



BUSINESS TRAINING SOLUTIONS 2015/2016

Business Skills, Management and Leadership, Apprenticeships, Marketing and Sales, Administration, Accountancy and Finance, Health and Safety, Construction, Motor Vehicle, Engineering, Care, Hospitality and Catering, Hair and Beauty, IT and Digital and more.

OUTSTANDING OPPORTUNITIES
TO ENHANCE YOUR BUSINESS
AND CAREER

BUSINESS TRAINING SOLUTIONS



Welcome to our training solutions brochure and many thanks to the many businesses and partners who have worked with us to design and develop training, professional qualifications and workshops which we collectively believe will add value to businesses and individual staff.

This brochure has been designed to introduce you to the high quality training and development solutions we offer at Truro and Penwith College Business. It will allow you to gain an overview of who we are, what we do and why working with us is right for you as well as details about the training relevant to you and your business. Whether you are looking for apprenticeships, professional qualifications or bespoke programmes this brochure is your first step to fulfilling your needs. To proceed further contact our Business Development Team.

Our work with employers is growing rapidly because of the demand from business for partners who can add real value to their enterprises and their recognition that this is what Truro and Penwith College does.

We value the partnerships and relationships with businesses that we have in place and look forward to working with new partners as we see the development and growth of skilled Cornish businesses as an imperative. At the end of the day it is only the genuine and responsive expertise and

real investment in training and skills development which will make it happen. This is why we are working so productively with businesses to deliver this.

Truro and Penwith College is one of the top performing colleges nationally with over 40% of 16-18 year olds in Cornwall choosing to study with us and achievement in the top 2% nationally. We bring this same quality and approach to our work with business.

Whether your business is looking for young talent to develop and grow in your business, apprentices, professional qualifications, bespoke training delivered where and when you need it or development programmes for a full range of staff, the Truro and Penwith College Business Team is here to support making this successful for you and your business.

David Walrond

David Walrond
Principal, Truro and Penwith College

CONTENTS

What we do

How we can help your business grow.

04

Why choose us?

The key benefits of working with us.

05

Who we are

Meet our industry leaders, business development and Apprenticeship recruitment teams.

06

Business success stories

Stories from some of the companies we work with.

08

Training opportunities

10

Apprenticeships	10
Business Skills (One day courses to boost you and your business)	16
Leadership & Management (Coaching & Mentoring, Advice & Guidance, Business Development)	18
SUCCESS Courses (Flexible, accessible and affordable Degree Level modules)	21
IT & Digital	24
Marketing & Sales	27
Administration	29
Customer Service & Retail	30
Accountancy, Finance & Law	31
Resource Efficiency & Sustainability	33
Health & Safety	34
Construction	37
Engineering & Manufacturing	39
Motor Vehicle	41
Hair & Beauty	42
Hospitality & Catering	46
Health & Social Care	48
Childcare	51
Fitness, Nutrition & Sport	52
Personnel & HR	53
Personal Development	54
Jewellery & Metalwork	55
Teaching	56
Transport	57

Our facilities

Where we are based and the facilities available at each of our sites.

58

HOW TO BOOK

Secure a place on any of our courses for you or your team:



Phone:

01872 242711

Email:

business@truro-penwith.ac.uk

Online:

www.truro-penwith.ac.uk/business/online-booking

Our customer service team is always on hand to help:

- Find the course you're looking for
- Give you any further dates
- Check your funding eligibility
- Arrange bespoke training
- Fill you in on course information
- Provide free, impartial advice and guidance

Funding for adults aged 24+

**Qualify Now Pay Later!
With a 24+ Advanced Learning Loan**

- Choose an eligible Level 3 or 4 course marked throughout the brochure with the 24+ symbol.
- Apply to Truro and Penwith College and discuss your payment options.
- Receive your course offer letter which will give you the information to apply for a loan.
- Apply online for your loan at www.studentfinanceengland.co.uk
- Start your course!

WHAT WE DO

Awarded the Training Quality Standard, the quality mark of excellence in the provision of training and development of solutions to employers, Truro and Penwith College Business delivers high quality solutions that make a real difference to business.

Apprenticeships

Apprenticeship programmes for anyone 16 or over to suit any industry. They are suitable for employing new Apprentices or for training existing members of staff.

