

Learning **Un**limited



- ART AND DESIGN
- ELECTRICAL
- ENGINEERING AND CONSTRUCTION
- FIRST AID
- HEALTH AND SAFETY
- HEALTH AND SOCIAL CARE
- HOSPITALITY AND CATERING
- INFORMATION TECHNOLOGY
- MANAGEMENT
- SALES AND MARKETING

Welcome to the Learning Unlimited Short Course Guide

In this Guide you will find all the information you need to know about the range of short courses we offer. You will also find information on:

- our bespoke training and consultancy services and how these can help you achieve your business objectives
- our purpose built Corporate training and conference centre – Waterloo Court
- our purpose built Logistics Training Centre at Junction 29A

We offer a wide range of cost effective short courses covering legislative and industry updates to soft skills development and much more. Our team of qualified industry expert trainers ensure that all our short courses are up to date, relevant and add value to your job and are of the highest quality. We are continually developing and updating our short courses and adding new ones all the time so that our programme is comprehensive and relevant. Look at our website for the latest up to date courses at www.learningunlimiteduk.com

The quality of our courses is underpinned by our approach to continuous improvement. We look at all delegate feedback and use this to enhance future courses or develop new ones.



95%+

achievement rates
for our short courses





Learning Unlimited offers a comprehensive range of cost effective training packages delivered in line with employer business objectives. In addition to supporting businesses who wish to educate and develop staff through our wide range of formal qualifications, we are also able to develop bespoke training solutions aimed at meeting the specific needs of your employees and business.

Alternatively we offer a comprehensive consultancy service through our sector focused Business Advisors who can provide a wealth of advice on training and staff development. We take a four step approach working with you to: identify your needs; design the right training solution; deliver that solution; evaluate that the objectives have been met.

We offer a wide range of bespoke training for example we have developed a specialism in management and sales training including a Level 3 Award in First Line Management, a Level 7 Diploma in Strategic Management plus soft skills development in creating a profitable pipeline, cross selling and up selling for sales teams.

“ Learning Unlimited are quick to respond to our needs and have worked with us to develop sessions that are tailored specifically to our organisation. ”

**Heather Hughes, UK HR Manager
for Vesuvius UK Limited**



Waterloo Court – Corporate Training and Conferencing Facilities



Learning Unlimited has developed a premier, purpose built Corporate Training and Conference Centre at Waterloo Court which is just two minutes away from Junction 29A of the M1 motorway. The Centre has a mix of training rooms and conferencing facilities all set within modern and contemporary surroundings making it the ideal place for organisations to hold meetings, conferences and training.

Our two training rooms can accommodate 16 and 24 delegates respectively with a flexible room layout. The main conferencing suite can cater for up to 100 people to suit your requirements with a modern mezzanine cafe style area next door. All rooms use the

latest technology including interactive white boards and a full PA system. The Conference room also has an electronic blind for private and confidential meetings. We also offer a range of catering packages.

The Centre is rapidly gaining a reputation for hosting and running local, regional and national conferences and events. It is a vibrant meeting, training and exhibition venue that is highly accessible offering flexible accommodation.

To take advantage of these modern facilities and excellent location, contact **01246 500699** or visit our website for a virtual tour.



Since 2006 Learning Unlimited has been providing logistics training as a Centre of Vocational Excellence, however in 2011 we have demonstrated a significant commitment to the industry with the opening of a NEW Logistics Training Centre at the Markham Vale Development at Junction 29A of the M1.

The new facility will allow Learning Unlimited to further develop its existing training provision to respond to the needs of an industry sector that employs 156,000 in the East Midlands. By working alongside its commercial partners and customers the Logistics Training Centre will provide innovative and industry relevant training and qualifications.

Flexible delivery methods aimed at a responsive industry enables the Logistics Training Centre to best meet the needs of employers and learners whether industry newcomers seeking to start a career or experienced industry practitioners looking to further develop their career or employees wanting to update their skills.

Training available includes:

NVQs in Warehouse & Storage, Driving Goods Vehicles, Logistics Operations Management, Supply Chain Management. Plus -

- HGV Training – all Categories
- PSV Training – Coaches, Buses, D1 Minibuses
- Forklift - Instructor Training
- Forklift Training – Counterbalance and Reach
- Driver CPC Training
- Logistics and Supply Chain Management – Foundation Degree
- Business and Supply Chain Management – BA (Hons)

For more information contact **01246 500682**



Course Descriptions

Art and Design

3D Digital Animation Techniques Using Maya

This unit will focus on the features and processes associated with creating digital images in 3D within a computer environment. Candidates will build upon prior knowledge and experience in using the computer for 2D images for graphics.

Digital Imaging Photoshop introduction

For those who wish to gain skills and knowledge in the use of industry standard software for pixel-based manipulation of digital imagery. You will be able to make use of commonly used software tools and functions and apply them to typical image manipulation tasks, such as colour correction, image retouching and enhancement.

Digital Techniques Using Illustrator

Candidates will be able to develop their ability to generate digital imagery through the skillful and creative application of industry standard software tools. Candidates will be able to apply their knowledge and skills to a variety of professional related design projects, enabling them to progress to further training opportunities, update skills in a professional context or enhance a portfolio for progression.

Silversmithing and Jewellery

For adult learners and students from schools and colleges who wish to extend their art education. This is an opportunity to work in excellently equipped studios working on projects of your own choosing. Support and guidance will be at hand but there is no set exam syllabus.

Garment Construction & Pattern Making

Please call for details.

Art Hub 1

Explore your creative potential through a series of workshops to develop a wide range of skills across a selection from the following disciplines: portfolio building, 2D and 3D drawing, illustration, design visualisation, textile design, digital and traditional print techniques, photography and studio lighting, digital photography, life and portrait drawing and 3D portrait modelling with clay, 2D and 3D animation, 3D making skills. Also suitable for practicing creative professionals or those wishing to enter the Creative Industries.

Care Courses (Available as bespoke packages)

Challenging Behaviour

This course looks at what is challenging behaviour, the language of behaviour, history and major life events, observing behaviour and record keeping, anchored emotional states, the physical environment, social background, biological and health issues, possible interventions and the phases of the assault cycle. This course can be delivered to small groups off site up to a maximum of 12 per group. Please call for further details on prices.

Epilepsy Awareness

This course looks at what is a seizure, how the brain works, the different types of seizure, First Aid methods for epilepsy, types of anti epileptic drugs, sleep and epilepsy and photo sensitivity and other triggers. This course can be delivered to small groups off site up to a maximum of 12 per group. Please call for further details on prices.

Dementia Awareness

This course looks at understanding dementia, person centred care, understanding challenging behaviour in the context of dementia and applying a person centred approach to dementia care. This course can be delivered to small groups off site up to a maximum of 12 per group. Please call for further details on prices.

Sharps Awareness

This course looks at what is a sharp, what action should be taken, who must be aware/alert, precautionary measures, safe disposal, needle stick injuries, medical awareness, and protection and risk assessment. This course can be delivered to small groups off site up to a maximum of 12 per group. Please call for further details on prices.

