore how you and your team meet both the stakeholders' needs and your team's objectives, as well as identifying the consequences to your team and your organisation as a whole of not meeting these objectives..

Senior Management Development Programme Diploma Level 5 CMI

Duration: 22 days over 12 months plus on-going tutorials

Cost: £3395

Dates & Venue:

Oct 2019 -
The Business Space, Truro

The Level 5 qualifications in Management and Leadership are designed for practising middle managers and those aspiring to senior management who want to develop their core management skills.

To complete the Diploma you must undertake all six units/awards which will enable you to focus your personal development to grow your management capabilities and competencies.



Organisational Financial Management Award Level 5 CMI

Duration: 3 days

Cost: £695

Dates & Venue:

26 Apr 2019 -
The Business Space, Truro

This course/unit will help you to assess how financial systems and the financial function in your organisation interact and relate to other functions within the organisation.

You will assess and evaluate a range of financial areas including producing a description of the organisation's financial framework and its components, including the systems of accounting, controls and financial statements used.

Project Management Award Level 5 CMI

Duration: 5 days
Cost: £995
Dates & Venue:
04 Mar 2019 -
The Business Space, Truro

This course/unit will teach you the principles of project development, control and monitoring strategies. You will design a project plan using four key project management tools, involving inputs from stakeholders, and identify how the project management tools assist in minimising risks and controlling financial resources. You will be able to demonstrate an understanding of how these elements interact and how their project fits into their strategic and commercial environment.

Effective Decision Making Award Level 5 CMI

Duration: 4 days
Cost: £695
Dates & Venue:
26 Jun 2019 -
The Business Space, Truro

This course/unit is about understanding the sources of management information within an organisation, and being able to analyse the information in order to identify patterns and trends. You will learn how to use simple decision making models and methods of presenting decisions, as well as understanding how to communicate management decisions effectively.

Managing Team and Individual Performance Award Level 5 CMI

Duration: 4 days
Cost: £695
Dates & Venue:
20 Feb 2019 -
St Austell
24 Sep 2019 -
The Business Space, Truro

This course/unit will equip you to understand the principles of motivation and how to inspire individuals. Develop your skills to ensure all team members contribute to the achievement of an organisation's overall objectives, and how to plan and monitor performance so that everyone understands their responsibilities and receives regular feedback on performance both as a team and an individual.

Principles of Being a Leader Award Level 5 CMI

Duration: 4 days
Cost: £695
Dates & Venue:
Oct 2019 -
The Business Space, Truro

This course/unit is about understanding and applying leadership skills and the understanding of ethical and cultural issues within the organisation. You will explore an organisation's ethical and value-based approach to leadership, as well as explore a range of leadership styles and assess and critically appraise the differences and similarities between leadership and management and how they relate to each other.



MARKETING & SALES INCLUDING SOCIAL MEDIA

Get the skills and knowledge to build your business with effective marketing and digital marketing solutions.
Expand into new markets, build your reputation and get more loyal customers.

CIM Foundation Certificate in Marketing Level 3

Duration: 6 days
Cost: £745
Dates & Venue:
13 Feb 2019 - Camborne
13 Mar 2019 - Camborne
08 May 2019 - Camborne
05 June 2019 - Camborne
Oct 2019 - Camborne

This recognised CIM qualification is ideal if you are working in a marketing support role, or are looking to move into marketing.

Successful completion of two modules in Digital Marketing Essentials and Marketing Principles will lead to the CIM Foundation Certificate in Marketing.

Marketing Principles Award (CIM Level 3 module)

Duration: 3 days
Cost: £395 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
13 Mar 2019 - Camborne
05 June 2019 - Camborne

This course provides an understanding of the key concepts and terminology used in marketing. It also gives you the knowledge and understanding of the role and function of marketing within organisations, and explores the factors that influence consumer behaviour. You will identify key components of the marketing environment and develop an appreciation of how to collect and use relevant information. The course outlines the concepts and elements which make up the marketing mix and shows you how they are applied in context.

Marketing Award (CIM Level 4 module)

Duration: 1 afternoon (1.30pm-5.30pm) per week, over 6 weeks
Cost: £550 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
Sep 2019 - Camborne

This course focuses on the importance of marketing's role in driving success and delivering results. It provides the knowledge and understanding of the function of marketing within the organisation and demonstrates how an appreciation of customer behaviour can enable effective targeting. It outlines an understanding of how external environmental influences affect planning and how information enables decision making. Also the elements of the marketing mix and how these are applied to address market and customer needs.

Digital Marketing Award (CIM Level 4 module)

Duration: 1 afternoon (1.30pm-5.30pm) per week, over 6 weeks
Cost: £550 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
23 Apr 2019 - Camborne
Apr 2020 - Camborne

This course is about appreciating the ever-evolving digital landscape and understanding how to develop skills to improve digital marketing effectiveness. It provides awareness of the nature of the challenges and opportunities within the digital environment, outlining the skills and tools required to support and enhance marketing activities. It identifies the importance of effective monitoring and measurement techniques that enable organisations to improve digital marketing performance.

Digital Marketing Essentials Award (CIM Level 3 module)

Duration: 3 days
Cost: £395 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
13 Feb 2019 - Camborne
08 May 2019 - Camborne

This course provides you with an understanding of what is meant by digital marketing and the key communication tools used. It outlines the key factors that influence the digital consumer including social networks and virtual communities.

It identifies the importance of developing campaign content aimed at specific market segments and how campaigns can be measured.

CIM Professional Certificate in Marketing Level 4

Duration: 1 afternoon (1.30pm-5.30pm) per week, over 18 weeks (Term time only)
Cost: £1567 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
23 Apr 2019 - Camborne
Sep 2019 - Camborne
Jan 2020 - Camborne

This qualification is designed for anyone with a working knowledge of marketing therefore experience of operational marketing is desirable. This course would also be suitable for you if you have accrued extensive experience in marketing practice but have no formal related qualifications. You will undertake three modules including:

- Marketing
- Digital Marketing
- Integrated Communications.

Integrated Communication Award (CIM Level 4 module)

Duration: 1 afternoon (1.30pm-5.30pm) per week, over 6 weeks
Cost: £550 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
19 Jan 2019 - Camborne
Jan 2020 - Camborne

This course highlights the importance of effective internal and external communications in building sustainable relationships and delivering customer value. It explains how the concept of product and brand management can enable organisations to deliver customer value. It outlines the components of the marketing communications mix and enables understanding of integrated marketing communications (IMC) planning.

CIM Professional Diploma in Marketing Level 6

Duration: 18 days, over 9 months
Cost: £1800 plus £50 membership and assessment fees payable to CIM
Dates & Venue:
10 Jan 2019 - Camborne
04 Apr 2019 - Camborne
Sep 2019 - Camborne

This qualification is designed for marketing managers with a degree level strategic knowledge of marketing. This means that you must have a degree in marketing or strongly related business discipline or equivalent formal qualification such as the CIM Professional Certificate in Marketing.

In addition experience of managing a marketing budget and a marketing team is desirable. You will undertake three modules including Strategic Marketing, Mastering Metrics and Digital Strategy.

Strategic Marketing Award (CIM Level 6 module)

Duration: 6 days including group and individual study, over 3 months
Cost: £600 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
10 Jan 2019 - Camborne
Jan 2020 - Camborne

This course recognises the significance of situation analysis and introduces techniques for assessing external and internal environments to enable effective decision making. It outlines the importance of all stages within the marketing planning process, from audit, through strategic decision making, to implementation of plans. Including how to manage resources, monitoring and measurement techniques that enable the achievement of the strategic marketing objectives.

Digital Strategy Award (CIM Level 6 module)

Duration: 6 days including group and individual study, over 3 months
Cost: £600 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
04 Apr 2019 - Camborne

This course outlines how understanding and analysing the macro and micro-environments can enable organisations to assess the impact of the disruptive digital landscape in delivering objectives. Developing strategic recommendations and creating digital marketing mixes to enable organisations to respond with agility to market needs. It examines how the management of digital channels and the application of key digital measures help to achieve business objectives.

Social Media for Business Basics Workshop

Duration: 1 day
Cost: £95
Dates & Venue:
10 Jan 2019 - St Austell
02 May 2019 - St Austell
Sep 2019 - St Austell

Understanding what you should be posting on social media is the vital first step that any business needs to take when marketing itself online. This course will explore ‘what makes good content’. If you’re running a social media account, but it’s not as successful as you might like, this course will help you explore how to make the most of your posts. Social Media for Business will explain jargon, such as hashtags and mentions and is also useful if you’re thinking about setting up social media accounts for business.

Advanced Social Media for Business Workshop

Duration: 1 day
Cost: £95
Dates & Venue:
07 Mar 2019 - St Austell
04 Jul 2019 - St Austell
Nov 2019 - St Austell

If you’ve mastered posting the right content, but would like to understand the next steps when managing your social media channels then this is the course for you. You’ll be taken through the best ways to network online and enhance your ‘online voice’, the course considers how to approach social media influencers and brand ambassadors. How to use scheduling tools, boosting posts and running adverts on Instagram and Facebook, as well as an overview of social media analytics and the importance of monitoring your marketing activity.

Mastering Metrics Award (CIM Level 6 module)

Duration: 6 days including group and individual study, over 3 months
Cost: £600 plus £50 membership and assessment fee payable to CIM
Dates & Venue:
Sep 2019 - Camborne

This course examines the role of marketing metrics and establishes how an understanding of a range of measurement techniques can enable organisations to achieve marketing insights and strategic decision making. It provides an appreciation of how these techniques, aligned to business objectives, can establish and determine marketing effectiveness. It outlines the value of using appropriate data sources to enable analysis, and employing appropriate analytics tools and techniques to ensure effective marketing.

Practical Digital Marketing

Duration: 4 days
Cost: £345
Dates & Venue:
10 Jan 2019 - The Business Space, Truro
07 Feb 2019 - The Business Space, Truro
07 Mar 2019 - The Business Space, Truro
04 Apr 2019 - The Business Space, Truro

This course consists of four workshops that are designed to give you practical, immediate skills, enabling you to instantly market your business online.

Focus on one area at a time to develop your skills in:

- Social Media for Business Basics
- Search Engine Optimisation
- Advanced Social Media for Business
- Copywriting and Blogging for Business.

Search Engine Optimisation Workshop

Duration: 1 day
Cost: £95
Dates & Venue:
04 Apr 2019 - St Austell
01 Aug 2019 - St Austell
Nov 2019 - St Austell

This workshop is aimed at giving people a basic overview of Search Engine Optimisation. It will explain the purpose and intent of SEO and how it fits within your overall marketing strategy.

You’ll be able to spot poor quality work on your sites and learn best practice to make improvements where necessary.

The course will also explore Pay Per Click advertising and how it can fit into your marketing strategy.

Copywriting and Blogging for Business Workshop

Duration: 1 day
Cost: £95
Dates & Venue:
07 Feb 2019 - St Austell
06 Jun 2019 - St Austell
Oct 2019 - St Austell

Learn how to write punchy, interesting copy for use in marketing materials and blogging. This course will help you develop your writing skills by harnessing the power of words.

You’ll leave with an understanding of how to structure blogs, press releases and case studies; as well as considering emotive language that will help with sales.

With a section on the impact of plagiarism, intellectual property rights and copyright law, you’ll be safe in the knowledge that your content is safeguarded.

“The CIM course has been an invaluable asset in my role as a marketer that works across channels. As well as covering the ever-growing digital sector, the course dealt with all aspects of day-to-day marketing roles and demonstrated the significance of targeting areas we’re not presently active in. The course is perfect for marketers from a wide variety of backgrounds, providing essential knowledge that everyone wanting to grow in this industry should know.”

Jamie Mackenzie Smith
Marketing Executive
[checkmyfile](#)



To read more about Jamie’s training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Selling to Customers Award Level 2 ISMM

Duration: 1 1/2 days
Cost: £250
Dates & Venue:
Flexible – across Cornwall & Devon

By attending this course you will develop the skills needed to maximise your success rate in the art of face to face sales.

This will be achieved by looking at your existing face-to-face selling approach and introducing you to a variety of new skills to assist you in turning more sales opportunities into tangible results.

Negotiation Skills

Duration: 1 day delivered in your company subject to group size
Cost: £400
Dates & Venue:
Flexible - across Cornwall & Devon

This workshop is designed to assist professionals in developing their negotiation skills.

Attendees will assess their own negotiation style before exploring the negotiation behaviours they may encounter, and effective negotiation techniques they can apply in order to increase their success.

Telesales Award Level 2 ISMM

Duration: 1 1/2 days
Cost: £250
Dates & Venue:
Flexible – across Cornwall & Devon

You will develop an understanding of professional selling over the phone and how to identify, develop and close the sale.

Delegates will learn the skills required in order to identify your customers’ buying requirements, promote benefits and features of your organisation’s products or services, and respond to and resolve customer and gatekeeper objections.

Understanding Buying Behaviour Award Level 2 ISMM

Duration: 1 day
Cost: £135
Dates & Venue:
Flexible – across Cornwall & Devon

Trained staff will have improved skills and increased morale, enabling them to be more productive, offer improved customer service and increase sales. This course aims to develop your knowledge and understanding of buyer decision-making, processes and behaviour.