Bespoke Training

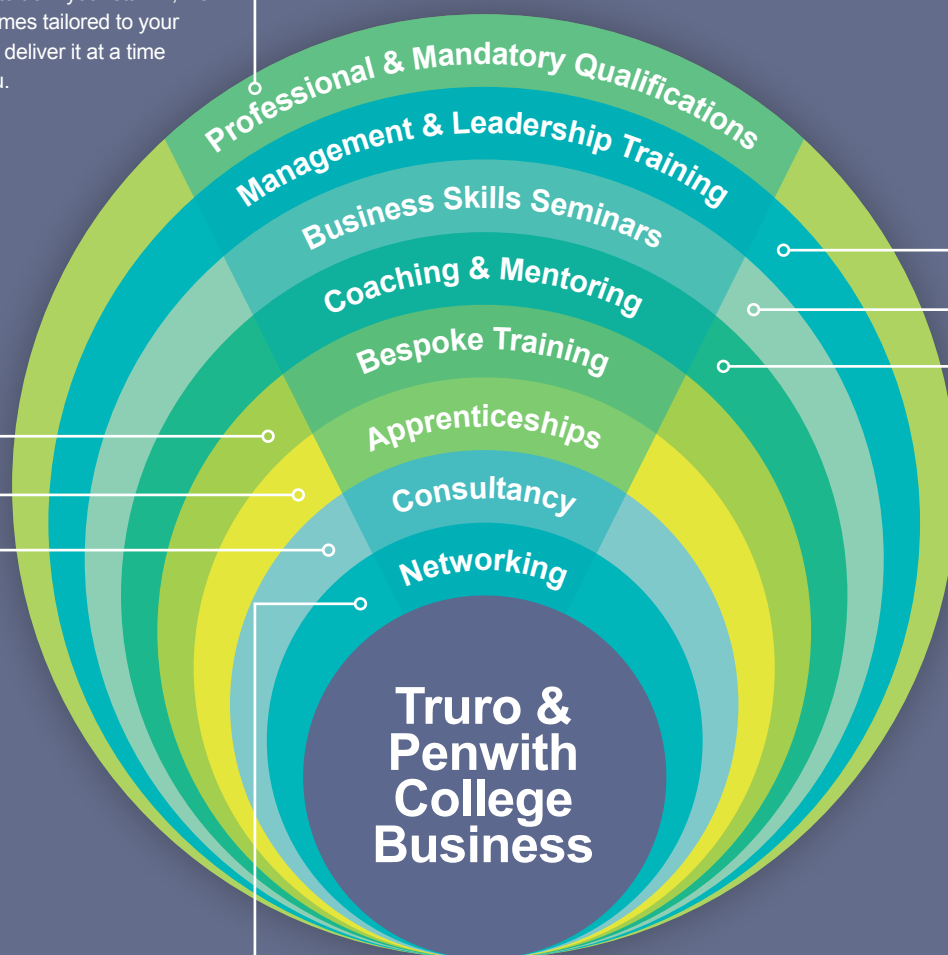
Whatever you want to train your staff in, we can design programmes tailored to your business needs and deliver it at a time and place to suit you.

Professional & Mandatory Qualifications

A wide range of courses for specialised business sectors. From accountancy, HR and marketing to health and safety and manual handling.

Management & Leadership Training

A wide range of programmes from supervisor to board level including professional qualifications, 1:1 Coaching, bespoke training and Management Development programmes.



Consultancy

Our team can work with you to design and potentially fund training programmes to maximise business potential as well as carry out consultancy projects bringing expertise into your business in particular areas.

Networking

We host a number of business networking events throughout the year including the Cornwall Business Club and the Penwith Business Breakfast. Contact us for upcoming events and dates.

Coaching & Mentoring

Training and development opportunities for you or your staff to become professional and qualified coaches and mentors.

Business Skills Seminars

One day business boosting workshops carefully crafted by business leaders considering your business needs, offering transferable skills that can be taken away and put to immediate use.

**Truro &
Penwith
College
Business**

WHY CHOOSE US?

Truro and Penwith College Business is a high quality training provider offering a wide range of services to employers of all sizes from any industry in Cornwall.



We aim to be the people you trust to help you to develop skills and work with you in partnership to help shape the future of your business. We have built strong, long-standing partnerships with businesses throughout Cornwall such as Rick Stein's Seafood Restaurant, Eden Project, BT and Cormac.

We look forward to continuing to develop new relationships, providing business training and development solutions, contributing towards the economic prosperity of Cornwall.