Electrical

2330 L2 in Electro Technical Year 1

Covering units 1 and 2 of the level two qualification and preparing learners for their practical assessment in year 2. This course is aimed at learners who wish to break into the electrical installation industry and on completion will go towards their fully qualified electrician status.

2330 L2 Electro Technical Year 2

Covering units 3 and 4 of the level two qualification. This course is aimed at learners who wish to break into the electrical installation industry and on completion will go towards their fully qualified electrician status.

C&G 2377 Portable Appliance Testing

This course is for anyone who wishes to comply with the Health & Safety at Work regulations and is practising electricians or for people who are assessed to have electrical capability.

C&G 2381 17th Edition IEE Regulations

These regulations are required by persons working in electrical installation fields. The only book required for this course is BS 7671:2008 and one will be made available for use in class.

C&G 2381 17th Edition IEE Regulations Update

This course is for those with qualifications that cover the 16th Edition June 2001 BS 7671 and the College must see the original qualification (a list of the accepted qualifications will be sent out if required).

C&G 2391 Inspection and Testing

For those who have completed the BS 7671 Wiring Regulations and who have a sound background in electrical installation.

Engineering and Construction

Machine Safety Course

Training in compliance with PUWER 98 and BS 4163:2007. This qualification is a legal requirement for all staff using or working around wood working machinery. This course would be delivered at the client's workplace to ensure staff are trained to safety standards on their own machines. A maximum of 6 delegates per group. Please call Sally Needham on 01246 500682 for prices and availability of course.

C&G 7579-01 L1 AWD CAD Parametric

This course will equip candidates with an understanding of the CAD Parametric Modelling environment in terms of hardware, software and physical surroundings. It will explore the typical composition of

a CAD Parametric Modelling system and Health and Safety matters that are associated with safe working practices.

This qualification offers candidate's progression to both Levels 2 and 3 in Parametric Modelling, and also Levels 2 and 3 in 2D/3D CAD. It also prepares learners for employment and the opportunity to further their work-based competency qualifications. Throughout the courses there are multiple choice examinations, practical demonstrations and assignments.

C&G 7579-01 L2 AWD CAD Parametric

This course will equip candidates with an understanding of the CAD Parametric Modelling environment in terms of hardware, software and physical surroundings. It will explore the typical composition of a CAD Parametric Modelling system and Health and Safety matters that are associated with safe working practices. This qualification provides progression to Level 3 2D/3D CAD/Parametric Modelling and Level 3 Computer Aided Manufacturing. It also prepares learners for employment and the opportunity to further their work-based competency qualifications. Throughout the course there are multiple choice examinations, practical demonstrations, assignments and a written examination.

C&G 7579-01 L3 AWD CAD Parametric

The use of CAD systems in industry has become an essential part of the modern working environment. It is used at all stages of the design period, from conceptualisation and production of working drawings to the production of virtual reality images. This unit aims to further candidates understanding of the CAD Parametric Modelling environment, in terms of hardware, software and physical surroundings. It will explore the typical composition of a CAD Parametric Modelling system and Health and Safety matters that are associated with safe working practice.

C&G 7579-02 L2 AWD 2D AutoCAD

The qualification aims to equip candidates with the basic understanding and principles of the 2D drawing environment, in terms of hardware, software and physical surroundings. It will explore the typical composition of a CAD system and health and safety matters that are associated with safe working practices. This qualification provides progression to Level 3 2D/3D CAD/Parametric Modelling and Level 3 Computer Aided Manufacturing. It also prepares learners for employment and the opportunity to further their work-based competency qualifications. Throughout the course there are multiple choice examinations, practical demonstrations, assignments and a written examination.

C&G 7579-03 L3 AWD 2D AutoCAD

To cover a wide range of 2D drawing and editing commands and routines to aid the application and modification of the CAD software. The learner will become familiar with the necessary techniques required to produce and edit drawings of medium complexity and prepare the drawings for output to hard copy. You will study - engineering woodworking, pattern and model making Level 3, unit 21 producing drawings for patterns and models using 2D computer aided techniques.

C&G 7579-03 L3 AWD 3D AutoCAD

Allows the learner to develop the ability to apply the drafting procedures required to create and modify existing 3D objects either surfaces or solids at any position within three dimensional space. Engineering technical support Level 3, unit 5 produce engineering drawings/models using 3D computer aided techniques.

L2 Award Fabrication and Welding Practice

The ABC Level 2 Award in Fabrication and Welding Practice aims to train learners to a standard of practical proficiency in specific areas of fabrication and welding practice. At this level all welding processes/operations will be carried out in the flat position.

It provides potential entrants (school leavers) to the industry with an opportunity to acquire appropriate practical skills and knowledge required for access to employment. It also provides an opportunity for existing employees to obtain relevant and up to date practical skills and knowledge, and an opportunity for retraining of adults who wish to access employment within the engineering sector.

L3 Award Fabrication and Welding Practice

The ABC Level 3 Certificate in Fabrication and Welding Practice qualification aims to train learners to a standard of practical proficiency in welding. It is suitable for a wide range of students, for example the self-employed, adults wishing to pursue single units as a specialism and young people who are new entrants to the industry. It links to ABC Level 1 Certificate in Fabrication and Welding Practice and ABC Level 2 Award and Certificate in Fabrication and Welding Practice.

The overall aim of the fabrication and welding scheme is to:

- nurture the learner through a series of actions that promote a progression from basic welding and fabrication skills to a more highly developed understanding of equipment functions and how materials behave when subjected to the welding process.
- educate the learner in the observation of the correct and safe procedures that are paramount in the welding and fabrication industry.

Aims:

- To provide an opportunity for existing employees to obtain relevant and up to date technical knowledge to meet the requirements of the application of practical skills.
- To provide an opportunity for acquiring practical skills in different processes and positions.
- To provide an opportunity for progression onto further/higher levels of study.

First Aid and Health and Safety (available as bespoke packages)

Emergency First Aid at Work

This course is ideal for small workplaces that present fewer health and safety risks where a nominated person is required to take charge in the event of illness or accident. A college certificate will be issued on successful completion, the certificate is valid for 3 years.

First Aid at Work (HSE Approved)

The course will cover resuscitation techniques, how to recognise signs of life and the application of bandages and dressings. This course is a recognised qualification. Members of the public will also qualify as Full First Aiders. An HSE approved certificate will be issued on successful completion; this is valid for three years. This is an intensive course of study that has a practical element and assessment. Please wear practical clothing. First Aid and Health and Safety (available as bespoke packages).

Paediatric First AID Ofsted Approved

This course is a mandatory requirement for those who are working in childcare. Valid for three years the course content includes CPR adult, junior and baby, plus everything included in the appointed persons with the addition of specific paediatric conditions. Achievement is based on assessment not exams. Price includes workbook.