PROCUREMENT AND SUPPLY

Procurement training helps your business achieve sustainable value delivery from your supplier base plus our logistic and transport course will help your business become more efficient.

Procurement and Supply Diploma Level 4 CIPS

Duration: 15 days
Cost: £2495
Dates & Venue:
16 Jan 2019 - Saltash
Jan 2020 - Saltash

This course offers valuable management tools for those moving into junior and middle management procurement roles or those supervising the procurement function. It focuses on organisational procedures and processes including negotiation, planning, risk management and data analysis. The course also covers the following areas; contexts of procurement and supply, business needs, sourcing, negotiating, contracting, managing contracts and relationships.



Logistics and Transport Certificate Level 3 CILT UK

Duration: 14 days
Cost: £1995 plus £440 for registration & books
Dates & Venue:
Flexible - across Cornwall & Devon

This course is aimed at team leaders, new supervisors, aspiring managers or for anyone making a career change.

The course comprises two mandatory units, business theory and business application plus you can choose additional units to suit your role including; warehousing, inventory, procurement, supply chain operations, freight transport operations, passenger transport operations and transport planning.



Procurement and Supply Diploma Level 5 CIPS

Duration: 15 days
Cost: £2895
Dates & Venue:
06 Feb 2019 - Saltash
Jan 2020 - Saltash

This course provides senior buyers, contract and supply chain managers with the expertise to improve organisational procurement and to fulfil organisational objectives. You will need to have achieved the CIPS Diploma in Procurement and Supply to undertake this course.

What will be covered in the programme?

The course consists of three compulsory units; management in procurement and supply; managing risks in supply chains and improving the competitiveness of supply chains.

Additionally you have the choice of two optional units tailoring the course to your role. These units include; category management in procurement and supply, sustainability in supply chains and operations management in supply chains.

Benefits to your business

This course will give you the knowledge base to reduce cost, improve quality and timescales, manage the supply chain and deal with legal issues.



Procurement and Supply Diploma Level 6 CIPS

Duration: 15 days
Cost: £2995
Dates & Venue:
11 Feb 2019 - Saltash
Jan 2020 - Saltash

This course is aimed at senior procurement professionals and heads of department. It is targeted at building strategic direction and advice, in areas such as change management, stakeholder management and team leadership. You will need to have achieved the CIPS Diploma Level 5 in Procurement and Supply to undertake this course.

What will be covered in the programme?

The course consists of three compulsory units; leadership in procurement and supply, corporate and business strategy and strategic supply chain management.

Additionally you have the choice of two optional units tailoring the course to your role. These units include; supply chain diligence, programme and project management and legal aspects in procurement and supply.

Benefits to your business

No matter what your sector, your specific challenges or how effectively your current procurement function operates, this course can help you build skills, knowledge and capability within procurement and supply chain teams. This is the highest qualification that CIPS offers. On successful completion of the Diploma, Advanced and Professional Diplomas, along with 3 years' experience in a position of responsibility in procurement and supply, you will be awarded MCIPS status.



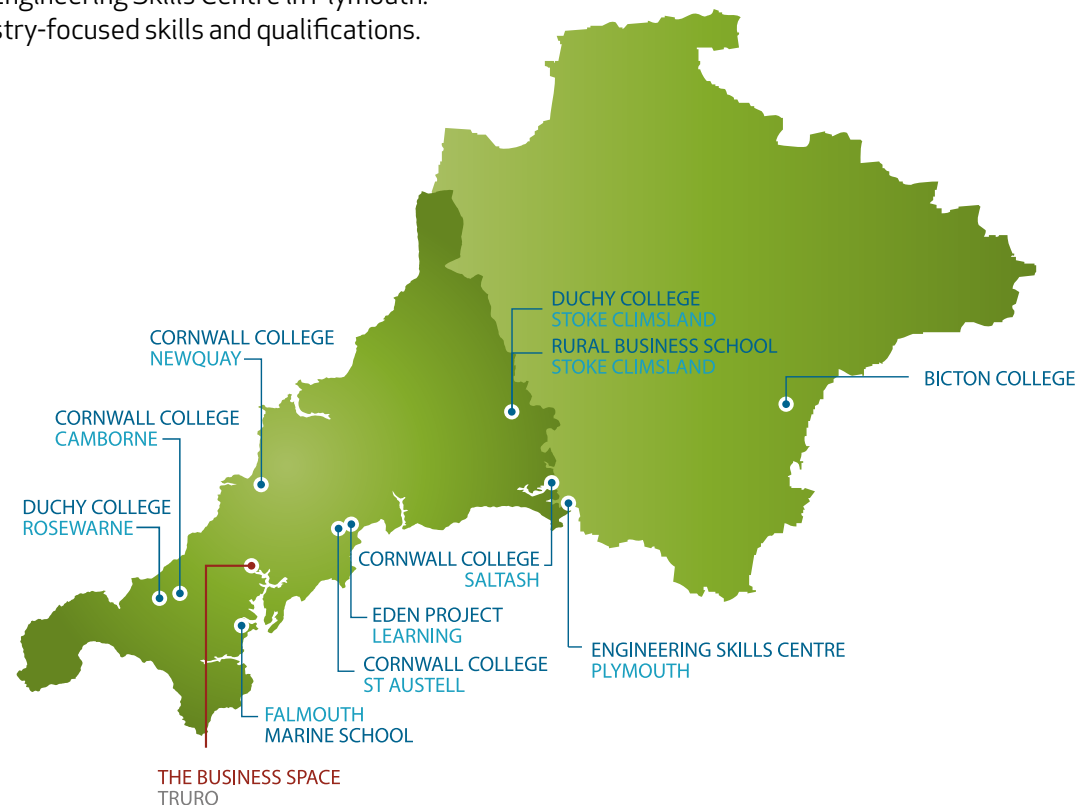
Working in partnership

We deliver apprenticeships and bespoke training in the workplace across Devon and Cornwall utilising the expertise of our partners, within The Cornwall College Group.

The Group is made up of Cornwall College, Duchy College, Falmouth Marine School, Bicton College, Rural Business School and the Engineering Skills Centre in Plymouth. We offer specialist career pathways, with industry-focused skills and qualifications.



THE CORNWALL COLLEGE GROUP



ANIMAL CARE

Working in partnership with the Rural Business School, Duchy College and Bicton College to offer a wide range of animal care courses and apprenticeships.



“Apprentices are a great resource at our yard freeing up other members of staff to complete more challenging tasks making our business run efficiently. The staff at Duchy College thoroughly support our apprentices and they always put the needs of my business first.”

Tim Cheffings
Downe Farm Event Centre

To read more about Downe Farm Event Centre’s training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Animal Care

Course Title	Duration	Costs	Date	Venue
AMTRA - COMPANION	1 day	£110	Jun 2019	Bicton College, near Exeter
AMTRA - COMPANION	1 day	£110	Oct 2019	Bicton College, near Exeter
AMTRA - EQUINE	1 day	£110	Jun 2019	Bicton College, near Exeter
AMTRA - EQUINE	1 day	£110	Oct 2019	Bicton College, near Exeter
AMTRA - FARM	2 days	£210	May 2019	Bicton College, near Exeter
AMTRA - FARM	2 days	£210	Oct 2019	Bicton College, near Exeter
AMTRA - BASE	3 days	£320	May 2019	Bicton College, near Exeter
AMTRA - BASE	3 days	£320	Oct 2019	Bicton College, near Exeter
AMTRA - FULL	7 days	£750	May 2019	Bicton College, near Exeter
AMTRA - FULL	7 days	£750	Oct 2019	Bicton College, near Exeter
Canine First Aid	1 day	£45	Sep 2019	Duchy College, Rosewarne
First Steps in Dog Grooming	1 day	£45	Sep 2019	Duchy College, Rosewarne

APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Animal Care
- Animal Management
- Equine Groom
- Horse Care & Management
- Veterinary Nursing

See page 2 - Apprenticeships for your business

CATERING & HOSPITALITY

With unrivalled facilities and expertise in these key sectors, CCB offers specialist training to local businesses to help keep skills and knowledge up-to-date and relevant.

Food Safety in Catering Award Level 2

Duration: 1 day

Cost: £75

Dates & Venue:

28 Jan 2019 - Camborne

04 Feb 2019 - St Austell

25 Feb 2019 - Camborne

04 Mar 2019 - St Austell

25 Mar 2019 - Camborne

08 Apr 2019 - St Austell

See website for further dates.

For all food handlers in the catering, food retail and manufacturing industries.

On successful completion of the qualification, the learner will understand:

- How individuals can take personal responsibility for food safety
- The importance of personal hygiene
- The importance of keeping the work areas clean and hygienic
- The importance of keeping food safe.

Healthier Food and Special Diets Award Level 2

Duration: 1 day

Cost: £75

Dates & Venue:

Please call
0800 731 7594
for further details

This course will provide a basic understanding of nutrition and the importance of a balanced diet highlighting the impact on health. It will also cover special dietary requirements, current legislation and information provided on food labels.

Personal Licence Holders Award Level 2 City & Guilds

Duration: 1½ days

Cost: £160

Dates & Venue:

04 Feb 2019 - St Austell

Flexible -
across Cornwall

Under the Licensing Act 2003, anyone authorising the retail sale of alcohol must hold a personal licence. In order to qualify for a personal licence, an applicant must hold a licensing qualification which is: Qualifications and Curriculum Authority (QCA) accredited, and Government approved.

Health & Safety in Catering Award Level 2

Duration: 1 day

Cost: £75

Dates & Venue:

Flexible -
across Cornwall

This course is for those working in a situation where food is prepared, cooked and served. Food safety training is essential to ensure not only compliance with the law, but for food handlers and businesses to have a proper understanding of their responsibilities and to safeguard the health and safety of their customers.

**Front of House Reception NVQ Diploma Level 2
City & Guilds**

Duration: Workbased over 6 – 9 months
Cost: £175 - £1200**
Dates & Venue: Flexible – in your company

Ideal for those employed in a reception/ front office environment who are dealing with customers and bookings, storing and retrieving information and handling payments.

**Food and Beverage Service NVQ Diploma Level 2
City & Guilds**

Duration: Workbased over 6 – 9 months
Cost: £175 - £1200**
Dates & Venue: Flexible – in your company

For people employed preparing and serving alcoholic, soft and hot drinks and food service, and in which the customer service element is essential to both areas.

**Culinary Skills Diploma Level 3 (Advanced Professional
Cookery Kitchen & Larder) City & Guilds**

Duration: 1 day per week, term time over 12 months
Cost: £2500 - £3500**
Dates & Venue: Sep 2019 – Camborne, St Austell & Saltash

This practical course will enable you to develop skills in the preparation and cooking of complex meat, poultry, fish, hot and cold sauces, vegetables and salads. You will also study the nutritional values of foods and ingredients, management and supervisory skills, successful kitchen management and how to store, prepare and cook food safely.

**Supervising Food Safety in Catering Award Level 3
City & Guilds**

Duration: 3 days
Cost: £250
Dates & Venue: 21 Jan 2019 - St Austell
11 Feb 2019 - Saltash
11 Mar 2019 - Camborne
21 Mar 2019 - St Austell
01 Apr 2019 - St Austell

See website for further dates.

This course covers understanding responsibilities and managing food safety systems and new legislation and policies.

It includes bacteriology, physical contamination of food and its prevention, food storage and temperature control, design and construction of food premises, pest control and supervisory management.

Professional Cookery NVQ Diploma Level 2 City & Guilds

Duration: Workbased over 12 months
Cost: £175 - £1200**
Dates & Venue: Flexible – in your company

This course offers study in a range of cooking styles, from stocks, soups and sauces to the preparation and cooking of shellfish, producing hot and cold desserts and preparing and cooking meats using a range of methods, this course will cover the necessary knowledge required to work as a senior chef.

Hospitality Service NVQ Diploma Level 2 City & Guilds

Duration: Workbased over 6 – 9 months
Cost: £175 - £1200**
Dates & Venue: Flexible – in your company

For individuals working in a multitasking job role which covers everything from receiving, greeting and booking in customers, providing housekeeping services to food and drink preparation and service.

**Hospitality Supervision & Leadership NVQ Diploma
Level 3 City & Guilds**

Duration: 1 year
Cost: £250-£1800**
Dates & Venue: Flexible – in your workplace

This course is for individuals employed in the overall supervision and management of services provided within a hospitality establishment and is assessed in the workplace. The programme is flexible to suit your job role and can include a variety of different areas including food safety, ordering, management skills, costing and event planning.



Managing Food Safety in Catering Level 4

Duration: 6 days
Cost: £550
Dates & Venue: 08 Jan 2019 - Camborne

See website for further dates.

This course is for supervisors, managers and proprietors from all sectors of the food industry (catering, retailing, manufacturing), seeking to develop a career with environmental health departments, health authorities, consultants, training companies and colleges.

Professional Patisserie & Confectionery NVQ Level 3 City & Guilds

Duration: 1 day per week, term time over 12 months

Cost: £2500 - £3500**

Dates & Venue: Sep 2019 – Camborne & St Austell

This course combines all the knowledge, techniques and artistic skills required to work in a professional pastry kitchen. You will develop skills in bread and dough products, cakes, sponges, biscuits and scones, pastry products, chocolate products, hot and cold desserts and sauces, fillings and coatings. You will also study the nutritional values of foods and ingredients, management and supervisory skills, successful kitchen management and how to store, prepare and cook food safely.