Some of the key benefits of working with Truro and Penwith College include:

We're experienced

As one of the county's leading training providers we have a huge amount of experience in delivering first-class training and development solutions to businesses. We're focused on quality and will always identify the best training programmes to meet your budget and business needs.

We're flexible

With no two organisations the same, we're experienced in working with businesses of all sizes and are dedicated to meeting the organisation's needs. The specialist knowledge we have in the College also means we can design bespoke programmes tailored to specific requirements; our customer service team are always on hand to let you know what's available.

We have first-class facilities

We continue to make multi-million pound investments in a range of state-of-the-art facilities including industry-standard construction, engineering and motor vehicle workshops, professional training salons, specialist training restaurants and brand new training rooms for our delegates. Our Haven House building has been newly refurbished to include training rooms, conference facilities and an IT suite all available to hire.

We're specialists in Apprenticeships

From recruitment to training, we are experts on every stage of the Apprenticeship process, providing the best possible experience for the individuals and businesses we work with. Our Apprenticeship recruitment team is dedicated to ensuring you find the perfect apprentice for your business and our tutors ensure your apprentices and staff get up-to-date training relevant to your specific business.

We have expert trainers

Our tutors are devoted to delivering the best training possible and have a wealth of industry experience, ensuring our training provides your staff with the skills and knowledge they need to work confidently, effectively and have a real impact on your business. Our tutors keep up-to-date with the latest industry standards and changes in sector regulations and are passionate about the areas in which they deliver.

We'll help with funding

Our customer service and business development teams have up-to-date knowledge on the current and future funding climate, ensuring you always have access to the latest and most relevant funding and grants for business training and Apprenticeships.

WHO WE ARE

Meet our industry leaders, business development and Apprenticeship recruitment teams.



Stephen Jones

With over 25 years experience in the Retail sector, Stephen Jones has a wealth of knowledge to share with learners and businesses.

Stephen started his career journey as a trainee supermarket manager in Helston before being offered his first store manager position in Somerset at the age of 20. As a manager, Stephen learned all of the department manager skills, including greengrocery, butchery, provisions, fashion, wines and spirits, and coffee shops, as well as the essential operational skills such as accountancy, logistics and managing wastage to achieve stock-loss targets and maximise profits.

By the age of 27, Stephen was managing superstores and has worked across the country for companies including Fine Fare, Gateway Foodmarkets and Sainsbury's. Having always had a passion for people development led to Stephen training to become an NVQ Assessor and Internal Verifier.

Stephen made the move from Retail to Education and joined Truro College in 2005, working with a variety of clients including Ann's Cottage, Isles of Scilly Council and Cornwall Air Ambulance.



Andrew Foulks

Andrew has a career spanning over 27 years in engineering, most recently with Pall Newquay. Andrew has a wealth of experience including managing the establishment of operations across Europe, providing on and off-site technical support, working with suppliers supporting the setting up of new departments, recruiting and training apprentices at the world leading filtration company, PALL. Passionate about transferring his skills and experience to his learners, Andrew is focused on enabling staff to progress and advance with technical, operational, quality management and people management skills that enable their businesses to progress. Andrew is involved in many aspects of engineering locally in Cornwall, contributing to local employers and the engineering industry as a whole.

Having experienced the industry from the ground up, Andrew is driven by giving back to the industry through education and delivering the department's end goal of Truro and Penwith College becoming the country's centre of excellence for engineering.



Paul Keene

With over nine years as a learning and development professional in the area of Leadership and Management, Paul Keene is devoted to delivering stimulating and effective training, described by his students as focused on practical solutions to deliver real world results.

Having worked with clients within the private, public and voluntary sectors such as The Seafood Restaurant, Cornwall Leadership Academy, The University of Exeter and Tate St Ives, Paul's wisdom emanates from his first-hand experience developing management teams in a range of organisations. Paul is passionate about continuous learning and is constantly looking for innovative ways to help the people and organisations he works with realise their full potential.

Described as a 'fountain of knowledge' by his students, Paul designs and delivers a wide range of bespoke programmes and nationally recognised qualifications including Institute of Leadership & Management (I.L.M.) Team Leading and First Line Management courses through to postgraduate Level 7 Strategic Leadership.



Linda Hutchinson

Linda has over 20 years industry experience in the health and care sector. Linda is motivated by constantly raising the standards of the industry, a goal she continues to achieve in her role as Lead Coordinator for Health and Social Care, Childcare and Teaching and Learning in Schools for Truro and Penwith College.