Course Descriptions

First Aid and Health and Safety (Available as bespoke packages) continued

First Aid at Work – Requalification

This course refreshes and updates the First Aid skills of those who need to renew their First Aid at Work certificate and those whose certificate is still valid. Practice sessions and revision are included to prepare for the assessment. An HSE approved certificate will be issued on successful completion. Examination fees are included in the cost.

Fire Marshal

Fire is always a potential danger to lives and property. This course will make people more aware of evacuation procedures and use of fire fighting equipment. Each delegate will receive a college certificate of attendance.

IOSH Managing Safely

Suitable for managers and supervisors with an interest and commitment to health and safety. Topics covered include: manual handling, risk assessment and COSHH. Examination fees are included in the price.

IOSH Working Safely

Suitable for adult beginners. A recognised qualification - a course to ensure that workers' actions contribute to health and safety in the workplace and that individual responsibilities are clearly understood. Examination fees are included in the price.

Basic Health and Safety

This course covers health and safety law, employee's duties, electricity, safety signs, accident prevention, risk assessment, fire, first aid, factors affecting health and safety, personal protective equipment, substances hazardous to health and COSHH. This course can be delivered at the workplace for a max of 12 people. Certificates will be issued on completion of the course.

Risk Assessment

This course covers everyone's role in the risk assessment process, why use risk assessments, what is a risk assessment, risk rating, general background to health and safety, general risk assessment, manual handling risk assessment, display screen risk assessments, COSHH risk assessments, personal protective equipment risk assessments, good office practice, re-assessments and validation assessments and mock assessment. This course can be delivered at the workplace for a max of 12 people. Certificates will be issued on completion of the course.

Moving and Handling of people

Course content includes legal requirements, the manual handling regulations 1992, contributory factors to accidents, spinal awareness and looking after yourself, muscular-skeletal injuries, manual handling equipment, risk assessment, principles of safe manual handling, assessing client handling needs, assisting to stand and walk, moving from chair to chair, moving in the bedroom, moving from the floor and emergencies. This course can be delivered at the workplace for a max of 12 people. Certificates will be issued on completion of the course.

Moving and Handling Loads

Course content includes the manual handling regulations 1992, contributory factors to accidents, basic principles of moving and

handling and factors affecting back injury. This course can be delivered at the workplace for a max of 12 people. Certificates will be issued on completion of the course.

Hair and Beauty

NVQ L2 Hairdressing

Progression route from NVQ level 2 hairdressing. Progression from this programme is to NVQ level 3 hairdressing or employment within the sector. This course is suitable for mature learners who wish to study vocational programme on a part time basis.

VRQ L2 Hairdressing

Progression route from NVQ level 1 hairdressing. Progression from this programme is to NVQ level 2 hairdressing. This course is suitable for mature learners who wish to study vocational programme on a part time basis.

C&G L2 Certificate Manicure

This course is designed to develop knowledge of manicures. Individuals with a keen interest for prospective salon work or personal use.

C&G L2 Certificate Pedicure

This course is designed to develop knowledge of pedicures. Individuals with a keen interest for prospective salon work or personal use.

C&G L2 Certificate Lash and Brow Treatments

This course is designed to develop knowledge of eye treatments. Individuals with a keen interest for prospective salon work or personal use.

Hospitality and Catering

Award in Food Safety in Catering

Designed for operatives in the food industry and individuals who handle food on a daily basis, the course will explain personal and general food hygiene. On completion you achieve the Chartered Institute of Environmental Health Officer's Certificate.

Award for Personal Licence Holders

This nationally recognised qualification is designed for anyone within the hospitality and leisure industry to apply for a licence authorising the retail sale of alcohol in licensed premises. Although the course is open to people 16 years old or over, anyone with the qualification will have to be 18 years old before they can apply for a licence to work behind a bar. Course handbook cost and examination fees are included in the price.

Logistics

Fork Lift Novice Reach, Counterbalance, Rough Terrain

This course is aimed at anyone who has an interest in becoming a fork lift operator who has no previous experience. The course includes; operators safety code, inspection and maintenance, manoeuvring exercises, load handling and assessment. This course can be delivered either at the work place or at our new Logistics Training Centre in Chesterfield.

Fork Lift Conversion

This course instructs delegates who have experience of operating a counterbalance/reach truck fork lift, and require a conversion course from counterbalance to reach or reach to counterbalance.

Fork Lift Refresher (Reach or Counterbalance)

This 7.5 hour or 1 day course aims to provide basic operator refresher training for operators who have previously received formal basic operator training and are certified to operate electric reach or counterbalance trucks. It is recommended that basic operator refresher training should take place at least every 3 years. NB – The course duration may exceed 1 day where there is a driving/ operator weakness identified.

Fork Lift Experienced Operator

A 20 hour course for individuals who have some previous experience of operating lift trucks but who do not have the benefit of formal training in basic operating skills. On completion of the course a learner will:

- Be able to operate the truck model used during training safely and correctly and accept good practice
- Understand the causes of instability and truck loads
- Have the ability to carry out routine daily and pre-use truck inspections

Fork Lift Truck Instructor

The aim of this course is to provide individuals with the necessary information, instruction, training and supervised practice to enable a trained, tested and certified lift truck operator to meet the minimum standards required for registration as an instructor by RTITB Ltd. To become a lift truck instructor trainer you will be expected to:

- Have been a lift truck operator for at least 6 months
- Be highly skilled in operating the truck
- Be proficient at teaching and applying sound instructional techniques
- Produce evidence of prior training to basic operator standards for the type of truck being used.

NB – All Lift truck courses will combine both practical and theory and be subject to end of course examinations.

Fork Lift Truck Safety Awareness – Managers and Supervisors

This one day course aims to provide managers and supervisors who have lift truck operators working under their scope of responsibility. Individuals will gain an understanding of their statutory responsibilities for lift truck operators. Upon under the Provision and Use of Work Equipment Regulations, Regulation 9(b) and other associated legislation. This course is also suitable for health and safety officers working in companies that have lift trucks operating.

Mobile Elevated Work Platforms

This course is for anyone who uses or will be using a mobile elevated work platform (scissor or boom – vehicle mounted or self-propelled) in the land-based industries or construction industry. We offer a range of courses from novice to experienced that can be delivered in the workplace.

Hydraulic Lorry Loader Crane

Details available on request.

Electric Pedestrian Operated Pallet Transporter/Stacker. Novice/Experienced Operator

Details available on request.

Effective Team Management In Manufacturing Sector

Based on the 'Toyota Way', examines how the principles of lean management can be used to build effective teams. Suitable for all levels from shop floor to senior management, delegates will be introduced to Kaizen and gain a deeper insight of the Human Resource Development. The course is delivered over 3 days in a training room environment, followed up with a day with our 'Toyota trained' instructor in the workplace. Bespoke packages are available.

