DIGITAL SKILLS CENTRE

Meeting Your Business Training Needs

CISCO
Networking Academy

Microsoft
Office Specialist
Authorized Testing Center

New College Stamford
DIGITAL SKILLS CENTRE

Discover our wide range of courses that give you the qualifications to be successful in the digital creative sector and improve and develop career opportunities. Learn new or enhance existing skills, whether you want to be a software developer, IT support worker, network specialist or work in cyber security, nothing is out of your reach.

You will be taught in first class facilities in our brand new £1 million Digital Skills Centre that offers a wide range of cutting edge technology including VR to stimulate your learning experience. You will gain knowledge from industry-experienced staff, who will train you in using the most up-to-date technology.

AIMS & OBJECTIVES:

✓ Develop our Computing and IT courses in response to changing needs locally, regionally and nationally, delivering at least 10 additional qualifications by 2021/22.

✓ Support businesses through enabling curriculum innovation in emerging technologies such as automated production, agri-tech and renewables, working with at least 150 new employers by 2021/22.

✓ Support South Kesteven District Council's plans for the creation of a Digital Skills Hub in Stamford by March 2019.

Take a 360°Tour

Find 360° tours of all our facilities on our Youtube channel.

BUSINESS CENTRED APPROACH

We recognise that working in a digital age is ever changing but our new Digital Skills Centre is designed to support you with excellent grounding into the rapidly changing world of IT and Computing.

We offer a flexible learning solution to meet your needs and lifestyle and are offering a range of Social Media, IT and Computing courses from Microsoft, Adobe, Micro Technology Associate, Soft Developer and IT Infrastructure with course prices starting from £200 and flexible payment packages available.

WHAT WE OFFER:

Flexible Learning

Full & Part-time

Starting from just £200

Flexible Payment Options

APPRENTICESHIPS

Apprenticeships are ideal for bringing new recruits into your business and also for upskilling your existing workforce. We are interested in hearing from local businesses so we can develop our offer to meet the needs of local employment and digital skills requirements.

WHAT WE OFFER
- **Business Administrator Apprenticeship**
- **IT Professional Apprenticeships**
- **Digital Marketer Apprenticeship**

BUSINESS ADMINISTRATOR APPRENTICESHIP

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
3	18 Months	Workplace	FR3BA1W	16 - 18: Free* 19+: £500

Business Administrator Apprentices gain the knowledge, transferable skills and behaviours to become competent business administrators including: IT, recording and document production, decision making, communications, planning and organisation, interpersonal skills and project management.

Suitable for/Example Job Roles
Business Administrator.

Units Studied
A selection of business based competency units.

Methods of Assessment
Portfolio and online exams.

Entry Requirements
Individual employers set their own entry requirements. However, you will typically require 5 GCSEs at grades 4/C or above including English and maths.

Progression Opportunities
HND in Business at University Centre Stamford or various Business degrees at university or a number of careers in the industry.

Start Dates Available
Multiple start dates throughout the year.

*16-18 funding only applies to an employer with less than 50 employees.

IT PROFESSIONAL APPRENTICESHIP

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
2	12 Months	Workplace	FR2IT1W	16 - 18: Free* 19+: £400

IT Professional Apprentices gain the knowledge, transferable skills and behaviours to become an IT professional. Through on the job experience and guided training they will become competent in IT services, software and website development, technical sales and consulting. This course is delivered 4 days in the workplace and 1 day at College.

Suitable for/Example Job Roles
IT Services, Software and Web Development, Technical Sales and Consulting.

Units Studied
A selection of IT industry based competency units.

Methods of Assessment
Portfolio and online exams.

Entry Requirements
Minimum grade 4/C GCSE English & maths.

Progression Opportunities
Level 3 IT Professional
Level 3 Digital Marketer

Start Dates Available
Multiple start dates throughout the year.

*16-18 funding only applies to an employer with less than 50 employees.

IT PROFESSIONAL APPRENTICESHIP

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
3	18 Months	Workplace	FR3IT1W	16 - 18: Free* 19+: £900

Develop and train your Apprentice with advanced knowledge, transferable skills and behaviours. Apprentices will gain experience on-the-job 4 days per week with attendance at College 1 day per week to develop competency to progress to roles such as software or web development, desktop support, network planner, database administrator and or software tester.

Suitable for/Example Job Roles
Software or Web Developer, Desktop Support Engineer, Network Planner, Database Administrator, Software Tester.

Units Studied
A selection of IT industry based competency units.

Methods of Assessment
Portfolio and online exams.

Entry Requirements
Minimum grade 4/C GCSE English & maths.

Progression Opportunities
HNC/HND.