Linda's passion for lifelong learning sees her dedicated to developing new trainers, verifiers and future leaders throughout the care industry, continuously driving the delivery of vocational qualifications forward with the College, working with clients such as Green Light Care, Spectrum and Happy Days Nurseries.

Business Development Team

Our business development team is dedicated to working with businesses across Cornwall, taking time to understand the challenges of individual businesses, offering training and skills provision and working in partnership to find the best solutions and any available funding in support.

The team provides free support to local businesses and is focused on facilitating the perfect training solutions to meet business needs, whether this be through Apprenticeships, business skills seminars, management training, professional qualifications, bespoke programmes and coaching and mentoring. Members of the team all have experience of working in business and are well placed to share best practice and connect businesses that have similar challenges and opportunities.

Contact the team: 01872 242711



Hayley McKinstry

Hayley has an unrivalled wealth of national and local experience within Hair and Beauty and Hospitality working with a wide range of businesses, as well as running her own.

Programme Team Leader for Hair, Beauty, Complementary Therapies and Catering, Hayley has devoted herself to the industry with experiences ranging from full-time lecturer and department co-ordinator with Weston College, to a salon and mobile business owner, a moderator for the leading international awarding body VTCT and is one of a select few judges for the World Skills national competition in which Hayley has judged for over 7 years.

In her time at the College Hayley has led significant growth across the department, including the launch of an innovative and profitable beauty salon, ran only by Apprentices. Inspiration, the College's hair and beauty salon has been extended and is ideally situated in Haven House in the centre of Truro.

Hayley has successfully developed the catering department which has doubled student numbers over the past year. The new Spires Restaurant provides outstanding facilities for students and their training is increasing the standards of the young professionals in the industry.

Apprenticeship Recruitment Team

The Apprenticeship recruitment team works with businesses and individuals, matching local employers with Cornwall's young talent. The team is experienced in matching the right Apprentices for businesses of any sector. Recently the team has worked with businesses including WES Engineering, St Austell Brewery, Warrens, Seasalt Clothing, Tregothnan Estate, Mi-Generation, Rick Stein's Seafood Restaurant, CVC Solicitors and the Headland Hotel.

The team is dedicated to helping individuals start careers they are passionate about and finding the perfect recruit to contribute to the performance and future development of local businesses. Truro and Penwith College can provide potential candidates from young talent pools based at the College and from external sources.

The team will:

- Advertise vacancies
- Shortlist suitable candidates
- Arrange interviews
- Arrange training and access all available funding for the Apprenticeship
- Focus on keeping the whole process simple and time effective for businesses

- Contact the team: 01872 267531

BUSINESS SUCCESS STORIES

There are many successful businesses that receive training and support from Truro and Penwith College Business. Here are a few examples.



St Austell Brewery

One of the South West's biggest names in hospitality, St. Austell Brewery, continues to value recruitment through Apprenticeships as essential to the future of their business, and recently embarked on a new partnership with Truro and Penwith College, offering 30 new Apprenticeship jobs in Professional Cookery and Front of House frameworks in early 2015.

Adam Luck, Estate Director at St. Austell Brewery, said: "People are at the heart of our business and through Apprenticeships we find enthusiastic and committed individuals to start their career here with a St. Austell Brewery Apprenticeship.

"Apprenticeships offer us long term recruitment solutions; the right individuals can progress to work in any of our sites, head office, or progress into a management role".

The new Apprenticeships are part of an ongoing and growing partnership between St. Austell Brewery and Truro and Penwith College to provide careers within the hospitality sector, accompanied by high quality training that will enable people to launch their careers.

These 30 apprentices are in addition to 10 who started with Truro and Penwith College and St. Austell Brewery in 2014, making St. Austell Brewery one of the most important companies offering Apprenticeship opportunities in Cornwall.



WISKA UK

Internationally recognised company WISKA specialises in the development and production of Cable Accessory Systems, maritime lighting, electrical equipment and marine CCTV.

WISKA UK has grown year on year and believes that identifying and addressing skills gaps has driven their expansion. Will Rich, Managing Director, says: "Our employees are key to the development of our business and training is essential to give them the skills required to achieve this."

By working closely with Truro and Penwith College Business Development team over a period of years, WISKA UK has taken both the financial and time strain out of filling their skills gaps. WISKA UK has invested in potential with Administration, Accountancy, Warehousing and Advanced Marketing Apprentices, in higher level training with Marketing and PR (SUCCESS) and in their management team with a bespoke management training programme.