Advanced Driving Course and Occupational Driving Assessment - for company vehicle drivers

Delivered by a DSA Approved Advanced Driving, this course is aimed at employers who are required to implement driver training in their management systems and practices as a way of 'managing risk' under legislation that came in to force in April 2008. Providing advanced driving tuition and assessment to all employees where driving is a requirement of their duties, employers can be seen to be managing risks of serious accidents or fatalities as a result of negligent driving. Courses can be delivered on a one to one or two to one ratio.

Driver CPC

The Driver CPC Programme is designed to improve the knowledge and skill of professional LGV and PCV Drivers throughout their working lives. Underpinned by legislation introduced in September 2009, drivers must complete at least 35 hours of periodic training in each 5 year period. Training can be delivered as a block training course delivered in 5 days that will cover the full training requirement for the next 5 years or as individual modules delivered as and when needed.

Management Training

CIPD Certificate Human Resource Practice

The Certificate in HR practice is intended for those working at the level of personnel assistant, personal administrator or personnel officer, whose role is to provide support for key aspects of the personnel function. This course is also intended for those new to or aspiring to a career in the personnel function. You will need a minimum Level 2 qualification or appropriate work experience.

CIPD Certificate Learning and Development Practice

The Certificate in Learning and Development (L&D) Practice covers the skills required by proficient trainers such as training officers, training advisers and line managers. You will need a minimum Level 2 qualification or appropriate work experience.

L7 Strategic Management & Leadership

Participants study a range of contemporary issues in strategic management and complete a substantial work-based project based on the application of contemporary concepts to their own management experience. This is the initial stage of postgraduate study in management. Those who complete this course successfully may progress on to the MBA.

Course Descriptions

Management Training continued

First Line Management Award ILM L3

For people in work who are seeking a more challenging position or promotion; or for people who have recently gained promotion and are looking for a qualification and to develop their management skills and will give you a nationally recognised and relevant qualification and enable you to update your skills and knowledge. The ILM Award in First Line Management allows people who do not wish to commit themselves to the one year full Certificate an opportunity to sample the ILM courses.

C++ Programming

For those students who work or want to work as software developers or computer games designers. Taught within one of our specialist computer labs, you will be introduced to the principles and concepts of programming in a high level language and progress onto the use of C++ in designing software solutions across a wide range of applications. Although no formal qualifications are required for entry, students should have a keen interest in programming preferably with some previous programming experience.

VB Net Programming

For those who work or want to work as software developers or computer games designers. It provides a comprehensive programme of tuition in one of the most popular, versatile and widely used programming languages in common use. Taught within one of our specialist computing labs, you will be introduced to the principles and concepts of programming in a high level language and progress onto the use of VB2008 In designing software solutions across a wide range of applications. Visual basic can be used to create everything from single applications to commercial database software packages. You will gain a City and Guilds Certificate in Computer Programming (VB2008) qualification.

Performing Arts

Voice and Presentation

This course explores and develops skills for anyone who wishes to be more confident and effective when speaking to an audience or delivering a presentation including vocal technique, physicality and gesticulation.

Home Video to Pro Video

Ever wished your home videos looked more professional? Ever wanted to have more advanced camera and editing skills? If you answered yes to either question then this course is for you. An experienced video production tutor will work with you to improve your technical skills in practical video making and editing. Topics include camera, lighting, sound, location, work, video editing and DVD production.

Strictly Come Dancing for Beginners

Ever wanted to dance like they do on TV then sign up here! This course is designed for those who want to have a go at dances such as the tango, waltz, foxtrot and many others but haven't a clue where to start. Look no further; it's all about having fun and not taking yourself too seriously!

Sales Courses (available as bespoke packages)

Sales Success

This course is ideal for you if you have been in sales for a while and you are looking for an effective, structured, highly consultative sales process that will help you to: negotiate gatekeepers; qualify prospects; remove objections; sell the price; use trial closes to create buying signals; handle objections and close. The course will also help you to identify cross sell and up sell opportunities, gain referrals and manage your time in the most commercial manner. There is a lot covered in one-day, this course will give you all the skills you need to consistently hit sales targets.

Creating a Profitable Sales Pipeline

One of the most successful ways to build a good solid business is to ensure the sales pipeline is filled with fully qualified and profiled sales prospects, giving the business accurate forecasting, meaningful market intelligence, stability and security. This course addresses all the key issues associated with building a strong, accurate and profitable sales pipeline. The course covers a variety of lead generation techniques, clever prospecting, profiling against key criteria, using questions to test commitment, screening in and screening out, where to spend time in the sales funnel, how to move prospects through the sales funnel and exclude the competition during the process.

Cross Selling and Up Selling

Whether you already have a client bank that could buy other products and services from you, or simply where you want to cross sell and up sell to new prospects, in both cases, this course will give you all the skills needed to effectively and confidently cross sell and up sell. It will cover: how to set the scene for cross selling and up selling; how to structure the sales conversation; the use of clever questioning to fully explore the prospects needs; identifying buying triggers; using trial closes to identify buying signals; building compelling cases for taking more than one product/service, objection handling and closing.

Appointment setting and generating appointments is where it all starts. Building a strong diary of confirmed, qualified and profiled appointments with a decision maker who has understood the reason for the meeting and what the desired outcome is means success. Many new business generators fail at this stage because they feel the real selling starts when the meeting takes place - it doesn't. This course will show you how to: effectively negotiating gatekeepers; finding out who the decision maker really is; have a highly consultative sales conversation; build a multi layered and compelling proposal before asking for the appointment. Attending this course will increase the quantity and quality of appointments in the sales diary.

Teacher Training

For more information on any of the Teacher Training course please call **01246 500682**.