Workshops	Duration	Costs	Date	Venue
Artisan Bread	1 day	£75	05 Apr 2019*	St Austell & Camborne
Barista	1 day	£75	08 Feb 2019*	St Austell & Camborne
Bean to Bar Chocolate	1 day	£75	08 Mar 2019*	St Austell & Camborne
Coastal Foraging	1 day	£75	14 Jun 2019*	St Austell & Camborne
Cocktail Making and Mixology	1 day	£75	22 Mar 2019*	St Austell
Fish Cookery	1 day	£75	03 May 2019*	St Austell, Camborne & Saltash
Game & Offal Cookery	1 day	£75	Flexible*	St Austell
Pig in a Day from Snout to Tail	1 day	£75	15 Mar 2019*	St Austell & Camborne
Molecular Gastronomy	1 day	£75	18 Jan 2019*	St Austell
Shellfish Cookery	1 day	£75	17 May 2019*	St Austell, Camborne & Saltash
Vegetarian Cookery	1 day	£75	03 May 2019*	St Austell, Camborne & Saltash
Wine Matching	1 day	£75	17 May 2019*	St Austell & Camborne

APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Commis Chef
- Chef de Partie
- Hospitality Team Member
- Hospitality Supervision Front of House

See page 2 - Apprenticeships for your business

Chocolate and Petit Fours Crème de la Crème

Duration: 4 days

Cost: £350

Dates & Venue: 19 Feb 2019 - St Austell & Camborne

See website for further dates.

On this course you will develop your knowledge and skills in working with chocolate and sugar. You will begin with understanding how to temper chocolate and discover the various types of chocolate available including pralines and petit fours, before moving onto working with sugar and chocolate to learn various techniques to produce simple creations. You will then progress to create your own centre showpiece, including a selection of chocolates and petit fours.

Easter Chocolates and Showpiece

Duration: 2 days

Cost: £150

Dates & Venue: 16 Apr 2019 - St Austell & Camborne

See website for further dates.

Join this fun and hands-on workshop as you learn how to temper chocolate and make basic praline to help create your finished showpiece. Learn how to use chocolate moulds correctly, create your own Easter eggs and learn how to decorate professionally.



Pictured: Abigail Brenton
Commis Chef Apprentice

“ Our apprenticeship journey has been positive, forward thinking and challenging for Abi and ourselves. ”

Jeremy Cooper
Landlord
The Plough, Duloe

Desserts and Patisserie

Duration: 4 days
Cost: £350
Dates & Venue:
 See website for further dates.

Develop your knowledge and skill set in preparing and cooking various modern desserts. Explore the technical side of cooking, using lots of ingredients in different ways. You will also experiment with enhancing your desserts incorporating the use of molecular cookery including; foams, airs and spherification. As we progress you will also experience different aspects of patisserie work and develop your knowledge of using chocolate and sugar skills to complement these tasty treats.

Meat & Poultry Cookery

Duration: 4 days
Cost: £350
Dates & Venue:
 See website for further dates.

This masterclass will help develop your knowledge and skills in preparing meat and poultry products, from butchery to preservation. You will explore the technical side of cooking using various ingredients in a number of different ways. You will also experiment with enhancing your desserts incorporating the use of molecular cookery including; foams, airs and spherification. You get the opportunity to revisit some classic sauces and dressings and explore their place on the modern menu.

Fish & Shellfish Cookery

Duration: 4 days
Cost: £350
Dates & Venue:
 17 May 2019 -
 Camborne & St Austell

On this course you will develop your knowledge and skills in preparing fish and shellfish, from filleting to preservation. You will look at the technical side of cooking and explore using various ingredients in different ways.

See website for further dates.

You will also experiment with enhancing your dishes incorporating the use of molecular cookery including; foams, airs and spherification to help complement the food and you will revisit classic sauces and dressings for that all round experience.

Traditional French Viennoiserie

Duration: 4 days
Cost: £350
Dates & Venue:
 See website for further dates.

This specialist course is perfect for keen enthusiasts as well as professional chefs and those involved in the production of dough products.

On this course you will learn how to create a wide range of international dough varieties including; flavoured breads, classic yeast doughs and decorative breads. In addition you will discover the wonders and gain knowledge of traditional patisserie and breakfast Viennoiserie items including croissants.



CHILDREN & YOUNG PEOPLE, CARE & EDUCATION

Ensure your staff have the right skills and knowledge to support the needs of children and young people.

**Children & Young People’s Workforce Certificate
Level 2 City & Guilds**

Duration: 15 months
Cost: £1417 – funding may be available subject to criteria
Dates & Venue:
Flexible – St Austell,
Camborne &
Duchy College
Stoke Climsland

This course enables study to take place whilst in the workplace as a member of staff or a volunteer. On completion it will provide you with a Level 2 qualification working with children and young people up to the age of 19, working in a supporting role.



**Supporting Teaching & Learning in Schools Certificate
Level 2 & 3 City & Guilds**

Duration: 15 months
Cost: £1417 – funding may be available subject to criteria
Dates & Venue:
Flexible – St Austell,
Camborne &
Duchy College
Stoke Climsland

These courses are ideal for those working within a primary or secondary school in a supporting role. The courses measure existing competence and improve skills and knowledge.



**Early Years Workforce (Early Years Educator)
Diploma Level 3**

Duration: 22 months
Cost: £2882 – funding may be available subject to criteria
Dates & Venue:
Flexible – St Austell,
Camborne &
Duchy College
Stoke Climsland

This course enables those working with children from birth to 7 years 11 months to obtain a qualification whilst working or volunteering in an early year’s environment. A minimum of 350 hours have to be undertaken in the workplace. On successful completion you will be able to seek employment in a supervisory role.



APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Children & Young People’s Workforce
- EarlyYears Workforce (Early Years Educator)
- Supporting Teaching & Learning in Schools

See page 2 - Apprenticeships for your business



“ By taking on an apprentice at the start of the school year it offered us a very cost effective way of inducting, supporting and training a new team member, giving them the time needed to fully learn the ropes. ”

Louise Cooke-Davies
Early Years Professional/Manager
Community Kernow- Wesley Pre-School

To read more about Community Kernow - Wesley Pre-School’s training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies



“ Taking on an apprentice gave us the opportunity to build their skills to meet the needs of our school. Having a dedicated sports apprentice has helped raise the profile of sports and allowed us to access a greater number of opportunities. ”

Kate Webber
Deputy Head
Lostwithiel Primary School

Pictured: Billy Way
Physical Education & School Sport Apprentice

To read more about Lostwithiel Primary School's training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Specialist Support for Teaching & Learning in Schools Diploma Level 3 City & Guilds

Duration: 15 months

Cost: £2225 – funding may be available subject to criteria

Dates & Venue:

Flexible - St Austell, Camborne & Duchy College Stoke Climsland

This course is for experienced learning support staff who undertake a varied range of responsibilities at school under the direction of the class teacher. They will contribute to planning, implementing and evaluating learning activities and will work alongside the teacher to support whole class activities, as well as working on their own with individuals or groups of pupils.

The course also covers:

- Supporting learning activities
- Promoting children and young people's positive behaviour
- Supporting assessment for learning
- Understanding child and young person development
- Understanding how to safeguard the wellbeing of children and young people
- Personal Learning and Thinking Skills (PLTS)

Benefits to your business

This course is part-time and enables the delegate to develop their skills alongside their work in the classroom.



Emergency Paediatric First Aid Award Level 3 FAA

Duration: 1 day

Cost: £65

Dates & Venue:

Flexible - across Cornwall & Devon

As this course is a one day workshop it provides you with a solid introduction to Emergency Paediatric First Aid where you will gain the knowledge and competence to administer first aid and basic life support.

You will feel more confident in a first aid situation and learn the skills and knowledge required to provide treatment to casualties in a prompt, safe and effective manner.

Paediatric First Aid Award Level 3 FAA

Duration: 2 days

Cost: £95

Dates & Venue:

Flexible – across Cornwall & Devon

This two day course will provide you with a sound introduction into paediatric first aid. It will be particularly beneficial to you if you are responsible for children and infants in your workplace in a role such as teachers, child minders, crèche assistants and playgroup personnel.

This course satisfied the guidelines and criteria as stated by the Early Years Foundation Stage (EYFS) and OFSTED.

CONSTRUCTION

Our high quality construction training is designed specifically to meet the needs of the industry, and is available in two methods, college attendance and on-site assessment, giving you the choice of the most suitable approach for you.

Saturday Skills Workshops

Finding time to develop new skills whilst juggling work and other commitments can be tricky, with our Saturday Skills Workshops you and your staff can now pick up a new trade from bricklaying to plumbing.

- Duration:** 10 week workshops
Saturday, 9.30am – 12.30pm over 10 weeks
Cost: £250 or £350 for Furniture and Plastering
- Dates & Venue:**
27 Jan 2019 - Saltash (Plastering)
Jan 2019 - Camborne
Apr 2019 - Camborne
Sep 2019 - Camborne
- Duration:** 30 week workshops
Saturday, 9.30am – 4.30pm over 30 weeks
Cost: £500 subject to eligibility
- Dates & Venue:**
Jan 2019 - Camborne
Apr 2019 - Camborne
Sep 2019 - Camborne

- Brick and Blockwork
- Plumbing
- Site Carpentry
- Bench Joinery
- Furniture
- Plastering (including rendering)

30 week workshops
Looking to develop more in-depth skills? Our 30 week courses are just for you.

- Plastering (including rendering)
- Brick and Blockwork
- Plumbing

Benefits to your business

By investing in your staff you not only develop their skills and knowledge; you increase their motivation, loyalty and effectiveness in your business.

On-site Assessment Training (OSAT) City & Guilds

Duration: 3 – 12 months
Cost: £175 - £2600**
Dates & Venue: Flexible – across the South West

OSAT allows you and your staff to get the essential qualifications needed with no downtime because it's all carried out on-site.

Occupations available for OSAT are:

- Trowel Occupations NVQ 2 and 3
- Wood Occupations NVQ 2 and 3
 - Shopfitting Site Work
 - Carpentry & Joinery Sitework
 - Carpentry & Joinery Benchwork
- Decorative Occupations NVQ 2
- Plastering NVQ 2 and 3
- Roofing Occupations NVQ 2 (Slating & Tiling)
- Work Supervision NVQ3

Benefits to your business

By putting your employees through OSAT Training ensures they have the relevant skills and qualifications to do their job. OSAT is also a route to securing CSCS cards.

OFTEC Oil Training & Assessment NICEIC

Duration: 1 - 5 days

Cost: £50 - £889

Dates & Venue:

28 Jan 2019 - Camborne

04 Mar 2019 - Camborne

10 Apr 2019 - Camborne

20 May 2019 - Camborne

24 Jun 2019 - Camborne

Oct 2019 - Camborne

Nov 2019 - Camborne

These courses are for experienced oil operatives or plumbing/heating engineers who wish to install, commission and service oil fired pressure jet burners and install oil tanks.

Wide range of courses available for your OFTEC training requirements.

LPG Gas Training & Assessment

Duration: 1 - 2 days

Cost: £50 - £315 depending on course

Dates & Venue:

21 Jan 2019 - Camborne

25 Feb 2019 - Camborne

25 Mar 2019 - Camborne

13 May 2019 - Camborne

17 Jun 2019 - Camborne

Sep 2019 - Camborne

Oct 2019 - Camborne

Nov 2019 - Camborne

Dec 2019 - Camborne

For engineers who want to renew or for new entrants to gain their qualification for LPG gas assessment.

Elements available:

- Changeover from Natural Gas - CONGLP1/PD
- Residential Park Homes - CONGLP1/RPH
- Leisure Activity Vehicles - CONGLP1/LAV + HTRLP2 -
- Boats - CONGLP1/B

Water Regulations Training NICEIC

Duration: 1 day

Cost: £170 for training and assessment

£100 - assessment only

Dates & Venue:

24 Jan 2019 - Camborne

25 Apr 2019 - Camborne

Jun 2019 - Camborne

Oct 2019 - Camborne

Dec 2019 - Camborne

On this course you gain an up-to-date knowledge of current water regulations. The Water Regulations are national requirements for the design, installation and maintenance of plumbing systems, water fittings and water-using appliances.

Energy Efficiency Building Regulations Level 1 NICEIC

Duration: 1 day

Cost: £161 including assessment

Dates & Venue:

13 Feb 2019 - Camborne

24 Apr 2019 - Camborne

Sep 2019 - Camborne

Dec 2019 - Camborne

Following the revised Building Regulations published April 2005, from April 2006, all installers wishing to certify their own work under Gas Safe Registration legislation, (rather than call Local Authority Building Control) must hold a certificate in Energy Efficiency for Domestic Heating. This course can help you deliver your responsibilities under the Home Energy Conservation Act. This course is also suitable for engineers working on renewable energies who wish to be registered under the NICEIC MCS Micro Certification Scheme.