"The benefits of training for WISKA UK have been significant. It's given us a more flexible workforce and allowed us to develop existing members of staff, giving them the opportunity to progress within the business which is great for staff morale. Critically, I believe training has enabled our sales to significantly increase in a market that has had limited growth in the last 3 years."

Cornwall Hospice Care

Leading independent local charity Cornwall Hospice Care has developed their first formal training and development programme following engaging in a new partnership with Truro and Penwith College Business.

The local charity, who raises 89% of its funds from voluntary sources including a team of over 900 volunteers, worked with the College to build a training package that met its specific needs, whilst also sourcing essential funding accessed via the College's business development team. Cornwall Hospice Care has achieved significant results as Truro and Penwith College delivered the first round of staff development solutions included in the carefully designed training package.

Tamsin Thomas, Head of PR and Fundraising at Cornwall Hospice Care said: "There was no training before this and now not only do we have training, but it suits our business needs. Our journey with the College has been transformational - building on our joint knowledge and skills. We've outlined our requirements, the College has met and embraced them in designing our training package."

Alison Wittamore, HR Director at Cornwall Hospice Care, added "We didn't have any formal training programmes so approached the College and were met by a team which was willing to work with us to develop suitable training packages and to help find valuable funding. This liaison has proved very fruitful and has now expanded to encompass managerial training for teams in other departments."

Truro and Penwith College Business continues to work in partnership with local companies to ensure training programmes give employers everything they need for future success.



Cornwall Manufacturers' Group

Truro and Penwith College is working with the Cornwall Manufacturers' Group to develop a range of training courses tailored to the needs of Cornwall's engineering industry, including a new Engineering Apprenticeship and bespoke management training for sector leaders of the future.

The new Engineering Apprenticeship was launched in 2014 to enable local manufacturing companies to "grow their own" engineers against a backdrop of a national skills shortage in this area. Companies including Daften, WES, DP Engineering and Flann Microwave contributed to the design and development of a new programme which is now running. This includes training within the College's Centre for Engineering and Manufacturing at the Truro Campus. In 2015 new engineering programmes have been added including CAD, maintenance engineering and welding.

Ken Martin, Secretary at Cornwall Manufacturers Group said "We have worked closely with Truro and Penwith College to develop a number of bespoke courses for Cornwall Manufacturers' Group members which meet the criteria of the Local Respond Fund programme. The first of these is now being delivered and we look forward to continuing collaboration to mutual benefit."

Truro and Penwith College continues to develop high quality training and facilities to boost the engineering and manufacturing sector throughout Cornwall.





APPRENTICESHIPS

Train your existing staff or work with us to bring new talent into your organisation with our range of Apprenticeship programmes covering every industry sector. Our recruitment team can work with you to add new talent to your organisation benefiting from a full Apprenticeship training programme.

Accountancy Intermediate Apprenticeship

This Apprenticeship is designed to provide finance administrator skills, such as double entry bookkeeping, purchase, sales and general ledger, reports and returns, and professional ethics. Includes Level 2 AAT qualification.

Duration: 12 months

Accountancy Advanced Apprenticeship

This Apprenticeship is designed for roles which include complex accounting tasks, like preparing final accounts for sole-traders and partnerships, maintaining cost accounting records, extended trial balances and preparing reports and returns. Includes Level 3 AAT qualification.

Duration: 14 months

Accountancy Higher Apprenticeship

This Apprenticeship is designed for those who want to become qualified as Accounting Technicians and have completed the Level 3 Diploma in Accounting. At Level 4, this Higher Apprenticeship is designed for those whose role includes the more complex accounting tasks and also aspects of finance team leader skills including; managing self and others and measuring and evaluating financial performance.

Duration: 18 months

Business Administration Intermediate Apprenticeship

This programme helps an administrator make an effective and efficient contribution to the team through a broad range of skills. The programme covers communication within a business environment, managing your own productivity and performance, solving business problems, producing business documentations using a range of formats and medium, managing information and data and delivering

good internal and external customer service. Includes the Level 2 Certificate in Business Administration.

Duration: 12 months

Business Administration Advanced Apprenticeship

This programme provides a good progression from the Level 2 for slightly more experienced administrators and includes, at the next level, communication within a business environment, managing your own productivity and performance, solving business problems, producing business documentations using a range of formats and mediums, managing information and data and delivering good internal and external customer service as well as project management, IT, events and innovation and change. Includes Level 3 Diploma in Business Administration.