Short Courses

| Course Code | Course | Day | Date | Time | Duration | Location | Cost |
|-------------------------------------------------------------------------------------------|----------------------------------------------|------------|-------------------|-----------|----------|------------------|------------|
| Art and Design | | | | | | | |
| 4831 1112 | 3D Digital Animation Techniques Using Maya | Monday | 12/09/11-21/11/11 | 1800-2100 | 10 weeks | Infirmary Road | £224 |
| 4832 1112 | Digital Imaging Photoshop Introduction | Monday | 12/09/11-21/11/11 | 1800-2100 | 10 weeks | Infirmary Road | £224 |
| 4830 1112 | Digital Techniques Using Illustrator | Monday | 12/09/11-21/11/11 | 1800-2100 | 10 weeks | Infirmary Road | £224 |
| 4724 1112 | Garment Construction & Pattern Making | Monday | 12/09/11-21/11/11 | 1800-2100 | 10 weeks | Infirmary Road | £224 |
| 2502 1112 | Silversmithing and Jewellery | Monday | 12/09/11-20/02/12 | 1800-2100 | 20 weeks | Infirmary Road | £360 |
| 2502 1112-01 | Silversmithing and Jewellery | Wednesday | 14/09/11-22/02/12 | 0900-1215 | 20 weeks | Infirmary Road | £360 |
| 2502 1112-22 | Silversmithing and Jewellery | Wednesday | 14/09/11-22/02/12 | 1315-1630 | 20 weeks | Infirmary Road | £360 |
| 2502 1112-02 | Silversmithing and Jewellery | Thursday | 15/09/11-23/02/12 | 1800-2100 | 20 weeks | Infirmary Road | £360 |
| 2502 1112-28 | Silversmithing and Jewellery | Wednesday | 22/02/12-09/05/12 | 0900-1215 | 10 weeks | Infirmary Road | £180 |
| 2502 1112-13 | Silversmithing and Jewellery | Thursday | 23/02/12-10/05/12 | 1800-2100 | 10 weeks | Infirmary Road | £180 |
| 4842 1112 | Art Hub 1 | Thursday | 15/09/11-20/10/11 | 1800-2030 | 6 weeks | Infirmary Road | £105 |
| Care Sector Courses These can be delivered in the work place. Price on application | | | | | | | |
| TBA | Challenging Behaviour | On Request | TBA | 0900-1600 | 1 Day | TBA | On Request |
| TBA | Epilepsy Awareness | On Request | TBA | 0900-1200 | Half day | TBA | On Request |
| TBA | Dementia Awareness | On Request | TBA | 0900-1600 | 1 Day | TBA | On Request |
| TBA | Sharps Awareness | On Request | TBA | 0900-1200 | Half day | TBA | On Request |
| Electrical | | | | | | | |
| 3214 1112-02 | 2330 L2 Electro Technical Year 1 | Friday | 16/09/11-22/06/12 | 0900-1745 | 35 weeks | Infirmary Road | £675 |
| 3214 1112-05 | 2331 L2 Electro Technical Year 1 | Mon/Thurs | 12/09/11-28/06/12 | 1800-2100 | 35 weeks | Infirmary Road | £675 |
| 3214 1112-06 | 2330 L2 Electro Technical Year 2 | Monday | 12/09/11-25/06/12 | 0900-1745 | 35 weeks | Infirmary Road | £720 |
| 3214 1112-09 | 2330 L2 Electro Technical Year 2 | Mon/Thurs | 12/09/11-28/06/12 | 1800-2100 | 35 weeks | Infirmary Road | £720 |
| 3214 1112-20 | 2330 L2 Electro Technical Fast Track | Mon/Thurs | 12/09/11-28/06/11 | 1800-1900 | 35 weeks | Infirmary Road | £774 |
| 3214 1112-19 | 2331 L2 Electro Technical Fast Track | Friday | 16/09/11-29/06/11 | 0900-1630 | 35 weeks | Infirmary Road | £774 |
| 1739 1112 | C&G 2377 Portable Appliance Testing | Mon/Tues | 10/10/11-11/10/11 | 0930-1630 | 2 days | Infirmary Road | £195 |
| 1739 1112-01 | C&G 2377 Portable Appliance Testing | Mon/Tues | 05/12/11-06/12/11 | 0930-1630 | 2 days | Infirmary Road | £195 |
| 1739 1112-02 | C&G 2377 Portable Appliance Testing | Mon/Tues | 06/02/12-07/02/12 | 0930-1630 | 2 days | Infirmary Road | £195 |
| 1739 1112-03 | C&G 2377 Portable Appliance Testing | Mon/Tues | 23/04/12-24/04/12 | 0930-1630 | 2 days | Infirmary Road | £195 |
| 1739 1112-04 | C&G 2377 Portable Appliance Testing | Mon/Tues | 25/06/12-26/04/12 | 0930-1630 | 2 days | Infirmary Road | £195 |
| 1201 1112 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 05/09/12-09/09/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| 1201 1112-01 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 14/11/12-18/11/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| 1201 1112-02 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 09/01/12-13/01/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| 1201 1112-03 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 12/03/12-16/03/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| 1201 1112-04 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 14/05/12-18/05/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| 1201 1112-05 | C&G 2382 17th Edition IEE Regulations | Mon-Fri | 02/07/12-06/07/12 | 0930-1630 | 5 days | Infirmary Road | £350 |
| TBA | C&G 2382 17th Edition IEE Regulations Update | TBA | On request | 0900-1630 | 2 days | Infirmary Road | £160 |
| TBA | C&G 2391 Inspection and Testing | TBA | On request | 0900-1630 | 5 days | Infirmary Road | £465 |
| Engineering and Construction | | | | | | | |
| TBA | Machine Safety Course | TBA | TBA | 0930-1630 | 2 Days | Clients Premises | On request |
| 4684 1011 | C&G 7579-01 L1 Award CAD Parametric | Thursday | 06/10/11-28/06/12 | 1900-2100 | 30 weeks | Infirmary Road | £464 |
| 4685 1112 | C&G 7579-01 L2 Award CAD Parametric | Thursday | 06/10/11-28/06/12 | 1800-2100 | 30 weeks | Infirmary Road | £644 |
| 4686 1112 | C&G 7579-01 L3 Award CAD Parametric | Thursday | 06/10/11-28/06/12 | 1800-2100 | 30 weeks | Infirmary Road | £644 |
| 4681 1112-03 | C & G 7579-02 L2 Award 2D AutoCAD | Monday | 12/09/11-14/05/12 | 1900-2100 | 30 weeks | Infirmary Road | £464 |
| 4682 1112-01 | C & G 7579-03 L3 Award 2D AutoCAD | Monday | 12/09/11-14/05/12 | 1900-2100 | 30 weeks | Infirmary Road | £644 |
| 4683 1112-02 | C&G 7579-03 L3 Award 3D AutoCAD | Thursday | 15/09/11-17/05/12 | 1800-2100 | 30 weeks | Infirmary Road | £644 |
| 4634 1112 | L2 Award Fabrication Welding | Mon/Thurs | 12/09/11-15/12/11 | 1800-2100 | 13 weeks | Infirmary Road | £334 |
| 4636 1112 | L3 Award Fabrication Welding | Mon/Thurs | 12/09/11-15/12/11 | 1800-2100 | 13 weeks | Infirmary Road | £334 |
| 4696 1112 | NVQ L3 Diploma Trowel Occupations | Thursday | 15/09/11-19/07/12 | 0900-1830 | 35 weeks | Infirmary Road | £425 |
| 4425 1112 | NVQ L2 Wood Occs Experienced Workers | Flexible | 01/08/11-29/07/12 | Flexible | 1 week | Infirmary Road | £675 |