ACS Courses & Assessment NICEIC

Duration: 1-8 days

Cost: £90 - £1150

Dates & Venue:

07 Jan 2019 - Camborne

04 Feb 2019 - Camborne

11 Mar 2019 - Camborne

29 Apr 2019 - Camborne

04 Jun 2019 - Camborne

Sep 2019 - Camborne

Oct 2019 - Camborne

Nov 2019 - Camborne

These courses are for qualified gas installation engineers/plumbers seeking re-certification of expired qualifications. Also suitable for engineers wanting to be gas qualified for the first time but must have a minimum of NVQ Level 2 Plumbing with experience of working alongside a qualified gas engineer.

Elements available:

CCN1/CENWAT/CKR1/HTR1/MET1/DAH1/LAU1/CMDDA1

These courses can be tailored into packages at a reduced price. Please call for further details.

Unvented Hot Water NICEIC

Duration: 1 day

Cost: £178 for training and assessment

Dates & Venue:

17 Jan 2019 - Camborne

21 Mar 2019 - Camborne

13 Jun 2019 - Camborne

Sep 2019 - Camborne

Nov 2019 - Camborne

Aimed at qualified plumbers wishing to comply with the requirements of the current Building Regulation and be deemed competent to maintain and install unvented hot water systems.

Assessment only - £125

Half a day at Camborne:

24 Jan 2019

25 Apr 2019

Sep 2019

Dec 2019

Legionella Awareness NICEIC Level 3

Duration:

1 day

Cost:

£183 including assessment

Dates & Venue:

22 Mar 2019 - Camborne

Jun 2019 - Camborne

Oct 2019 - Camborne

Dec 2019 - Camborne

The course is suitable for those who wish to disinfect hot and cold water systems and carry out a Legionella Risk Assessment. It is also suitable for managers/supervisors who are responsible for the management and maintenance of water systems (e.g. managers/supervisors of housing associations, nursing homes, hotels, restaurants and private landlords etc.).

Plumbing Studies Diploma Level 2 & 3 City & Guilds

Duration:

Level 2:

60 days over 12 months

Level 3:

60 days over 24 months

Cost:

Level 2 £1673*

Level 3 £3345

Dates & Venue:

Sep 2019 - St Austell & Camborne

The Level 2 will provide a mixture of practical and underpinning knowledge in health and safety for building services engineering, electrical principles and processes, scientific principles, cold water systems, domestic hot water systems, sanitation and drainage and central heating systems.

The Level 3 will develop practical training covering more advanced industry techniques in areas such as materials, pricing, maintaining pipe systems, installing and testing central heating systems.

0330 123 2523 enquiries@cornwall.ac.uk www.cornwall.ac.uk

**Prices vary subject to criteria

0330 123 2523 enquiries@cornwall.ac.uk www.cornwall.ac.uk

Plumbing Level 2

Duration: 2 days per week over 36 weeks
Cost: £1637*
Dates & Venue:
Sep 2019 –
St Austell, Camborne
& Saltash

The course will provide a mixture of practical training and underpinning knowledge covering plumbing principles in areas of hot and cold water systems, waste systems, electrical connections, safety and other associated areas.

Craft Masonry Diploma Level 2 City & Guilds

Duration: 24 months (1 day per week, over 36 weeks per year)
Cost: £1673*
Dates & Venue:
Sep 2019 –
St Austell & Camborne

Through both theory and practical sessions, you will learn how to interpret working drawing, set out masonry structures, build solid and cavity walls to form craft masonry structures, learn and produce internal and external finishes and install pitched roof systems.



Bricklaying Diploma Level 2 & 3 City & Guilds

Duration:
Level 2: 12 months
(1 day per wk over 36 wks)
Level 3: 24 months
(1 day per week over 36 weeks per year)
Cost:
Level 2 £1673*
Level 3 £3345
Dates & Venue:
Sep 2019 – St Austell,
Camborne & Saltash

These courses cover the theory and practical training needed within the construction industry. Developing skills and knowledge within areas such as health and safety, erecting masonry structures, efficient work practices, and moving resources.

The Level 3 will further develop your skills in construction and design of complex structures, curved and decorative work.



Site Carpentry NVQ Level 2 & 3 City and Guilds

Duration: 60 days over 24 months
Cost:
Level 2 £175 - £1673**
Level 3 £175 - £3345**
Dates & Venue:
Sep 2019 - Camborne,
St Austell & Saltash

The course will provide a mixture of practical training and underpinning knowledge in site carpentry.

Site Management Level 4 NVQ City and Guilds

Duration: 24 months
Cost:
Price on application
Dates & Venue:
Sep 2019 -
St Austell or in your workplace

This qualification is gained through the collection of evidence to demonstrate competence in the workplace.

Roof Slating and Tiler NVQ Level 2 City and Guilds

Duration: 60 days over 24 months
Cost: £175 - £1450**
Dates & Venue:
Sep 2019 -
St Austell

The course will provide a mixture of practical training and underpinning knowledge in roof slating and tiling applications.

APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Craft Masonry
- Bricklaying
- Plastering
- Plumbing and Heating
- Plumbing and Heating (Gas or Renewables)
- Gas Operative
- Painting and Decorating
- Electrical (Electrotechnical)
- Site Carpentry
- Bench Joinery
- Furniture Making
- Property Maintenance Operative
- Construction Management

PASMA Tower Scaffolding

Duration: 1 day
Cost: £85
Dates & Venue:
Flexible – across
Cornwall & Plymouth

This course is for operatives who construct or inspect module access towers. The course covers; health and safety, erecting and dismantling, maintenance and care and inspection reporting procedures.



ENGINEERING MANUFACTURING & WELDING

Streamline productivity, develop specialist skills and improve your business with our wide range of training courses.

Performing Engineering Operations NVQ Diploma Level 1 & 2 EAL

Duration: Over 12 months
Cost: Level 1 Price on application
Level 2 £175 - £1450**
Dates & Venue:
Flexible – Camborne, St Austell, Plymouth and in your company

This course is designed for individuals who are working in an engineering process operational role and who wish to gain a qualification to demonstrate their skills, competency and knowledge related to their role. Level 2 will build on existing knowledge.



Performing Manufacturing Operations NVQ Diploma Level 2 EAL

Duration: Over 12 months
Cost: £175 - £1450**
Dates & Venue:
Flexible – in your company

This course is ideal for individuals who are working in a manufacturing role as an operative, team leader or supervisor and who wish to be aware of their working environment and improve their contribution to the job they perform.



Process Operations NVQ Diploma Level 2 MPQC

Duration: Over 12 months
Cost: £175 - £1450**
Dates & Venue:
Flexible – in your company

This course is aimed at individuals who are working in a process operations role particularly in the extractive industry and enables them to demonstrate their competency in that sector with an emphasis on health & safety.

Business Improvement Techniques NVQ Diploma Level 2 EAL

Duration: 6 -12 months
Cost: £175 - £1450**
Dates & Venue:
Flexible – in your company

This course enables those working in a manufacturing or processing role as an operator, supervisor or manager to gain knowledge of the tools that will reduce cost, minimise waste and improve productivity with a focus on a real operational project.

BS7671 18th Edition Wiring Regulations

Duration: 3 days or 8 afternoons
Cost: £400
Dates & Venue: Flexible - Camborne

This course is aimed at practising electricians with relevant experience and will ensure they are conversant with the requirements for Electrical Installations BS 7671, 18th Edition 2018.

Engineering Maintenance & Installation NVQ Diploma Level 2 & 3 EAL

Duration: Over 12 months
Cost:
Level 2 £175 - £1450**
Level 3 £175 - £2600**
Dates & Venue: Flexible - in your company

This course is ideal for individuals who are working in an engineering role that involves supporting engineering equipment and installing electrical or mechanical systems, and who wish to be aware of their working environment and improve their contribution to the job they perform through workplace assessment and discussion.



Electrical Installation Inspection Testing Certification & Reporting Award Level 3 EAL

Duration: 10 sessions over 10 weeks
Cost: £800 combined with Initial Verification & Certification of Electrical Installation course.
Dates & Venue: Flexible - Camborne

This course is for those who wish to become fully conversant with regards to inspection, testing and commissioning of fixed electrical installations. You have to be currently active in the trade and have a basic knowledge of inspection, testing and commissioning to enrol on the course.

APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- | | |
|---------------------------------|---|
| - Electrical (Electrotechnical) | - Motor Vehicle Fast Fit |
| - Engineering | - Motor Vehicle - Heavy Vehicle Maint. & Repair |
| - Engineering Maintenance | - Motor Vehicle - Light Vehicle Maint. & Repair |
| - Fabrication and Welding | - Warehousing and Distribution |
| - Mobile Plant Operations | |
| - Marine Engineering | |

See page 2 - Apprenticeships for your business

**Prices vary subject to criteria

Warehousing & Storage NVQ Certificate Level 2 EAL

Duration: 4 - 6 months
Cost: £175 - £1450**
Dates & Venue: Flexible - in your company

During this programme you will have the opportunity to select units that reflect your job role, whether it be operating equipment, receiving and dispatching goods, managing stock levels, processing orders or storing goods safely.

The programme includes workplace assessment and discussion with a qualification outcome that recognises your competency.



Fabrication & Welding NVQ Diploma Level 2 & 3 EAL

Duration: Over 12 months
Cost:
Level 2 £175 - £1450**
Level 3 £175 - £2600**
Dates & Venue: Flexible - in your company

This course is ideal for individuals who are working as a fabricator or welder who wish to improve their skills or knowledge.

Level 3 will build on existing knowledge and develop advanced skills.



**Prices vary subject to criteria

Welding - Saturday Workshop

Duration: Saturday afternoons 12.15pm-3.15pm over 4 weeks
Cost: £145
Dates & Venue:
19 Jan 2019 - St Austell
30 Mar 2019 - St Austell
27 Apr 2019 - St Austell
08 Jun 2019 - St Austell
Sep 2019 - St Austell
Nov 2019 - St Austell

On this course you will gain a basic understanding of four different welding processes used in industry: MMA Manual Metal ARC (Stick), MAGS-Metal Arc Gas Shielded (Mig), TIG-Tungsten Inert Gas, GAS-Oxy-Acetylene. Plus: Flat Butt and Corner welds and Horizontal/Vertical Lap and Tee Fillet welds using 1mm to 6mm material. You will learn about welding health and safety, how to set-up the machine including amps, volts, gas, wire speed, the correct operating procedure and techniques to deposit welds and successfully join the material together.

Oxy-Fuel Gas Competence Training and Inspection Course

Duration: 1 day or 1.5 days - Including practical gas cutting exercises
Cost: £150 per day
Dates & Venue:
04 Feb 2019 - St Austell
04 Mar 2019 - St Austell
29 Apr 2019 - St Austell
13 May 2019 - St Austell
10 Jun 2019 - St Austell
Oct 2019 - St Austell
Nov 2019 - St Austell

This course is designed to ensure all owners and users comply with legal obligations and current codes of practice when operating Oxy-Fuel gas equipment for welding, cutting and similar processes.

This focus of this training is to enable the candidate to gain the essential knowledge and skills required, to inspect and operate Oxy-Fuel Gas Equipment towards BCGA codes of practice 7.

This course is also available for delivery in your company, subject to numbers and equipment.

Welding Course Basic to Advanced British Standard

Duration: 1 evening per week 5pm-7.30pm over 8 weeks

This is a welding course for all; if you are a complete beginner with limited welding knowledge or an advanced welder requiring the British Standard 4872 coding.

Cost: £385 plus £40 per British Standard Certificate if required

The Advanced Welding is British Standard 4872 training and testing part 1 (steel) and part 2 (aluminium), the assessments are carried out by a Welding Institute Qualified, CSWIP trained Weld Tester.

Dates & Venue:

Evenings:
30 Jan 2019 - St Austell
24 Apr 2019 - St Austell
Sep 2019 - St Austell

On this practical hands-on course, you will have the opportunity to learn various processes and procedures, whilst working towards a recognised industry standard in welding, if desired.

Also available within your company. Company subject to numbers.

The welding processes available are:
T.I.G-Tungsten Inert Gas. M.M.A-Manual Metal ARC known as arc or stick.
MIG/MAGS-Metal Arc Gas Shielded known as mig.
Materials: Stainless Steel, Aluminium, Mild Steel any thickness.
Positions: Horizontal/Vertical H/V, Flat, Vertical and Overhead.

Training and testing on all welding processes can be delivered in your company using your own equipment, as a bespoke course. The delivery and assessments are carried out by a Welding Institute Qualified, CSWIP trained Weld Tester.



Welding Skills ARC/MIG

Duration: 10 weeks

Cost: £195

Dates & Venue:
02 May 2019 - Camborne
(This course is 8 weeks - £171)
Sep 2019 - Camborne
Jan 2020 - Camborne

On this course you will gain a basic understanding of two welding processes Manual Metal ARC welding (arc/stick) and Metal Arc Gas Shielded (mig). Covering: Flat Butt welds and Horizontal/Vertical Fillet welds using 1mm to 6mm material. You will learn about welding health and safety, how to set-up the machine including amps, volts, gas, wire speed. You will also learn the correct operating procedure and techniques to deposit welds and successfully join the material together, then how to safely shut down the equipment.