Start Dates Available:
Multiple start dates throughout the year.

*16-18 funding only applies to an employer with less than 50 employees.

DIGITAL MARKETER APPRENTICESHIP

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
3	18 Months	Workplace	FR3DM1W	16 - 18: Free* 19+: £1200

The primary role of a digital marketer is to define, design, build and implement digital campaigns across a variety of online and social media platforms to drive customer acquisition, customer engagement and customer retention. A digital marketer will typically be working as part of a team, in which they will have responsibility for some of the straightforward elements of the overall marketing plan or campaign. The marketer will work to marketing briefs and instructions. They will normally report to a Digital Marketing Manager, a Marketing Manager or an IT Manager.

Suitable for/Example Job Roles
Digital Marketer.

Units Studied
HTML5, Coding and Social Media.

Methods of Assessment
Portfolio and online exams.

Entry Requirements
Minimum requirement GCSE English and maths 4/C.

Progression Opportunities
This apprenticeship is recognised for entry on to the Register of IT Technicians and those completing their apprenticeships are eligible to apply for registration. Completion of the apprenticeship would also allow access to join as an Affiliate (Professional) member of the CIM (Chartered Institute of Marketing) and/or Associate membership of BCS.

Start Dates Available
Multiple start dates throughout the year.

*16-18 funding only applies to an employer with less than 50 employees.

DIGITAL MEDIA COURSES

Enhance your business with our range of digital media courses designed to help with business performance, productivity and social media engagement.

WHAT WE OFFER
- **Adobe Certifications**
- **Masterclasses**

ADOBE CERTIFICATIONS

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
2 & 3	10 Weeks	Workshops, Seminars, E-Learning	ACAC21E	£200

Ensure your staff are fully equipped with and kept up to date with the Adobe qualifications. These qualifications are now available in a flexible part-time delivery model to enhance your workforce or career. Our experienced professional experts are on hand to guide you through your training and to provide a tailored delivery package to suit your needs whether this is at an Intermediate or Advanced Level.

Suitable for/Example Job Roles
CPD - Develop media skills and enhance career opportunities.

Units Studied
Please Note - Each Adobe Certified Associate Certification is a stand-alone certification, you will study one application of your choice throughout the 10 week course:

      Adobe Animate
      Adobe Dreamweaver
      Adobe Flash
      Adobe Illustrator
      Adobe InDesign
      Adobe Photoshop
      Adobe Premiere Pro

Methods of Assessment
Online Exam.

Entry Requirements
Beginner to Intermediate prior knowledge.

Progression Opportunities
Digital Communications and media career opportunities.

Start Dates Available
- 23rd April 2019
  (Evening Classes 6 - 8pm)
- 10th September 2019
  (Evening Classes 6 - 8pm)

Adobe

MASTERCLASSES

MASTERCLASS IN SOCIAL MEDIA & CONTENT DEVELOPMENT

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
CPD	3 - 5 Days	Workshops	MSMPD1D	£250

An engaging workshop designed to help delegates to advance their copywriting skills and develop techniques for creating more effective content for their business.

Suitable for
Business owners.

Units Studied
- Respond to social media communications within organisational response time guidelines.
- Adapt your social media responses according to the precise needs of your customers.
- Create impactful digital copy which can be adapted for various platforms and devices.
- Develop structure and tone of your voice to enable you to write in a style that is suitable for your target audience.
- Structure content so that it is easy to understand and navigate.
- Follow relevant writing conventions, styles, guides, fonts and policies.

Start Dates Available
8th - 11th April 2019

CYBER SECURITY COURSES

Today's organisations are challenged with rapidly detecting cyber security breaches and effectively responding to security incidents. Teams of people in Security Operations Centers (SOCs) keep a vigilant eye on security systems, protecting their organisations by detecting and responding to cyber security threats.

WHAT WE OFFER
- **CISCO CCNA Cyber Security Operations**
- **CISCO CCENT**
- **CISCO CCNA**

CISCO CCNA CYBER OPERATIONS

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
2/3	36 Weeks	Workshops, Seminars, E-Learning	CSCO21E	£750

The Cisco CCNA Cyber Security Operations prepares candidates to begin a career working with associate-level cyber security analysts.

Suitable for/Example Job Roles
Working within the Cyber Security sector.

Units Studied
- An introduction to the windows and Linux operating systems.
- Explore modern networks and how we can protect them.
- Discover how to monitor your network for security breaches and if found, how to handle an incident.

Methods of Assessment
Blended learning, workshops and working with tutor, online Cisco SECFND (210-250) and SECOPS (210-255) exams.