Short Courses

| Course Code | Course | Day | Date | Time | Duration | Location | Cost |
|-------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|------------|-------------------|-----------|----------|----------------|------------|
| First Aid and Health and Safety (All of the below can also be delivered at your work place. Bespoke packages also available) | | | | | | | |
| 3937 1112 | Emergency First Aid at Work | Monday | 22/08/2011 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-01 | Emergency First Aid at Work | Tuesday | 20/09/2011 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-02 | Emergency First Aid at Work | Monday | 24/10/2011 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-03 | Emergency First Aid at Work | Monday | 21/11/2011 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-04 | Emergency First Aid at Work | Thursday | 15/12/2011 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-05 | Emergency First Aid at Work | Monday | 23/01/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-06 | Emergency First Aid at Work | Monday | 27/02/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-07 | Emergency First Aid at Work | Monday | 26/03/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-08 | Emergency First Aid at Work | Monday | 23/04/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-09 | Emergency First Aid at Work | Wednesday | 30/05/2012 | 0900-1630 | 1 Day | Junction 29a | £75 |
| 3937 1112-10 | Emergency First Aid at Work | Friday | 29/06/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3937 1112-11 | Emergency First Aid at Work | Monday | 30/07/2012 | 0900-1630 | 1 day | Junction 29a | £75 |
| 3938 1112 | First Aid at Work HSE Approved | Wed-Fri | 21/09/11-23/09/11 | 0900-1630 | 3 days | Junction 29a | £195 |
| 3938 1112-01 | First Aid at Work HSE Approved | Wed-Fri | 02/11/11-04/11/11 | 0900-1630 | 3 days | Junction 29a | £195 |
| 3938 1112-02 | First Aid at Work HSE Approved | Wed-Fri | 12/12/11-14/12/11 | 0900-1630 | 3 days | Junction 29a | £195 |
| 3938 1112-03 | First Aid at Work HSE Approved | Mon-Wed | 13/02/12-15/02/12 | 0900-1630 | 3 days | Junction 29a | £195 |
| 3938 1112-04 | First Aid at Work HSE Approved | Tues-Thurs | 24/04/12-26/04/12 | 0900-1630 | 3 days | Junction 29a | £195 |
| 3938 1112-05 | First Aid at Work HSE Approved | Mon-Wed | 02/07/12-04/07/12 | 0900-1630 | 3 days | Junction 29a | £195 |
| 4446 1112 | Paediatric First AID Ofsted Approved | Tues-Wed | 25/10/11-26/10/11 | 0900-1630 | 2 days | Junction 29a | £125 |
| 4446 1112-01 | Paediatric First AID Ofsted Approved | Thurs-Fri | 16/02/12-17/02/12 | 0900-1630 | 2 days | Junction 29a | £125 |
| 4446 1112-02 | Paediatric First AID Ofsted Approved | Wed-Thurs | 27/06/12-28/06/12 | 0900-1630 | 2 days | Junction 29a | £125 |
| TBA | First Aid Requalification HSE Approved | TBA | On request | 0900-1630 | 2 days | Junction 29a | £140 |
| TBA | First Aid Requalification HSE Approved | TBA | On request | 0900-1630 | 2 days | Junction 29a | £140 |
| TBA | Fire Marshall | TBA | On request | 0900-1630 | 1 day | Junction 29a | £75 |
| 1525 1112-01 | IOSH Managing Safely | Thurs/Fri | 13/10/11-21/10/11 | 0900-1630 | 4 days | Junction 29a | £540 |
| 1525 1112-02 | IOSH Managing Safely | Mon/Tues | 05/12/11-13/12/11 | 0900-1630 | 4 days | Junction 29a | £540 |
| 1525 1112-03 | IOSH Managing Safely | Mon-Thurs | 23/04/11-26/04/11 | 0900-1630 | 4 days | Junction 29a | £540 |
| TBA | Basic Health and Safety | On request | On request | 0900-1600 | 1 day | TBA | On request |
| TBA | Risk Assessment | On request | On request | 0900-1600 | 1 day | TBA | On request |
| TBA | COSHH | On request | On request | 0900-1200 | Half day | TBA | On request |
| TBA | Moving and Handling of People | On request | On request | 0900-1600 | 1 day | TBA | On request |
| TBA | Moving and Handling Refresher | On request | On request | 0900-1200 | Half day | TBA | On request |
| TBA | Moving and Handling Loads | On request | On request | 0900-1200 | Half day | TBA | On request |
| TBA | IOSH Working Safely | TBA | On request | 0900-1630 | 1 day | Junction 29a | £175 |
| Hair And Beauty | | | | | | | |
| 4585 1112-02 | NVQ L2 Hairdressing | Mon/Thurs | 12/09/11-28/06/11 | 1800-2100 | 35 weeks | Infirmary Road | £874 |
| 4586 1112-01 | VRQ L2 Hairdressing | Mon/Thurs | 12/09/11-28/06/11 | 1800-2100 | 35 weeks | Infirmary Road | £888 |
| 4848 1112 | C&G L2 Certificate Manicure | Monday | 12/09/11-14/11/11 | 1800-2100 | 9 weeks | Infirmary Road | £171 |
| 4855 1112 | C&G L2 Certificate Lash and Brow Treatments | Thursday | 03/05/12-28/06/12 | 1800-2100 | 8 weeks | Infirmary Road | £161 |
| 4849 1112 | C&G L2 Certificate Pedicure | Monday | 21/11/11-30/01/12 | 1800-2100 | 9 weeks | Infirmary Road | £171 |
| TBA | Baby Massage Certificate | TBA | TBA | 1300-1600 | 12 weeks | Junction 29a | £285 |
| Hospitality and Catering (All of the below can also be delivered at your work place. Bespoke packages also available) | | | | | | | |
| 1088 1112 | Award in Food Safety Catering | Friday | 26/08/2011 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-01 | Award in Food Safety Catering | Friday | 30/09/2011 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-02 | Award in Food Safety Catering | Friday | 04/11/2011 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-03 | Award in Food Safety Catering | Wednesday | 07/12/2011 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-04 | Award in Food Safety Catering | Monday | 30/01/2012 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-05 | Award in Food Safety Catering | Monday | 27/02/2012 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-06 | Award in Food Safety Catering | Monday | 09/04/2012 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-07 | Award in Food Safety Catering | Friday | 01/06/2012 | 0930-1630 | 1 day | Junction 29a | £75 |
| 1088 1112-08 | Award in Food Safety Catering | Monday | 16/07/2012 | 0930-1630 | 1 day | Junction 29a | £75 |
| 4815 1012 | Award for Personal Licence Holders | Mon/Tues | 05/09/11-06/09/11 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1012-01 | Award for Personal Licence Holders | Mon/Tues | 17/10/11-18/10/11 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1012-02 | Award for Personal Licence Holders | Mon/Tues | 28/11/11-29/11/11 | 0930-1630 | 2 days | Junction 29a | £165 |

