

Business Training Calendar

Autumn/Winter 2016

Train your staff and give your business the competitive edge



Institute of Leadership and Management (ILM) and Other Business Short Courses

ILM Level 3 Award in Leadership and Management

14 Sept (3 separate days) 3 ½ days £525

ILM Level 2 Award in Leadership and Team Skills

12 Oct (2 separate days) 2 ½ days £395

ILM Level 5 Certificate in Coaching

08 Sept (8 separate days) £975

CILM Level 3 Award in Leadership and Management for Construction

03 Nov (3 Separate days) 3 ½ day £595

AMSPAR Certificate in Health Service Administration

15 Sept (one afternoon and evening a week over a 12-week period) £695

Also available: Coaching to Improve Performance, Dealing with Difficult People etc.

Business Improvement Techniques (IW Certificate)

06 Sept 1 day 0900-1630 £79

05 Oct 1 day 0900-1630 £79

09 Nov 1 day 0900-1630 £79

Marketing Your Business (IW College Certificate)

07 Sept 1 day 0900-1600 £79

11 Oct 1 day 0900-1600 £79

22 Nov 1 day 0900-1600 £79

Customer Service (IW College Certificate)

13 Sept ½ day 0900-1230 £49

04 Oct ½ day 0900-1230 £49

02 Nov ½ day 0900-1230 £49

Developing Sales Skills (IW College Certificate)

21 Sept ½ day 0900-1230 £49

18 Oct ½ day 0900-1230 £49

15 Nov ½ day 0900-1230 £49

Project Management Intro (IW College Certificate)

05 Sept ½ day 0900-1230 £49

26 Oct ½ day 0900-1230 £49

08 Nov ½ day 0900-1230 £49

Managing Meetings and Minute Taking

12 Sept ½ day 0900-1230 £49

19 Oct ½ day 0900-1230 £49

Computing and IT Courses

Excel Foundation

12+13 Oct 2 evenings 1800-2100 £80

Excel Intermediate

19+20 Oct 2 evenings 1800-2100 £80

Word Foundation

02+03 Nov 2 evenings 1800-2100 £80

Word Intermediate

09+10 Nov 2 evenings 1800-2100 £80

AUTOCAD

23 Nov 6 weeks 1800-2100 £195

Many courses can be run as bespoke for your business (depending on numbers)

Hospitality Short Courses

Level 2 Food Safety in Catering, HABC

05 Sept 1 day 0900-1700 £75

10 Oct 1 day 0900-1700 £75

Level 3 Supervising Food Safety in Catering, HABC

07 Nov 3 Mondays 0900-1700 £220

Level 2 Personal License Holders, HABC

19 Sept 1 day 0900-1700 £155

31 Oct 1 day 0900-1700 £155

05 Dec 1 day 0900-1700 £155

Level 2 Door Supervisors, HABC

24 Oct 5 days 0830-1700 £280

Up-skilling Door Supervisors, HABC

27 or 28 Oct 1 or 2 days 0830-1700 £99

If you have an enquiry about a course that is not listed please call

Katie to discuss on 01983 535202

Health & Safety Short Courses

IOSH Working Safety (Institute of Occupational Health & Safety) supports CSCS Green Labourer Card applications

14 Oct 1 day 0900-1630 £180

IOSH Managing Safely

31 Oct 4 Tues 0900-1630 £475

Level 2 Award in Risk Assessment (HABC)

13 Jan 1 day 0900-1700 £87

Level 1 Fire Safety Awareness (HABC)

27 Jan ½ day 0830-1230 £62

Level 2 Award Principles of COSHH (HABC)

27 Jan ½ day 1300-1700 £60

Level 2 Award in Safe Moving and Handling (HABC)

16 Dec 1 day 0900-1630 £95

Working Safely at Height (IW College Certificate)

18 Nov ½ day 0830-1230 £48

Asbestos Awareness (RSPH)

18 Nov ½ day 1300-1700 £92

PASMA Mobile Towers

26 Oct 1 day 0900-1700 £220

Emergency First Aid at Work (HABC)

28 Sept 1 day 0900-1630 £85

26 Oct 1 day 0900-1630 £85

23 Nov 1 day 0900-1630 £85

Construction Courses

Painting and Decorating

02 Dec 5 weeks 1800-2000 £99

Bandsaw Training

08 Nov 1 day 0900-1600 £110

Abrasive Wheels

09 Nov ½ day 0900-1300 £75

Unvented Hot Water CITB

14/15 Nov 2 days 0900-1700 £345

17 Nov 1 day (renewal) 0900-1700 £245

Portable Appliance Testing (PAT)

26 Sept 5 x ½ days 1300-1700 £179

City & Guilds 2394/5

03 Oct 13 weeks 1800-2030

City & Guilds 2377

14 Nov 1 day + Assessment time 0900-1700

Please call or email to discuss content and price.

Welding (IW College certificate)

02 Nov-07 Dec 6 eve 1800-2000 £240

Legionella Awareness (HABC)

19 Oct 1 day 0900-1700 £79

ACS GAS

22 + 23 Sept – Training

26 - 28 Sept + 3 - 5 Oct – Assessment

27 + 28 Oct – Training

31 Oct - 02 Nov – Assessment

24 + 25 Nov – Training

28 - 30 Nov – Assessment

08 + 09 Dec – Training

12 - 14 Dec – Assessment

LPG ACS

17 + 18 Oct

Please call or email to discuss content and price

NEW for Autumn 2016

MOT Testing Certificate

5 Sept 6 weeks 2 x eve 1800-2030 £325

Welding (IW College certificate)

02 Nov – 07 Dec 6 eve 1800-2000 £240

OFTEC Oil course

17/18/21/22 Nov



Apprenticeships

If you are looking to build the skills and expertise within your business then an Apprentice could be just the answer you have been looking for. The Isle of Wight College can guide you every step of the way, from advising you on the pathways available, arranging interviews and recruiting the candidates.

Your cost effective solution to staff recruitment

96% of employers that take on an apprentice report benefits to their business and 72% report improved productivity as a result of employing an apprentice.

Apprenticeships are available to business of all sizes and from all sectors and are a good way to support your current and long-term development needs.

There is no upper age limit for an apprentice.

Grants of £1,500 are available to Island employers

The Isle of Wight College makes apprenticeship recruitment easy for you:

1. With your input, Katie or Omar will draft an advert which will appear on
www.iwcollege.ac.uk
www.isleofwightjobs.com
www.apprenticeships.org
2. Candidates apply, then shortlisting can take place.

3. Candidates are invited for interview, and will be interviewed and selected by the employer
4. Once a health and safety assessment is completed by an officer from the college, a start date can be given, relevant paperwork can be completed and training can begin.



Traineeships

A stepping stone to future success

Traineeships are flexible training programmes for 16-24 year olds with work experience, work preparation training and English and maths, giving young people the skills and experience that employers are looking for, helping them secure an apprenticeship or other job in the future.

All training costs are met by Government funding. Employers are not required to pay the young person but may support trainees with expenses such as transport etc.

If you are considering an apprentice or a trainee contact 01983 550852/535202 or apprenticeships@iwcollege.ac.uk and a friendly adviser will help you every step of the way.

If you have an enquiry about a course that is not listed please call Katie to discuss on 01983 535202