**Prices vary subject to criteria

Engineering Installation and Commissioning NVQ Diploma Level 2 EAL

Duration: 9-18 months

Cost: £1500

Dates & Venue:
Sep 2019 - St Austell

This course is suitable for anyone carrying out a range of engineering maintenance activities in the workplace but with no formal qualification. This course can also enable progression onto a Level 3 qualification or an apprenticeship. Candidates would need to be working in a suitable environment with regular access to engineering maintenance tasks. The assessment is through a portfolio of evidence with regular assessor visits to support and guide the candidate through the process of gathering appropriate evidence.

Electrical Installation Diploma Level 2 EAL

Duration:
2.5 days per week, over 36 weeks

Cost:
£1700 - bursary possible on application (loans not available at Level 2)

Dates & Venue:
Sep 2019 - Camborne

This course is aimed at developing electrical skills and knowledge for those interested in careers in electrical trades, as well as those who may already be working in industry but who do not yet possess formal electrical qualifications. The course will cover essential electrical health and safety, electrical science principles and basic electrical installation design, using both theory and practical activities in order to obtain a Level 2 Diploma. Completion of the Level 2 course can lead to progression onto a Level 3 apprenticeship.

**Prices vary subject to criteria



“ After supporting students through Cornwall College’s Industry Placement project, we were so impressed with their dedication and passion to learn that we took three of them on as apprentices to help us develop our workforce for the future. ”

Joff Collins
Armada Marine Hydraulics

0330 123 2523 enquiries@cornwall.ac.uk www.cornwall.ac.uk

Plant Operations NVQ Diploma Level 2 & 3 MPQC

Duration: Over 12 months
Cost: Level 2 £175 - £1450**
Level 3 price on application
Age 24+ price on application
Dates & Venue: Flexible – in your company

This course is ideal for individuals who are working in a plant operations role who wish to improve their skills or knowledge.

Level 3 will build on existing knowledge and develop advanced skills.

Engineering Technical Support NVQ Diploma Level 2 & 3 EAL

Duration: Over 12 months
Cost: Level 2 £175 - £1450**
Level 3 £175 - £2600**
Dates & Venue: Flexible – in your company

This course is ideal for individuals who are working in engineering technical support roles who wish to improve their skills or knowledge.

Level 3 will build on existing knowledge and develop advanced skills.



ALSO AVAILABLE



- Abrasive Wheels
- Programmable Logic Control
- Mechanical Electrical Conversion
- Pneumatic Introduction
- Vehicle Maintenance Diploma Level 1
- Vehicle Inspection Diploma Level 2
- Vehicle Accident Body Repair Level 2 & 3
- Vehicle Accident Repair Paint Level 2 & 3
- Mechanical & Electrical Engineering HNC
- Engineering HNC
- Engineering FdSc
- Computer Aided Design (CAD)

Please call for more details **0800 731 7594**

Mechanical Manufacturing Engineering NVQ Diploma Level 2 & 3 EAL

Duration: Over 12 months
Cost: Level 2 £175 - £1450**
Level 3 £175 - £2600**
Age 24+ price on application
Dates & Venue: Flexible – in your company

This course is ideal for individuals who are working in a mechanical manufacturing and maintenance engineering role.

The course measures their existing competence and improves their knowledge.

Level 3 will build on existing knowledge and develop advanced skills.



Light Vehicle Maintenance and Repair Competence IMIAL Diploma Level 2

Duration: Workbased over 12 – 24 months
Cost: £175 - £1200**
Age 24+ £2710
Dates & Venue: Flexible – in your company

This course aims to develop practical skills and the knowledge essential to working in the motor vehicle industry.

During the course you will build a portfolio of evidence of practical skills, complete practical skills training, vehicle technology and complete underpinning knowledge tests.



Light Vehicle Maintenance and Repair Competence IMIAL Diploma Level 3

Duration: Workbased over 12 – 24 months
Cost: £175 - £1800**
Age 24+ price on application
Dates & Venue: Flexible – in your company

On this course you will gain the knowledge and skills in servicing, fault diagnosis, repair and overhaul of mechanical components.

During the course you will build a portfolio of evidence to include areas such as health and safety and all aspects of a motor vehicle engine and its transmission.





ENVIRONMENT RENEWABLES

CCB has a dedicated Renewable Energy Centre that can help your business become more energy efficient. Our courses help raise awareness and offer practical solutions.

Workshops	Duration	Costs	Date	Venue
Fundamentals in Environmental Technology Systems Award Level 3 NICEIC	1 day	£100	Flexible	Camborne
Installation of Small Scale Solar Photovoltaic Systems Award Level 3 EAL	5 days	£599	Flexible	Camborne
Health & Safety for Renewables NICEIC	1 day	£175	Flexible	Camborne
Installations of Hot Pumps Ground/Air Source Systems Award Level 3 NICEIC	4 days	£599	18 Jan 2019 Sep 2019	Camborne
Installation of Solar Thermal Hot Water System Award Level 3 NICEIC	3 days	£599 including assessment	26 Apr 2019 Nov 2019	Camborne
Domestic Energy Assessment Certificate Level 3 City & Guilds	5 days	£925	Flexible	Near Exeter
Installing of Water Harvesting & Re-use Systems Award Level 3 NICEIC	4 days	£599	Flexible	Camborne
Energy Efficiency Building Regulations Level 1 NICEIC	1 day	£161 including assessment	13 Feb 2019 24 Apr 2019 Sep 2019 Dec 2019	Camborne

FOOD MANUFACTURING

Ensure your staff have the right skills and knowledge to meet legislative compliance and good practice in maintaining food safety and public health within the food industry sector.

Principles of Food Allergen Awareness and Control

Duration: 1 day

Cost: £150

Dates & Venue:

12 Mar 2019 -

Stoke Climsland

24 May 2019 -

Stoke Climsland

This one day course focuses on identification of allergens. Participants will be able to identify cross-contamination opportunities in the food manufacturing environment, how to control them and the necessary record-keeping and communication with consumers.

Understanding how to conduct an Internal Audit in a Food Business Level 3

Duration: 1 day

Cost: £150

Dates & Venue:

12 Feb 2019 -

Stoke Climsland

14 Jun 2019 -

Stoke Climsland

A one day course suitable for supervisory or management roles which is designed for staff responsible for carrying out workplace audits within large and small businesses.

APPRENTICESHIPS

These are a great way to help upskill your new and existing staff, available in:

- Butchery
- Bakery
- Food & Drink Processing
- Coming soon: Brewing

See page 2 - Apprenticeships for your business

FOOD INNOVATION SERVICE

We offer a wide range of services and training opportunities in the food and drink manufacturing sector to help you expand your business including:

- Processing room hire
- Laboratory services and consultancy
- Short courses

See page 26 for further details.

Food Safety Management for Manufacturing Level 4

Duration: 5 days
Cost: £450 or £3,000 for a group booking*
Dates & Venue:
29 Apr 2019 - Stoke Climsland
or in your company

Developed to give delegates a practical understanding of food safety management procedures.

A necessary qualification for production managers, food safety trainers, owners and managers of food businesses, shift managers and supervisors in food production.

HACCP for Food Manufacturing Level 2 FDQ

Duration: 1 day
Cost: £75 or £700 for a group booking*
Dates & Venue:
06 Mar 2019 - Stoke Climsland
27 Mar 2019 - Rosewarne
15 May 2019 - Stoke Climsland
22 May 2019 - Rosewarne
or in your company

This course is for anyone employed in food and food related businesses, who need to have an understanding of HACCP to ensure effective food safety. The course includes a multiple choice exam.

HACCP for Food Manufacturing Intermediate Level 3 FDQ

Duration: 2 days
Cost: £250 or £1,500 for a group booking*
Dates & Venue:
04 Mar 2019 - Stoke Climsland
17 Jun 2019 - Stoke Climsland
or in your company

Designed to ensure delegates develop the requisite knowledge and practical skills to implement a HACCP plan in their workplace. Includes a HACCP based assignment to be completed after the course.

HACCP for Food Manufacturing Advanced Level 4 FDQ

Duration: 3 days
Cost: £350 or £2,250 for a group booking*
Dates & Venue:
03 Jun 2019 - Stoke Climsland
or in your company

Aimed primarily at senior supervisors/managers working within the food manufacturing industry.

This course covers concepts of HACCP and gives delegates an understanding of and the ability to apply HACCP principles practically in order to ensure effective food safety.



Pictured: Nicole Roberts
Bakery Apprentice

“It’s exciting to have apprentices here working alongside our existing teams, to watch them flourish is rewarding to us all. Our apprentices bring new fresh ideas, thoughts about existing and new products which is energising for the future.”

Mark Hocking
Production Manager
Baker Tom’s Bread

To read more about Baker Tom’s training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Food Manufacturing Workshops				
Course Title	Duration	Costs	Date	Venue
Health and Safety in the Food Supply Chain Business Award Level 2	1 day	£50 or £600 for a group booking*	13 Feb 2019	Rosewarne
			10 Apr 2019	Stoke Climsland
Principles of Food Allergen Awareness and Control	1 day	£150	24 May 2019	Stoke Climsland
Principles of Product Development for Food Business	1 day	£150	29 Jan 2019	Stoke Climsland
			11 Jun 2018	
Principles of Sensory Assessment	1 day	£150	23 Apr 2019	Stoke Climsland
Principles of Microbiology in Food Technology	1 day	£150	26 Feb 2019	Stoke Climsland
Understand How to Manage Workplace Organisation for Achieving Excellence in Food Operations Level 3	1 day	£150	Flexible	Stoke Climsland
Understand How to Manage Workplace Organisation for Achieving Excellence in Food Operations Level 3	1 day	£150	Flexible	Stoke Climsland
Prepare for SALSA (Safe and Local Supplier Approval)	1 day	£150	Flexible	Stoke Climsland



HAIR & BEAUTY

Training your staff will not only develop their skills and confidence it will enhance your offer and your clients' experience.

Hair & Beauty Workshops				
Course Title	Duration	Costs	Date	Venue
Diploma in Hairdressing Level 3	12 hours per week over 35 weeks	Price on application	Sep 2019	Camborne, St Austell & Saltash
Beauty Therapy Level 3 Diploma City & Guilds*	12 hours per week over 35 weeks	Price on application	Sep 2019	Camborne & St Austell
Ear Piercing Workshop with STEREX	1 day	£15 (STEREX kit available for £30)	Flexible	Camborne & St Austell
Hairdressing Level 2 Diploma	6 hours per week plus 10 Saturdays over the 35 weeks	Price on application	Sep 2019	Camborne
Hairdressing Level 3 Diploma City & Guilds*	6 hours per week over 35 weeks plus 10 Saturdays	Price on application	Sep 2019	Camborne
Hair, Nail & Beauty Management Diploma Level 4 City & Guilds*	35 weeks	Price on application	Sep 2019	Camborne
Indian Head Massage Level 3 City & Guilds	3 hours per week over 7 weeks	£250	Flexible	Camborne & St Austell
Laser Hair Removal	3 hours per week, over 30 weeks	£400	Flexible	Camborne
Laser Skin Rejuvenation	3 hours per week, over 20 weeks	£400	Jan 2019	Camborne
Make-up Artistry Technical Certificate Level 2	12 hours per week over 35 weeks	Price on application	Sep 2019	St Austell & Saltash



*Advanced Learning Loans available subject to criteria

Hair & Beauty Workshops				
Course Title	Duration	Costs	Date	Venue
Nail Art Application	1 day	£75	Flexible	Camborne & St Austell
Spa Therapy Level 3 Diploma City & Guilds*	12 hours per week over 35 weeks	Price on application	Sep 2019	St Austell
Sports Massage Level 3 Diploma VTCT*	4 hours per week, over 35 weeks	Price on application	Sep 2019	Camborne, St Austell & Saltash
Sports Massage Therapy Level 4 Certificate VTCT*	3 hours per week, over 35 weeks	Price on application	Sep 2019	St Austell
Spray Tanning	1 day	£100	Flexible	Camborne, St Austell & Saltash
Swedish Massage Level 3 Certificate VTCT*	1 day per week over 35 weeks	Price on application	Sep 2019	Camborne & St Austell
Technical Diploma in Beauty Therapy Level 2	12 hours per week over 35 weeks	Price on application	Sep 2019	Camborne, St Austell & Saltash

APPRENTICESHIPS

These are a great way to help upskill your new and existing staff, available in:

- Hair Professional

See page 2 - Apprenticeships for your business



*Advanced Learning Loans available subject to criteria



HEALTH & SOCIAL CARE

Providing awareness of best practice and practical solutions in all aspects of healthcare.

Level 2 NCFE courses

Duration: 6 months
Work-based learning

Cost: Price on application – Funding available subject to criteria

Dates & Venue: Flexible - across Cornwall & Devon

The following courses are available:

- Learning Disabilities
- Mental Health Problems
- Autism
- Dementia
- End of Life
- Nutrition & Health
- Equality & Diversity
- Medication
- Team Leading
- Diabetes
- Common Health Conditions
- Care Planning
- Behaviour that Challenges
- Infection Control
- Prevention of Falls



Health and Social Care Diploma Level 2 & 3 City & Guilds

Duration: 18 months

Cost: Price on application – Funding available subject to criteria

Dates & Venue: Flexible - across Cornwall & Devon

Aimed at people working in health or social care settings, these courses provide skills and knowledge for competent performance. Covering: communication, health and safety, duty of care, record keeping, safeguarding, equality and inclusion and person-centred care.