| Course Code | Course | Day | Date | Time | Duration | Location | Cost |
|----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|---------------------|--------------------------------|------------|--------------|--------------------------------------|-------------------------------------------------|
| Hospitality and Catering (All of the below can also be delivered at your work place. Bespoke packages also available) continued | | | | | | | |
| 4815 1112-03 | Award for Personal Licence Holders | Mon/Tues | 09/01/12 10/01/12 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1112-04 | Award for Personal Licence Holders | Mon/Tues | 27/02/12-28/02/12 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1112-05 | Award for Personal Licence Holders | Mon/Tues | 26/03/12-27/03/12 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1112-06 | Award for Personal Licence Holders | Mon/Tues | 07/05/12-08/05/12 | 0930-1630 | 2 days | Junction 29a | £165 |
| 4815 1112-07 | Award for Personal Licence Holders | Mon/Tues | 16/07/12-17/07/12 | 0930-1630 | 2 days | Junction 29a | £165 |
| TBA | Food Safety Refresher | TBA | TBA | 0900-1200 | Half day | TBA | On request |
| TBA | Infection Control | TBA | TBA | 0900-1630 | 1 day | TBA | On request |
| Logistics (All of the below can also be delivered at your work place) | | | | | | | |
| TBA | Advanced Driving Course and Occupational Driving Assessment - for company vehicle drivers | Flexible | Throughout the year on request | TBA | TBA | TBA | Half day £149 Full day £245 |
| TBA | Fork lift Novice Counterbalance Rough Terrain or reach Truck | Flexible | Throughout the year on request | 0830-1700 | 5 days | Junction 29a or on customer premises | From £456 |
| TBA | Fork lift Novice reach & Counterbalance back to back Conversion | Flexible | Throughout the year on request | 0830-1700 | 7 days | Junction 29a or on customer premises | From £598 |
| TBA | Fork Lift Conversion | Flexible on request | Throughout the year | 0830-1700 | 2 days | Junction 29a or on customer premises | From £215 |
| TBA | Fork Lift Experienced Operator | Flexible on request | Throughout the year | 0830-1700 | 3 days | Junction 29a or on customer premises | From £280 |
| TBA | Fork Lift Truck Safety Awareness – Managers and Supervisors | Flexible | Throughout the year on request | 0830-16.30 | 1 day | Junction 29a or on customer premises | £130 |
| TBA | Fork Lift Truck Instructor | Flexible | Throughout the year on request | 0830-1700 | 10 days | Junction 29a or on customer premises | From £1495 |
| TBA | Fork Lift Refresher | Flexible | Throughout the year on request | 0830-1700 | 1 day | Junction 29a or on customer premises | From £130 |
| TBA | Mobile Elevated Work Novice | Flexible | Throughout the year on request | 0830-1700 | 2 days | In the workplace | From £245 |
| TBA | Mobile Elevated Work Platform Experienced Operator | Flexible | Throughout the year on request | 0830-1700 | 1.5 days | In the workplace | From £190 |
| TBA | Mobile Elevated Work Platform Refresher | Flexible | Throughout the year on request | 0830-1700 | 1 day | In the workplace | From £130 |
| TBA | Hydraulic Lorry Loader Crane | Flexible | Throughout the year on request | TBA | TBA | In the workplace | |
| TBA | Electric Pedestrian Operated Pallet Transporter/Stacker Novice/Experienced Operator | Flexible | Throughout the year on request | TBA | 2.25 days | In the workplace | From £245 |
| TBA | Electric Pedestrian Operated Pallet Transporter/Stacker. Refresher | Flexible | Throughout the year on request | TBA | 1 day | In the workplace | From £130 |
| TBA | Effective Team Management in the Manufacturing Sector | Flexible | Throughout the year on request | TBA | 4 days | Junction 29a or on customer premises | £475 |
| TBA | Driver CPC (Certificate of Professional Competence) | Flexible | Throughout the year on request | TBA | Up to 5 days | Junction 29a or on customer premises | £55 plus £17.01 DVLA upload per module |
| Management/Programming | | | | | | | |
| 4624 1112-01 | CIPD Cert Human Resource Practice | Monday | 12/09/11-18/06/11 | 0900-1300 | 35 weeks | Tapton | £1,110 |
| 4624 1112 | CIPD Cert Human Resource Practice | Thursday | 15/09/11-28/06/11 | 1700-2100 | 35 weeks | Infirmary Road | £1,110 |
| 4623 1112 | CIPD Cert Learn Development Practice | Monday | 12/09/11-18/06/11 | 0900-1300 | 35 weeks | Tapton | £1,110 |