Entry Requirements
It is recommended, but not required, that students have the following;
- Skills and knowledge equivalent to those learned in Interconnecting Cisco Networking Devices Part 1 (CND1).
- Working knowledge of the Windows operating system.
- Working knowledge of Cisco IOS networking and concepts.

Progression Opportunities
This course will prepare students to take the Cisco SECFND (210-250) and SECOPS (210-255) exams.

Start Dates Available
23rd April 2019 (blended learning with a mixture of evenings, home study and workshops).

CISCO CCENT (CISCO CERTIFIED ENTRY LEVEL TECHNICIAN)

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
Entry	36 Weeks	Workshops, Seminars, E-Learning	CSELT1E	£750

The CCENT certification validates the ability to install, operate and troubleshoot a small enterprise branch network, including basic network security.

Suitable for/Example Job Roles
Network Technician.

Units Studied
- Networking fundamentals
- LAN switching fundamentals
- Routing fundamentals
- Network infrastructure services and maintenance

Methods of Assessment
Blended learning, workshops and working with tutor, online Cisco 100-105 ICND1 exam.

Entry Requirements
Experience with PC based systems is essential along with an interest in networking. Delegates will be expected to do some self-study from the online Cisco Academy website, as sessions will focus on practical skills. Access to a PC at home or work for self-study is required.

Progression Opportunities
Cisco CCNA.

Start Dates Available
23rd April 2019 (blended learning with a mixture of evenings, home study and workshops).

CISCO CCNA (CISCO CERTIFIED NETWORKING ASSOCIATE)

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
Intermediate	36 Weeks	Workshops, Seminars, E-Learning	CSNA21E	£750

As Enterprises migrate toward controller-based architectures, the role and skills required of a core network engineer are evolving and more vital than ever.

To prepare for this network transition, the CCNA Routing and Switching certification will not only prepare you with the knowledge of foundational technologies, but ensure you stay relevant with skill sets needed for the adoption of next generation technologies. The CCNA course will build upon the skills developed in the CCENT.

Suitable for/Example Job Roles
Network Technician/Specialist.

Units Studied
- LAN switching technologies
- Routing technologies
- WAN technologies
- Network infrastructure services and maintenance

Methods of Assessment
Blended learning, workshops and working with tutor, online Cisco 200-105 ICND2 exam.

Entry Requirements
Completion of Cisco CCENT.

Progression Opportunities
Working within the cyber security sector/ cyber security course.

Start Dates Available
23rd April 2019 (blended learning with a mixture of evenings, home study and workshops).

DIGITAL SKILLS COURSES

Improve your business productivity, your career prospects and progression and make sure you are prepared for the modern job market.

WHAT WE OFFER
- **Introduction to Digital Literacy**
- **Microsoft Qualifications**

INTRODUCTION TO DIGITAL LITERACY

LEVEL	DURATION	MODE OF DELIVERY	COURSE CODE	COST PER EMPLOYEE
2	10 Weeks	Workshops, Lectures, Seminars	IC3D11E	£200

The IC3 training and certification program covers a broad range of computing knowledge and skills that proves competency in the areas described below. Individuals seeking IC3 certification are required to take and pass all three IC3 exams.

Suitable for/Example Job Roles
Working with technology and computer aided equipment.

Units Studied
- *Computer Fundamentals:*
  Computer Hardware, Peripherals and Troubleshooting

  Computer Software

  Using an Operating System
- *Key Applications:*
  Common Program Functions

  Word Processing Functions

  Spreadsheet Features

  Communicating with Presentation Software
- *Living Online:*
  Communication Networks and the Internet

  Electronic Communication and Collaboration

  Using the Internet and the World Wide Web

  The Impact of Computing and the Internet on Society

Methods of Assessment
3 online exams.

Entry Requirements
Beginner to intermediate knowledge and understanding of IT and computing.

Progression Opportunities
Advanced digital courses.

Start Dates Available
- 23rd April 2019
  (Evening Classes 6 - 8pm)
- 10th September 2019
  (Evening Classes 6 - 8pm)

MICROSOFT QUALIFICATIONS

Easy and affordable IT skills to improve your future career prospects and opportunities! Earning your Microsoft qualification can help you differentiate yourself in today's competitive job market. After gaining your Microsoft Office Specialist (MOS) certification, you will get immediate access to a Digital Badge and Transcript, as well as the MOS logo to put on your CV and LinkedIn Page to support you when networking.