Level 3 will build on existing knowledge and develop advanced skills to enable staff to progress into a more senior position.



Preparing to Work in Adult Social Care Level 2 & 3 City & Guilds

Duration: 12 months

Cost: Price on application – Funding available subject to criteria

Dates & Venue: Flexible - across Cornwall & Devon

This course is aimed at anyone interested in or starting out in a career in adult social care. These courses cover; communication, equality, diversity and inclusion, personal development, role of the social care worker, handling information, health and safety, safeguarding, duty of care and person-centred approaches.

Level 3 will build on existing knowledge and develop advanced skills. Assessed in the workplace.

Dental Nursing Diploma Level 3 City & Guilds

Duration: 1 day per week, over 22 months (term time only)
Cost: Price on application – Funding available subject to criteria
Dates & Venue: Flexible - across Cornwall

This course focuses on direct chair side work and support during a range of dental treatments and minor oral surgery of patients’ oral health.

The course also covers; preparing and maintaining the environment of instruments and equipment for clinical dental procedures, emergency first aid skills, health and safety and infection control.



Assistant Practitioner in Healthcare Level 5 City & Guilds

Duration: 24 months
Cost: Price on application – Funding available subject to criteria
Dates & Venue: Flexible - across Cornwall

You must hold a Level 3 Health/Social Care qualification and be employed within the healthcare sector to undertake this course. The course measures your existing competence, improves your knowledge and skills in areas including; safeguarding, professional development, functions of the body, communication, health and safety, nutrition and fluid balance, principles and philosophy of healthcare, equality, diversity and inclusion, infection prevention and control.



Leadership for Health and Social Care, Children and Young People’s Services Diploma Level 5 City & Guilds

Duration: 24 months
Cost: Price on application – Funding available subject to criteria
Dates & Venue: Flexible - across Cornwall & Devon

This course fulfils the regulatory requirement for managers or assistant/ deputy managers of adult residential and domiciliary services and replaces the RMA Level 4 in Care and the Leadership and Management course. The course covers; communication, professional development, equality, diversity and inclusion, health, safety and risk management, leading and managing a team, safeguarding and protection of vulnerable adults, lead person-centred practice, recruitment and selection.



APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Healthcare Support Worker
- Dental Nursing Diploma
- Healthcare Assistant Practitioner
- Leadership for Health & Social Care

See page 2 - Apprenticeships for your business

CIH Level 2 Certificate in Housing Practice

Duration: 6 months
Cost: Price on application
Dates & Venue: Distance learning – Jan, Mar, May, Jul, Sep and Nov

An entry level, vocational, assignment based qualification designed to enhance the learner’s basic knowledge and understanding of housing practice. The course includes four mandatory modules and four assignments.

This course can be delivered in-house at a time to suit you (minimum group of six).

CIH Level 3 Certificate in Housing Practice

Duration: 10 months
Cost: Price on application – Funding available subject to criteria
Dates & Venue: Distance learning – Jan, Mar, May, Jul, Sep and Nov

Recognised industry standard qualification in housing, this is a vocationally related qualification for those either employed or active in the housing related support service.

This course can be delivered in-house at a time to suit you (minimum group of six).



CIH Level 4 Certificate in Housing

Duration: 12 months
Cost: Price on application – Funding available subject to criteria
Dates & Venue: Distance learning – Jan, Mar, May, Jul, Sep and Nov

This course is designed to support those working at management and supervisory level, or those with aspirations to do so. Designed to give you the knowledge and strategic expertise to operate effectively at these levels in the housing sector – this is a ‘must have’ qualification to progress in your career. This course can be delivered in-house at a time to suit you (minimum group of six).

CIH Level 3 Certificate in Supporting Homeless People

Duration: 6 months
Cost: Price on application
Dates & Venue: Distance learning – Jan, Apr, Jul and Oct

Designed for people working or volunteering in dealing with homelessness. Applicable to staff/volunteers working for the local authorities, housing associations, housing advisors or for support services for homeless people. The course includes four mandatory modules and four assignments. This course can be delivered in-house at a time to suit you (minimum group of six).

**CIH Level 4 Certificate in Managing Housing Maintenance
(Pathway: Responsive Repairs)**

Duration: 12 months This qualification aims to provide housing staff working at, or aspiring to, a supervisory or management level with a qualification to suit their needs, develop skills and knowledge for the current challenges in housing and responsive repairs and prepare learners for further study in housing related qualifications at level 5 and undergraduate level. This course can be delivered in-house at a time to suit you (minimum group of six).

Cost: Price on application

Dates & Venue:
Distance learning – Jan, Apr, Jul and Oct



CIH Level 3 Certificate in Telecare Services

Duration: 7 months This qualification aims to develop the skills and knowledge of those employed in providing a Tele-care service. It also prepares learner for further study and progression to the CIH Level 3 Certificate in Housing Practice. This course can be delivered in-house at a time to suit you (minimum group of six).

Cost: Price on application

Dates & Venue:
Distance learning – Jan, Apr, Jul and Oct



HORTICULTURE, FORESTRY AND FLORISTRY

Working in partnership with the Rural Business School, Duchy College and Bicton College to offer a wide range of courses from chainsaw maintenance to floristry.

Horticulture, Forestry & Floristry				
Course Title	Duration	Costs	Date	Venue
Safe Use of Brush-cutters and Trimmers City & Guilds Award Level 2	3 days inc assessment	£320	12 Feb 2019	Bicton College, near Exeter
			16 Apr 2019	
			19 Jun 2019	
			Oct 2019	
Chainsaw Maintenance and Cross-cutting City & Guilds Award Level 2 - CS30	3 days inc assessment	£420	Various dates per month	Bicton College, near Exeter
			04 Mar 2019	Duchy College, Stoke Climsland
			Sep 2019	
			Dec 2019	
			25 Mar 2019	Duchy College, Rosewarne
			Oct 2019	
			Dec 2019	
Chainsaw Maintenance and Cross-cutting City & Guilds Award Level 2 - CS30	3 days inc assessment	£395	Jan 2019	Bicton College, near Exeter
			Feb 2019	
			Mar 2019	
Tree Climbing and Rescue City & Guilds Award Level 2 CS38	6 days inc assessment	£625	Various dates per month apart from May & Aug	Bicton College, near Exeter

APPRENTICESHIPS

We offer a wide range of apprenticeships to help upskill your new and existing staff, available in:

- Arborist
- Floristry
- Golf Greenkeeping
- Horticulture and Landscape Operative

See page 2 - Apprenticeships for your business



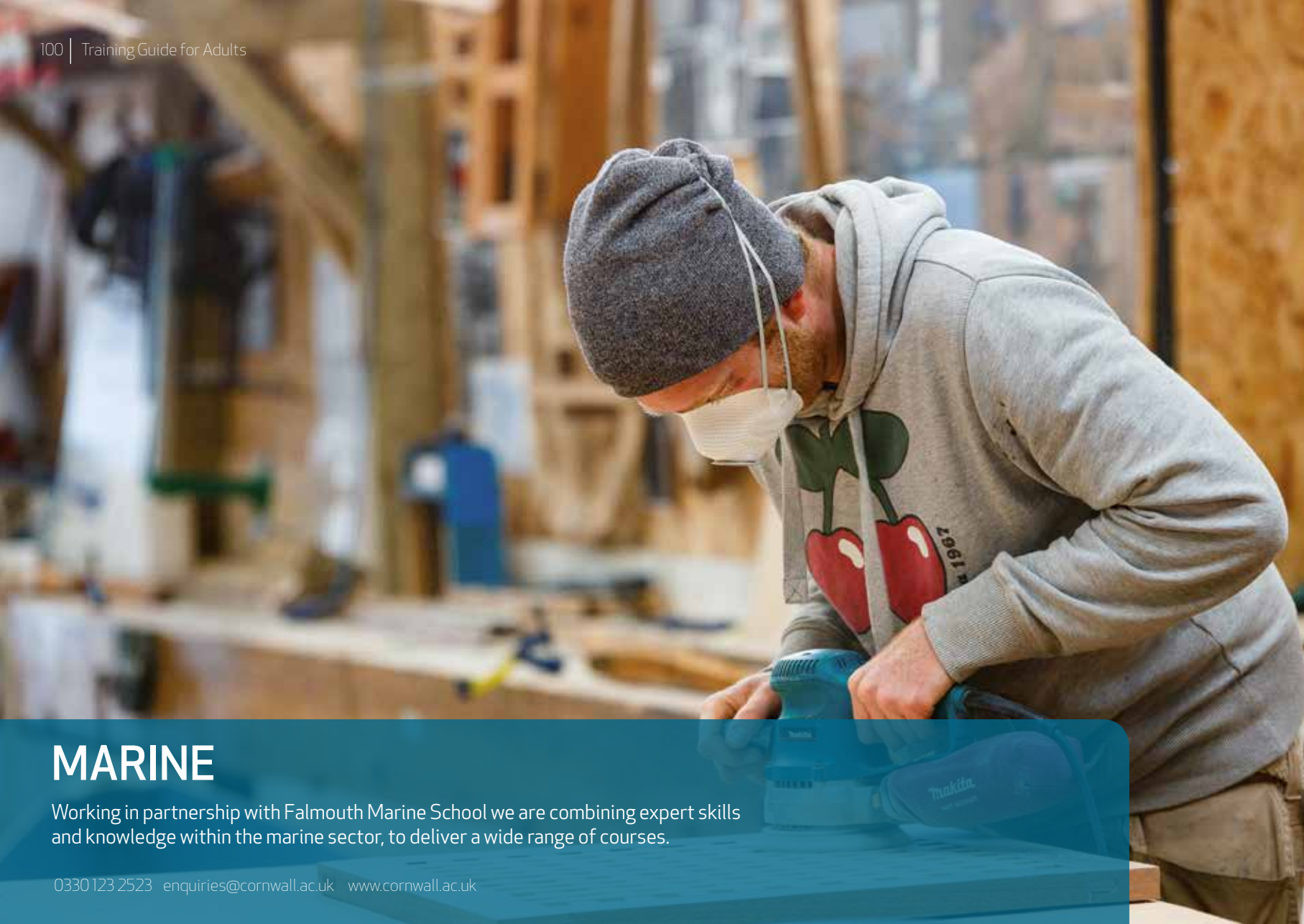
“ Watching our first apprentice develop into a knowledgeable and valued member of the team has encouraged us to take on a new apprentice. Having someone trained in the workplace means you have someone who fully understands the peculiarities of this particular garden. ”

Ben Ruscombe-King
Head Gardener
Hotel Endsleigh

To read more about Hotel Endsleigh’s training journey, along with other featured businesses in this guide, visit www.ccbtraining.co.uk/case-studies

Horticulture, Forestry & Floristry cont'd				
Course Title	Duration	Costs	Date	Venue
Felling and Processing Trees up to 380mm City & Guilds Award Level 2 - CS31	5 days inc assessment	£570	Various dates per month	Coombe Estate, Honiton
Aerial Cutting of Trees with a Chainsaw Using Free-fall Techniques City & Guilds Award Level 3 CS39	3 days inc assessment	£420	26 Feb 2019	Bicton College, near Exeter
			20 May 2019	
			Aug 2019	
			Nov 2019	
How to use a Chainsaw	1 day	£130	Various dates per month	Bicton College, near Exeter
Safe Use of Manually-Fed Wood Chipper Operations City & Guilds Award Level 2	2 days inc assessment	£265	25 Feb 2019	Bicton College, near Exeter
			13 May 2019	
			Nov 2019	
Practical Horticulture RHS Level 2 Certificate	1 afternoon per week, over 36 wks	£600	Sep 2019	Bicton College, near Exeter
Basic Garden Planning, Fruit & Veg Growing RHS Level 2 Certificate	1 morning per week, over 36 wks	£600	Sep 2019	Bicton College, near Exeter
Practical Horticulture Skills - Level 2 Certificate	1 day per week, over 26 wks	£600	Sep 2019	Bicton College, near Exeter
Practical Horticulture RHS Level 3 Advanced Certificate	1 afternoon per week, over 36 wks	£800	Sep 2019	Bicton College, near Exeter
Principles of Plant Growth, Health & Applied Propagation RHS Level 3 Advanced Certificate	1 morning per week, over 36 wks	£800	Sep 2019	Bicton College, near Exeter

Horticulture, Forestry & Floristry cont'd				
Course Title	Duration	Costs	Date	Venue
Creative Craft Garden Design & Planting Design Level 2 Certificate	1 morning per wk, over 36 wks	£680	Sep 2019	Bicton College, near Exeter
Creative Craft Garden Design & Planting Design Level 3 Certificate	1 afternoon per wk, over 36 wks	£750	Sep 2019	Bicton College, near Exeter
Plant Growth, Propagation and Development RHS Level 2 Certificate	1 afternoon per wk, over 36 wks	£600	Sep 2019	Bicton College, near Exeter
Introduction to Floristry	1 evening per wk, over 4 wks	£85	Apr 2019	Duchy College, Stoke Climsland
Floristry NCFE Level 1	1 morning or afternoon, over 20 wks	£450	Sep 2019	Bicton College, near Exeter
Floristry NCFE Level 2	1 afternoon per wk, over 27 wks	£941	Sep 2019	Bicton College, near Exeter
Advanced Floristry Wedding Design NCFE Level 3	1 day per wk, over 22 wks	£941	Sep 2019	Bicton College, near Exeter
Advanced Floristry NCFE Level 3	1 day per wk, over 22 wks	£941	Sep 2019	Bicton College, near Exeter
Grow your Own - Level 1 Award Practical Horticulture	1 afternoon per wk, over 12 wks	£250	Apr 2019	Bicton College, near Exeter



MARINE

Working in partnership with Falmouth Marine School we are combining expert skills and knowledge within the marine sector, to deliver a wide range of courses.