Short Courses

| Course Code | Course | Day | Date | Time | Duration | Location | Cost |
|-------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------|--------------------------------|-----------|----------|----------------|-----------|
| Performing Arts | | | | | | | |
| 4623 1112-01 | CIPD Cert Learn Development Practice | Thursday | 15/09/11-28/06/11 | 1700-2100 | 35 weeks | Infirmary Road | £1,110 |
| 4721 1112 | L7 Strategic Management & Leadership | Tuesday | 13/09/11-26/06/12 | 1400-2100 | 35 weeks | Tapton | £1,275 |
| 1543 1112-01 | ILM L3 Award in First Line Management | Thursday | 29/09/11-08/12/11 | 1800-2100 | 10 weeks | Infirmary Road | £368 |
| 4361 1112-01 | C++ Programming | Thursday | 26/01/12-21/06/12 | 1800-2100 | 18 weeks | Infirmary Road | £379 |
| 4360 1112-02 | VB Net Programming | Monday | 31/10/11-19/03/12 | 1800-2100 | 18 weeks | Infirmary Road | £379 4845 |
| 1112 | Voice and Presentation | Monday | 12/09/11-31/10/11 | 1800-2000 | 6 weeks | Infirmary Road | £80 |
| 4843 1112 | Home Video to Pro Video | Monday | 12/09/11-28/11/11 | 1800-2100 | 10 weeks | Infirmary Road | £145 |
| 4844 1112 | Strictly Come Dancing for Beginners | Monday | 12/09/11-31/10/11 | 1830-2030 | 6 weeks | Infirmary Road | £70 |
| Sales Courses (All of the below can also be delivered at your work place. Bespoke packages also available) | | | | | | | |
| TBA | Sales Success | Flexible | Throughout the year on request | 0930-1600 | 1 day | TBA | From £195 |
| TBA | Creating a Profitable Sales Pipeline | Flexible | Throughout the year on request | 0930-1600 | 1 day | TBA | From £195 |
| TBA | Cross Selling and Up Selling | Flexible | Throughout the year on request | 0930-1600 | 1 day | TBA | From £195 |
| TBA | Appointment Setting | Flexible | Throughout the year on request | 0930-1600 | 1 day | TBA | From £195 |
| Teacher Training | | | | | | | |
| 4795 1112 | C&G 6317-30 L3 Award TAQA UNIT 301 | Monday | 26/09/11-17/10/11 | 1800-2100 | 4 weeks | Infirmary Road | £200 |
| 4795 1112-01 | C&G 6317-30 L3 Award TAQA UNIT 301 | Wednesday | 19/10/11-16/11/11 | 1800-2100 | 4 weeks | Infirmary Road | £200 |
| 4795 1112-02 | C&G 6317-30 L3 Award TAQA UNIT 301 | Thursday | 10/11/11-01/12/11 | 1800-2100 | 4 weeks | Infirmary Road | £200 |
| 4795 1112-03 | C&G 6317-30 L3 Award TAQA UNIT 301 | Thursday | 19/01/12-26/01/12 | 1300-2100 | 2 weeks | Infirmary Road | £200 |
| 4795 1112-04 | C&G 6317-30 L3 Award TAQA UNIT 301 | Wednesday | 01/02/12-29/02/12 | 1430-1730 | 4 weeks | Infirmary Road | £200 |
| 4797 1112 | C&G 6317-31 L3 Award TAQA UNIT 303 | Monday | 31/10/11-31/10/11 | 1800-2100 | TBA | Infirmary Road | £281 |
| 4797 1112-01 | C&G 6317-31 L3 Award TAQA UNIT 303 | Wednesday | 23/11/11-23/11/11 | 1430-1730 | TBA | Infirmary Road | £281 |
| 4797 1112-02 | C&G 6317-31 L3 Award TAQA UNIT 303 | Thursday | 15/12/11-15/11/11 | 1800-2100 | TBA | Infirmary Road | £281 |
| 4797 1112-03 | C&G 6317-31 L3 Award TAQA UNIT 303 | Thursday | 09/02/12-09/02/12 | 1800-2100 | TBA | Infirmary Road | £281 |
| 4797 1112-04 | C&G 6317-31 L3 Award TAQA UNIT 303 | Wednesday | 07/03/12-07/03/12 | 1430-1730 | TBA | Infirmary Road | £281 |
| 4788 1112 | L4 Cert Train Assess Quality Assurance Unit 4 | Friday | 30/09/11-21/10/11 | 1300-1600 | 4 weeks | Infirmary Road | £750 |
| 4788 1112-01 | L4 Cert Train Assess Quality Assurance Unit 4 | Monday | 07/11/11-28/11/11 | 1800-2100 | 4 weeks | Infirmary Road | £750 |
| 4788 1112-02 | L4 Cert Train Assess Quality Assurance Unit 4 | Wednesday | 11/01/12-11/01/12 | 1430-1730 | 4 weeks | Infirmary Road | £750 |
| 4788 1112-03 | L4 Cert Train Assess Quality Assurance Unit 4 | Thursday | 15/03/12-22/03/11 | 1300-2100 | 2 weeks | Infirmary Road | £750 |
| 4085 1112-02 | C&G 7303 Preparing to Teach | Monday | 19/09/11-28/11/11 | 0900-1230 | 10 weeks | Tapton | £263 |
| 4085 1112-03 | C&G 7303 Preparing to Teach | Thursday | 22/09/11-01/12/11 | 1730-2100 | 10 weeks | Infirmary Road | £263 |
| 4085 1112-08 | C&G 7303 Preparing to Teach | Monday | 05/12/11-27/02/12 | 0900-1230 | 10 weeks | Tapton | £263 |
| 4085 1112-04 | C&G 7303 Preparing to Teach | Thursday | 08/12/11-01/03/12 | 1730-2100 | 10 weeks | Infirmary Road | £263 |
| 4085 1112-01 | C&G 7303 Preparing to Teach | Monday | 12/03/12-11/06/12 | 0900-1230 | 10 weeks | Tapton | £263 |
| 4085 1112 | C&G 7303 Preparing to Teach | Thursday | 15/03/12-14/06/12 | 1730-2100 | 10 weeks | Infirmary Road | £263 |
| 4085 1112-09 | C&G 7303 Preparing to Teach Block | Mon-Fri | 05/09/11-09/09/11 | 0900-1630 | 1 week | Infirmary Road | £263 |
| 4085 1112-10 | C&G 7303 Preparing to Teach | Mon-Fri | 02/07/12-06/07/12 | 0900-1630 | 1 week | Infirmary Road | £263 |
| 4392 1112-02 | C&G 7320 Award To Support Learning | Tuesday | 13/09/11-29/11/11 | 1230-1530 | 10 weeks | Infirmary Road | £259 |
| 4392 1112-01 | C&G 7320 Award To Support Learning | Monday | 09/01/12-19/03/12 | 0900-1200 | 10 weeks | Infirmary Road | £259 |
| 4392 1112 | C&G 7320 Award To Support Learning | Mon-Fri | 25/06/12-29/06/12 | 0930-1630 | 1 week | Infirmary Road | £259 |

Our courses are delivered across several sites, below are the address details as a guide to the 'location' within the short courses table.

Junction 29A
Unit 2
Waterloo Court
Marham Vale
Chesterfield
S44 5HY
T: 01246 500682

Tapton
Tapton House
Brimington Road
Chesterfield
S41 0TD
T: 01246 500680

Chesterfield College
Infirmary Road
Chesterfield
S41 7NG
T: 01246 500500

Paying for a Course(s)

- Payment can be made by Credit/Debit Card, Cheque/Postal Order or Proof of Benefit.
- Some courses are free to learners on recognised benefits.
- Fees may be remitted under certain circumstances.
- ALL students must pay material costs even if fees are remitted.
- We accept Company Orders for employees. Fees will be invoiced in due course.

Payment by Credit/Debit Card

- Choose your course(s) and write down the code(s).

Example

| COURSE CODE | COURSE |
|--------------|----------------------|
| 1525 0607-15 | IOSH Managing Safely |

- Have your credit or debit card ready. We accept major credit/debit cards.



- Telephone 01246 500682 (option 2) (available 9am-4:30pm Monday to Thursday and 9am- 4pm Friday)
- An operator will take your details and process your booking - please allow time for this.
- Once your place(s) have been confirmed, your Booking Confirmation will be sent by post.
- Company orders can be faxed to 01246 500592

Payment by Cheque/Postal Order/Proof of Benefit

- Choose your course(s) and write down the code(s).

Example

| COURSE CODE | COURSE |
|--------------|----------------------|
| 1525 0607-15 | IOSH Managing Safely |

- Telephone 01246 500682 (available 9am-4:30pm Monday to Thursday and 9am- 4pm Friday)
- An operator will take your details and process your booking - please allow time for this.
- Once your enquiry has been registered a Provisional Booking Request will be sent by post.
- **Provisional Booking Request forms must be returned within 10 working days - Cheques should be made payable to "Chesterfield College."**
YOUR BOOKING WILL ONLY BE HELD FOR 10 WORKING DAYS AND WILL NOT BE CONFIRMED UNTIL YOUR PAYMENT/PHOTOCOPY OF PROOF OF BENEFIT HAS BEEN RECEIVED.

Important Information

PLEASE NOTE: ALL COURSES ARE FILLED ON A FIRST COME, FIRST SERVED BASIS.

The formation of courses and classes is conditional on sufficient enrolments. The College reserves the right to close any class due to poor attendance. All this information is supplied in good faith and is correct at the time of printing. Chesterfield College is a No Smoking College. If a Learner is unable to take up a place on a course a full refund will only be given when the Learner notifies the College in writing two weeks before the start date of the course.



Information, Advice and Guidance

Career planning advice and guidance is available from Careers for Adults (part of Derbyshire Connexions) 01246 201581.

Learning **Unlimited**

Junction 29A
Unit 2
Waterloo Court
Marham Vale
Chesterfield
S44 5HY
T: 01246 500682