2019 MICROSOFT COURSES

COURSE	CODE	START DATES	DURATION	TIME	COST	LEVEL
Microsoft Excel Analyst	MOSEDA1E	Thursday 25th April / 12th September	10 Weeks	18.00 - 20.00	£200	Intermediate & Specialist
Microsoft Excel Insight	MOSEDI1E	Thursday 25th April / 12th September	10 Weeks	18.00 - 20.00	£200	Intermediate & Specialist
Microsoft Access	MOSACC1E	Thursday 25th April / 12th September	10 Weeks	18.00 - 20.00	£200	Specialist
Microsoft Word	MOSWRD1E	Thursday 25th April / 12th September	10 Weeks	18.00 - 20.00	£200	Specialist
Microsoft PowerPoint	MOSPWP1E	Thursday 25th April / 12th September	10 Weeks	18.00 - 20.00	£200	Specialist

MICROSOFT EXCEL

Gain a fundamental understanding of the Excel environment and the ability to complete tasks independently. Candidates will create and edit a workbook with multiple sheets and represent data visually. Workbook examples include professional-looking budgets, statements, performance charts, sales invoices, and data-entry logs.

MICROSOFT ACCESS

Develop basic database design principles and learn to create and maintain basic Access database objects including tables, relationships, data entry forms, multi-level reports, and multi-table queries.

Microsoft
Office Specialist
Authorized Testing Center

MICROSOFT WORD

Learn to proficiently use the advanced features of Word for document and content management, advanced formatting, customisation of Word environments to meet project needs and enhance productivity. Examples of expert-level documents include a business plan, a research paper, a book, a specialised brochure and a mass mailing. This course is suitable for: editors, project managers, business information workers, educators and others.

MICROSOFT OUTLOOK

Gain an understanding of how to create and edit professional-looking email messages, maintain calendars across time zones, and schedule tasks for a variety of purposes and situations. You will learn how to enhance professional correspondence, create calendars, and schedule appointments for coordinating building resources, sending messages for marketing campaigns, planning staff meetings, and assigning meeting action items.

MICROSOFT POWERPOINT

Develop a fundamental understanding of the PowerPoint environment and create, edit, and enhance presentations and slideshows. Presentation examples include professional-grade sales presentations, employee training, instructional materials, and kiosk slideshows.

2019 COURSE SUMMARY

COURSE	CODE	START DATES	DURATION	TIME	COST	LEVEL
Masterclass Social Media	MSMPD1D	Monday 8th April	3 - 5 Days	09.00 - 16.00	£250	Professional Development
Cisco CCNA Cyber Operations	CSC021E	Tuesday 23rd April	36 Weeks	18.00 - 20.00	£750	Intermediate /Specialist
Cisco CCNET Entry Level	CSELT1E	Tuesday 23rd April	36 Weeks	18.00 - 20.00	£750	Entry
Cisco CCNA Networking	CSNA21E	Tuesday 23rd April	36 Weeks	18.00 - 20.00	£750	Intermediate /Specialist
Digital Literacy	IC3D11E	Tuesday 23rd April/10th September	10 Weeks	18.00 - 20.00	£200	Beginner/ Intermediate
Microsoft Excel Analyst	MOSEDA1E	Thursday 25th April/12th September	10 Weeks	18.00 - 20.00	£200	Intermediate / Specialist
Microsoft Excel Insight	MOSEDI1E	Thursday 25th April/12th September	10 Weeks	18.00 - 20.00	£200	Intermediate / Specialist
Microsoft Access	MOSACC1E	Thursday 25th April/12th September	10 Weeks	18.00 - 20.00	£200	Specialist
Microsoft Word	MOSWRD1E	Thursday 25th April/12th September	10 Weeks	18.00 - 20.00	£200	Specialist
Microsoft PowerPoint	MOSPWP1E	Thursday 25th April/12th September	10 Weeks	18.00 - 20.00	£200	Specialist
Adobe	ACAC21E	Tuesday 23rd April/10th September	10 Weeks	18.00 - 20.00	£200	Intermediate /Specialist
Business Administrator Apprenticeship	FR3BA1W	Multiple start dates	18 Months	16 - 18 Free* 19+ £500		3
IT Professional Apprenticeship	FR2IT1W	Multiple start dates	12 Months	16 - 18 Free* 19+ £400		2
IT Professional Apprenticeship	FR3IT1W	Multiple start dates	18 Months	16 - 18 Free* 19+ £900		3
Digital Marketer Apprenticeship	FR3DM1W	Multiple start dates	18 Months	16 - 18 Free* 19+ £1200		3

*16-18 funding only applies to an employer with less than 50 employees.

BOOKINGS & ENQUIRIES:

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enquiries@stamford.ac.uk

New College Stamford
ACHIEVE EXCELLENCE, BE OUTSTANDING

Greater Lincolnshire
Local Enterprise Partnership

MIDLANDS ENGINE

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www.stamford.ac.uk