MCA Approved Engine Certificate (AEC)

Duration: 4 days
(evening classes are also available please call for dates)
Cost: £570
Dates & Venue:
Various dates per month in Falmouth

The MCA Approved Engine Course (AEC) will develop your understanding of basic marine diesel engines, their ancillary systems and will provide an overview of marine electrical systems. The course is intended as the first level qualification for the MCA Engineering Officer Training scheme and it can be the first step towards an engineering career within the commercial marine sector. The AEC is also intended for seafarers who are required through manning requirements to hold an engineering qualification.

Outboard Maintenance Course

Duration: 4 days
(evening classes are also available please call for dates)
Cost: £400
Dates & Venue:
Flexible - Falmouth

This practical course covers basic maintenance and servicing of outboard engines from 4hp to 70hp 2 stoke and 4 stoke, plus checks and service requirement for outboard motors. It will also enable you to understand and rectify systematic fault finding on E.F.I (electronic fuel injection) systems, gearbox removal and calibration, cam belt replacement and valve clearance procedures. The course will also cover engine theory and fault finding procedures/ test procedures.

Outboard Engine Servicing

Duration: Saturday
(9.30am – 12.30pm)
over 3 weeks
Cost: £150
Dates & Venue:
Flexible - Falmouth

This is a practical course based in our bespoke marine engineering workshops at Falmouth, suitable for individuals wishing to maintain and service their own outboard engines. You will work on outboard engines, general servicing, fault finding, routine checks, cleaning and greasing, electrics, fuel and lubrication systems, propeller changing and care, changing gearbox oil, water pump inspection and replacement.

RYA (Basic) Marine Diesel

Duration: Saturday
(9.30am – 12.30pm)
over 3 weeks
Cost: £200
Dates & Venue:
Flexible - Falmouth

This course is for individuals wishing to learn how to maintain and service their own diesel engines, leading to a recognised qualification. You will look at the principles of the diesel engine, the four-stroke cycle, fuel, cooling, air and engine electrical systems, fault finding and the importance of winterisation and servicing.

Woodworking For Small Marine Projects

Duration: Saturday (9.30am – 12.30pm) over 10 weeks
Cost: £300
Dates & Venue: Flexible - Falmouth

This practical course is designed for people who want to work on small wooden projects for their own boats such as rudders, oars, hatches and spars, or for people just wishing to learn about small boat maintenance. This course also covers how to use small hand and power tools, how to make woodworking joints for boatbuilding and their application.

Materials need to be pre-ordered and paid for. Please speak to the trainer prior to enrolling to organise materials.

Advanced Composite Materials and Processing

Duration: Saturday (9.30am – 12.30pm) over 10 weeks
Cost: £375
Dates & Venue: Flexible - Falmouth

This course will develop your skills and knowledge of hand layup methods and focus on vacuum bagging and resin infusion techniques, whilst taking account of the health and safety protocols needed when working with Epoxy resins and Carbon fibre composites. You will be introduced to F.R.P. composite theory, health and safety practice, hand layup techniques and vacuum and infusion techniques. This course can be tailored to the company’s requirements. All of the required materials will be supplied for you to develop the skills required.

Introduction to Composite Materials and Processing

Duration: Saturday (9.30am – 12.30pm) over 10 weeks
Cost: £375
Dates & Venue: Flexible - Falmouth

This short course is ideal for individuals who want to develop skills in working with glass reinforced composite materials. The course will introduce you to the methods and skills associated with polyester resins and glass fibre composites. You will be introduced to the safe and efficient use of these materials and gain an understanding of the theory that supports the development of this skill. All materials will be supplied.

ALSO AVAILABLE

- Build Your Own Canoe
- Surfboard & Composite Repair
- Composite Surfboard Manufacture

APPRENTICESHIPS

Apprenticeships help upskill your new and existing staff, available in:

- Boatbuilding
- Marine Engineering

See page 2 - Apprenticeships for your business



RURAL & LAND-BASED

Working in partnership with the Rural Business School, Duchy College and Bicton College to offer a wide range of rural courses from tractor driving to rural leadership.

Rural Workshops - Resource Management & Arable/Crop Production				
Course Title	Duration	Costs	Date	Venue
BASIS Soil and Water	6 days	£875	Flexible	Duchy College, Stoke Climsland
Safe Use of Pesticides PA1 & PA2	3 days inc assessment	£475	Various dates per month	Bicton College, near Exeter
		£470	11 Mar 2019	Duchy College, Stoke Climsland
			10 Jun 2019	
			Sept 2019	
			Dec 2019	
Safe Use of Pesticides PA1 & PA6	3 days inc assessment	£440	Various dates per month	Bicton College, near Exeter
		£350	11 Mar 2019	Duchy College, Stoke Climsland
			30 Apr 2019	
			Sep 2019	
			Nov 2019	
			Jan 2020	
		£440	21 Jan 2019	Duchy College, Rosewarne
			08 Apr 2019	
			Oct 2019	
Safe Use of Pesticides PA4 & PA4G	1 day	£175	Flexible	Duchy College, Stoke Climsland

Rural Workshops - Machinery				
Course Title	Duration	Costs	Date	Venue
NPTC Level 2 Award - Telehandler	4 days inc assessment	£390	11 Feb 2019	Duchy College, Stoke Climsland
		£370	13 May 2019	
			Aug 2019	
			Nov 2019	
Agricultural Tractor Driving and Related Operations City & Guilds Award	4 days inc assessment	£390	21 Jan 2019	Duchy College, Stoke Climsland
			22 Apr 2019	
			Oct 2019	
			08 Apr 2019	Bicton College, near Exeter
			13 May 2019	
			03 Jun 2019	
			July 2019	
			Sep 2019	
			Oct 2019	
			Dec 2019	
			20 May 2019	Duchy College, Rosewarne
			Nov 2019	
NPTC Level 2 Sit Astride ATV (Quadbike)	2 days	£195	Aug 2019	Duchy College, Stoke Climsland
			Sep 2019	
			Nov 2019	
			20 Apr 2019	Bicton College, near Exeter
			Dec 2019	
			13 Apr 2019	Duchy College, Rosewarne
			Oct 2019	



The Concorde Group is part of The Cornwall College Group and was launched in 1996 with the aim of offering an unrivalled recruitment service for Cornwall and Devon. All profits generated continue to be reinvested into local education and the community.

Concorde Recruitment

One of the South West's leading recruiters supplying temporary, permanent and contract staff across a range of occupational sectors including:

- Office, Secretarial & Admin
- Building & Construction
- Finance & Accountancy
- Engineering & Technical
- Industrial / Factory
- Professional / Executive.

Concorde Teaching Bank

Established in 1997, the region's first and foremost supplier of staff to schools, colleges and other education providers across Cornwall and Devon. Specialist sectors include:

- Teachers – Secondary & Primary
- Nursery & Early Years
- SEN & AP
- Teaching Assistants
- Cover Supervisors
- School Secretaries
- IT / Lab Technicians.

“ The positive relationships we have built with Concorde means we will be continuing to use them in the many upcoming projects we have in our pipeline and will be requesting a number of workers from Concorde through the same professional manner we have come to expect.”

PA to the Management Team
Natural Generation Ltd

“ ARCOL has worked with Concorde for ten years. They are able to deliver consistently because they combine two key elements for successful recruitment, the talent and means for sourcing quality candidates and an in-depth understanding of our business. Concorde are professional and reliable.”

HR Manager, Arcol UK Ltd

For further information on recruitment contact the Concorde Group on:
Cornwall 01872 262828 Devon 01392 213333
crt@cornwall.ac.uk www.concorde-group.co.uk

Apprenticeships are for adults too...

Apprenticeships help to improve the quality and range of opportunities available to you in your chosen career; they are a flexible way of upskilling without sacrificing your salary.

Many think they are just for school leavers and young people; but in fact there is no upper age limit if you want to start an apprenticeship.

If you're over 16, living in England and not in full-time education then you're eligible to become an apprentice.

The difference between someone over 19 starting an apprenticeship and that of a school leaver is how much your employer would need to contribute to funding your training and how much you get paid.

If you are already with an employer who is willing to support you on an apprenticeship training programme your terms and conditions of employment are likely to remain the same, with a view that they would increase your salary when you achieved the apprenticeship and became better skilled (although this is not guaranteed). If you are starting employment with a business as an apprentice, you would initially only be employed for the term of the apprenticeship and be entitled to the national minimum wage or above.

Many people looking to change their career or profession choose an apprenticeship route as a first step into a new sector.

There are also a growing number of higher apprenticeships and degree apprenticeships, for anyone looking to progress to a university education while still working and earning; without incurring a great amount of student debt.

Key facts:

- You will be paid for your normal working hours and the time it takes to undertake any training, such as college days
- You will be entitled to at least 20 days paid holiday per year
- Normal sick pay entitlement applies (subject to your employer's policy)
- People aged 25+ accounted for almost half of all apprenticeship starts in 2016-17

Apprenticeships available...

Ask us about
Higher Apprenticeships
including degree level

Can't see an apprenticeship that fits
your business needs?

We are here to work with you to identify
New Apprenticeship Standards to
meet your needs. Register with our
Apprenticeship Recruitment Service and
we'll send you the latest vacancies that
suit your profile, when they become
available. They're here to help you find
the right role for you. With over 100
vacancies available right now.

Call 0330 123 4785 or
e-mail apprenticeships@cornwall.ac.uk

Accountancy - Assistant*
Accountancy - Professional Technician*
Accountancy - Professional*
Aeronautical
Agriculture
Animal Care
Boatbuilding
Business Administration
Business Support*
Chef de Partie*
Children & Young People's Workforce
Cleaning & Support Services
Commis Chef*
Customer Service*
Dairy - Cheese Making
Dental Nurse*
Dental Practice Manager*
Early Years
Electrotechnical (Electrical)*
Engineering
Engineering Maintenance
Fabrication & Welding
Facilities Services
Fish & Shellfish
Floristry

Food Manufacturing Excellence
Forestry & Arboriculture
Furniture Making
Game & Wildlife Management
Gas Fitting
Greenkeeping*
Groundworks
Hair Professional*
Healthcare
Horse Care
Horticulture – Amenity, Parks & Gardens
Horticulture – Commercial, Nursery
& Retail Outlets
Horticulture - Hard Landscaping
Hospitality Team Member*
Housing & Housing Maintenance
Information Technology
Infrastructure Technician*
Land-based Engineering
Live Events & Promotions
Marine Engineering
Mobile Plant Operations
Motor Vehicle Body Finishing
Motor Vehicle Fast Fit
Motor Vehicle - Heavy Vehicle Maint. & Repair

Motor Vehicle - Light Vehicle Maint. & Repair
Motor Vehicle Paint Finishing
Outdoor Sports & Leisure
Plant Operations
Plumbing
Property Maintenance Operative*
Roofing
Sales*
Senior Management Development*
Sign Making
Software Developer*
Sport
Supervision Front of House*
Teaching Assistant
Team Leader Management Development*
Travel & Tourism
Trowel Occupations
Warehousing & Distribution
Waste Recycling
Watersports
Web Development
Web Media
Wood Occupations

Coming soon:
Abattoir*
Adult Care Worker*
Arborist*
Commercial Procurement & Supply*
Food Process Operator*
Healthcare Assistant Practitioner*
Horticulture & Landscape Operative*
Human Resource*
Lead Adult Care Worker*
Marketing*
Network Engineer*
Project Management*
Retail*
Social Media*

*New Apprenticeship Standards

We offer a range of Access to HE Diplomas throughout Cornwall and Devon:

Bicton College

- | Nursing
- | Science
- | Zoology and Conservation

Cornwall College Camborne

- | Art & Design
- | Behavioural Sciences
- | Business
- | Geography/Environmental Science
- | Music Production
- | Nursing, Health & Social Care
- | Physics, Engineering & Maths
- | Physiotherapy
- | Science
- | Social Sciences
- | Sports Science

Cornwall College Saltash

- | Business
- | Childhood Studies
- | Allied Health Professions
- | Science
- | Nursing
- | Health and Social Care (Mental Health)
- | Leisure and Event Management
- | Policing Studies; Fire & Community Safety

The Eden Project

- | Science

Cornwall College St Austell

- | Art & Design
- | Nursing, Health & Social Care
- | Performing Arts
- | Science
- | Social Science

“I am extremely proud of myself for throwing everything I had back in the education ring at 27 and after studying an Access to Science course, I started the FdSc Surf Science & Technology at Newquay. I then topped up to the BSc (Hons) Environmental Resource Management at Camborne and I am now the Projects Manager for Surfers Against Sewage.”

Dom Ferris
Projects Manager Surfers Against Sewage

Is an access to higher education course right for you?

If you'd like to study for a degree and are aged 19 and over, but don't have the qualifications you need, then an Access to Higher Education course could help refresh your study skills, build your confidence and open the gateway to a new career.

If you'd like to study for a degree but don't have the qualifications you need, then an Access to Higher Education course could help. Each year around 50,000 adults study an Access to Higher Education course, which is an ideal stepping stone to a university qualification.

- The courses are specifically designed for adults looking to return to study
- The timetable is built to help you balance work, family and other commitments
- The qualification is widely recognised by UK universities and colleges

Helping you to be prepared

On an Access course you will study a subject of your choice with fellow adults. The course will be delivered in a flexible way with supportive staff who understand the challenges adults may face when returning to education.

As well as expanding your subject knowledge we will help you develop the study skills needed to succeed at university. We know we are good at this as our past students often tell us how confident they felt in their first year of university study, compared to some of their peers. Often our learners make long lasting friendships with fellow students

and support each other throughout the Access programme and beyond.

Helping you gain your university place

We will help you identify the best university courses for you and support you with your application. Our students progress onto a wide range of university courses; some with us, some at other institutions in Cornwall, and some further afield.

Fees

Fees for 2018 entry were approximately £3,500, this is usually finalised by the Skills Funding Agency in April/May each year. For anyone who is 19 years or over, you can apply for an Advanced Learning Loan to cover fees. You do not have to repay the loan until you are earning a minimum of £25,000 a year.

The loan may also be written off by the Student Loans Company if you go on to complete a full higher education qualification. The College also has a limited bursary fund to support people from low income families with their course costs, childcare and transport, please contact us on 0330 123 2523 for more details.

Graduate with The Cornwall College Group

There's never been a better time to gain a quality degree right here in the South West. Our incredible range of over 80 programmes provides you with real skills to start the career you want straight away.

The diversity of our curriculum offers you the chance to study surf science on a beach, conservation at Newquay Zoo or horticulture at The Eden Project. Our programme range is evolving and growing each year and includes our Access to HE courses, which are ideal for those who wish to return to study; please visit www.cornwall.ac.uk for the latest listings.

AGRICULTURE, HORTICULTURE, FOOD & LAND-USE

- Agriculture BSc (Hons)[†]
- Agriculture FdSc
- Conservation & Countryside Management FdSc
- Estate & Farm Enterprise Management FdSc
- Food Science & Technology FdSc
- Garden & Landscape Design HNC and HND
- Heritage & Botanical Collections FdSc[†]
- Horticulture FdSc
- Horticulture (Garden & Landscape Design) BSc (Hons)
- Horticulture (Plant Science) BSc (Hons)
- Land & Ecological Restoration MSc[†]
- Rural Business Management BSc (Hons)



In Partnership with
FALMOUTH
UNIVERSITY



All programmes are awarded by
Plymouth University
unless otherwise stated.

* Awarded by the Marjon
University

** Awarded by Falmouth
University

*** Awarded by Pearson

[†] Subject to approval by the
University of Plymouth

[‡] Awarded by Bath Spa University

ANIMALS & EQUINE

- Animal Behaviour & Psychology FdSc
- Animal Health & Management FdSc
- Animal Husbandry & Welfare FdSc[†]
- Applied Animal Health BSc (Hons)[†]
- Applied Equitation Science BSc (Hons)
- Equine Enterprise Management FdSc[†]
- Equitation Science MSc
- Equitation, Training & Behaviour FdSc
- Veterinary Nursing FdSc

APPLIED SCIENCE

- Applied Biology HND***
- Applied Chemistry HND***

BUSINESS & DIGITAL TECHNOLOGIES

- Business Enterprise BA (Hons)
- Business Enterprise Management BA (Hons)
- Computing, Networking & Software Development FdSc
- Computing Technologies BSc (Hons)

CREATIVE ARTS & MEDIA

- Art & Design Practice FdA
- Art & Design Practice BA (Hons)
- DJ & Electronic Music Production HND
- Games Design for Industry HND
- Games Design for Industry (top-up) BA (Hons)**
- Music for Film & Television HND
- Music Performance & Technology HND

HEALTH, TEACHING & SOCIAL SCIENCES

- Certificate in Advanced Counselling Studies[†]
- CertEd & PGCE (incorporating DET)
- Children, Schools & Families BA (Hons)
- Children, Schools & Families HNC

- Children, Schools & Families FdA
- Counselling Studies BA (Hons)
- Early Childhood Studies FdA[†]
- Education & Curriculum Studies BA (Hons)
- Health, Welfare & Social Sciences HNC[†]
- Health, Welfare & Social Sciences BSc (Hons)[†]
- Person-centred Counselling & Therapy Diploma

HOSPITALITY & TOURISM

- Event Management FdA

MARINE & NATURAL ENVIRONMENT

- Applied Marine Zoology BSc (Hons)
- Applied Zoology BSc (Hons)
- Applied Zoology & Conservation BSc (Hons)
- Applied Zoology & Conservation (incl. sandwich year) BSc (Hons)
- Conservation & Ecology FdSc
- Ecotourism FdSc[†]
- Environmental Resource Management (top-up) BSc (Hons)
- Land & Ecological Restoration MSc
- Marine Conservation FdSc
- Marine Science FdSc[†]
- Renewable Energy & Carbon Management BSc (Hons)
- Renewable Energy Technologies FdSc
- Wildlife Education & Media FdSc
- Zoological Conservation FdSc[†]

SPORT & PUBLIC SERVICES

- Emergency Sector Management & Interoperability BSc (Hons)
- International Business Management (with Professional Golf) BA (Hons)[†]
- International Golf Management FdA*

- Marine Sports Science BSc (Hons)
- Police Studies FdSc
- Rescue & Emergency Management FdSc
- Sport, Health & Exercise Science BSc (Hons)
- Sport, Health & Fitness FdSc
- Surf Science & Technology FdSc
- Tournament Golf FdSc*
- Tournament Golf BSc (Hons)*

TECHNOLOGY & ENGINEERING

- Construction & the Built Environment HNC
- Engineering FdSc
- Engineering HNC
- Operational Yacht Science HNC
- Professional Superyacht Engineer HNC

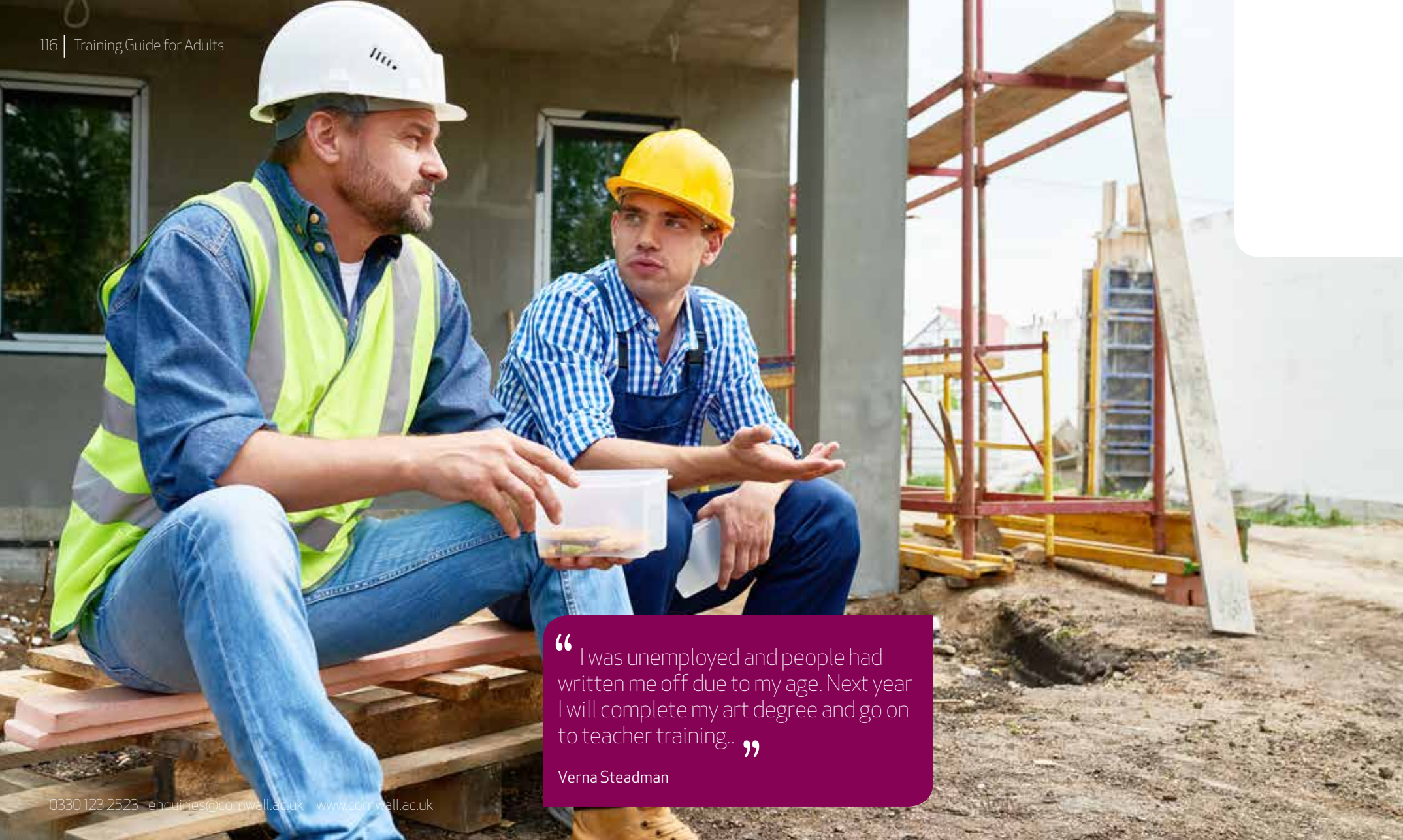
* Awarded by Plymouth Marjon University

** Awarded by Falmouth University

*** Awarded by Pearson

[†] Subject to approval by The University of Plymouth

[‡] Awarded by Bath Spa University



“ I was unemployed and people had written me off due to my age. Next year I will complete my art degree and go on to teacher training.. ”

Verna Steadman

Unemployed or facing redundancy?

Our Work Skills Training Academy is here to help you, with a range of support to help those who are unemployed, for whatever reason, get back into the job market.

Get free information, advice and guidance on your future, try practical taster sessions, support with English and maths, and short employability and vocational programmes.

Popular courses

- Adult literacy and numeracy
- Construction Skills Certificate Scheme training
- IT training
- Instant self-confidence
- Successful interview techniques
- How to write a CV that gets results!

Employability skills

If you've never had a job or you're returning to work after a long break try our introductory job seeking and employability courses and qualifications.

Government funding means these courses are free for most people. Available in venues across Cornwall, call 0330 123 2523 or email enquiriesWSTA@cornwall.ac.uk to find out more or to book your free advice and guidance appointment.



Support for your learning...

CHILDCARE

If you have young children and your family income is less than £21,000 per year we can help you pay for childcare.

If you are under 20 at the start of your course you may be able to apply for Care to Learn funding support. Don't let finances get in your way, find out about help with fees and childcare.

DISABILITY SUPPORT

We warmly welcome and support students with disabilities, helping those with:

- physical or sensory impairments
- dyslexia
- autism
- medical conditions
- mental health difficulties
- learning difficulties

Whether you need advice, support, facilities or equipment we will do our best to provide it for you. We want to make sure that you have no problems during your study here at college and are easily able to join in with student life.

When you apply to study with us we will ask you to disclose any additional learning needs you may need help with and put appropriate support in place for the start of your studies. All learners are also able to request various assessments throughout their studies, should they feel they may need support in any of these areas.

CAREERS ADVICE

If you want to change your career but are not sure what is the right route please feel free to make an appointment with one of our advisors, they are totally impartial and will help you to explore all your options. To make an appointment please ring 0330 123 2523 or drop into one of our advice sessions run throughout the year, please see www.cornwall.ac.uk for details.

HELP WITH COSTS

Fees vary depending on the length of a course but it may be free or reduced for you, or there may be financial support to help you pay. Call our team of advisors on 0330 123 2523 to find out more.

If you're 19 or older, you can apply for a loan to help with the cost of some Level 3 to Level 6 courses, please visit www.gov.uk and search Advanced Learning Loans for more information.

If you take out an Advanced Learning Loan for an Access to Higher Education Diploma the loan may also be written off by the Student Loans Company if you go on to complete a full higher education qualification.

The College also has a limited bursary fund to support people from low income families with their course costs, childcare and transport, please contact us on 0330 123 2523 for more details.

Enquiries for all courses:

T: 0330 123 2523

E: enquiries@cornwall.ac.uk

W: www.cornwall.ac.uk



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Education & Skills
Funding Agency