Duration: 12 months

Digital Administrator Intermediate & Advanced Apprenticeships

This programme combines the Level 2/3 Business Administration with training in how to be able to monitor, manage and contribute to the organisation's digital marketing through social media and the website. This flexible programme provides a thorough grounding of how to use social media and marketing for business whilst enhancing traditional administration expertise, improving individual and business efficiency.

Duration: 12 months

Medical Secretary Advanced Apprenticeship

This advanced Apprenticeship includes developing knowledge on a wide range of specialist medical terminology. It covers medical principles important for an administrator to grasp including the role of a medical administrator in giving health advice. The programme also includes specialist medical knowledge for administration in a healthcare

environment, managing communication in a medical environment, medical word processing and audio transcription and presentation software. Includes Level 3 Diploma for Medical Secretaries.

Duration: 12 months

Legal Secretary Advanced Apprenticeship

The programme is for staff working within a legal environment and covers advanced legal word processing and audio processing, business skills, business management systems and the application of relevant legislation, proofreading, amending documentation appropriate for the legal and business environments and legal presentation techniques including using presentation software to manipulate data. Legal terminology is also covered to develop knowledge of legal language and abbreviations. Includes the Level 3 Diploma for Legal Secretaries.

Duration: 12 months

Management Advanced Apprenticeship

This advanced programme is for managers who are leading teams and with responsibility for a business area or business projects. The programme develops managerial skills, including setting clear direction, leadership, building the team, solving problems, decision making, managing and motivating others, planning and leading change, planning and prioritisation, coaching and training etc. Includes ILM Level 3 Diploma in Leadership and Management.

Duration: 18 months

Price: £1200

Management Higher Apprenticeship

This intensive programme is for senior managers and provides a thorough management development programme

developing a broad range of management and people skills including developing strategic thinking and business planning, leading innovation and change, aligning work to organisational objectives, assessing and managing performance planning and managing efficiency. You must be employed as a middle manager or above. Includes ILM Level 5 Diploma.

Duration: 18 months

Price: On request

Marketing Advanced Apprenticeship

This programme provides a comprehensive development programme covering the full marketing mix. It will enable you to better promote your business by accessing and communicating with a wider customer base and includes marketing planning/evaluation, marketing theory, legislation, digital marketing, designing marketing plans, social media management, customer relationship management, database marketing, customer segmentation/targeting, presentation skills and personal management skills. Includes the Level 3 Certificate in Marketing.

Duration: 12 months

Creative & Digital Media Advanced Apprenticeship

The programme enables businesses to gain new skills in digital marketing to improve the speed and effectiveness of their marketing investment. It includes how to upload/manage digital content, optimal use of social networks, producing and using high quality video and photographic content within interactive media, creating a positive and unique identity and understanding how to work with clients and promote local businesses. Includes Level 3 Diploma in Creative and Digital Media.

Duration: 18 months

Customer Service Intermediate Apprenticeship

All aspects of excellence in customer service are covered in this programme including understanding customer needs, presenting products and information, cross-selling and up selling, developing rapport, going the extra mile, building customer value and loyalty. Includes Level 2 Certificate in Customer Service.

Duration: 12 months

Customer Service Advanced Apprenticeship

This course is designed for employees who deliver and manage customer service. The programme includes delivering, managing and monitoring customer service, ensuring customer expectations are met and exceeded communication and rapport building, building customer loyalty and commitment, celebrating customer's positive experiences and continuous improvement. Includes Level 3 Diploma in Customer Service.

Duration: 12 months

Software Developer Advanced Apprenticeship

You could work as a software or web developer creating applications and websites. The programme includes:

- Data security
- Software design
- Object-orientated programming
- Event-driven programming

Apprentices will achieve a Level 3 Certificate in Systems and Principles and a Level 3 Diploma in Professional Competence of IT Telecoms Professionals.

Duration: 15 - 18 months

Computer Technician Advanced Apprenticeship

You could work as a computer technician, supporting the hardware and software needs within an organisation. The programme will include:

- Data security
- Software installation
- Hardware maintenance
- Computer systems

Apprentices will achieve a Level 3 Certificate in Systems and Principles and a Level 3 Diploma in Professional Competence of IT Telecoms Professionals.

Duration: 15 - 18 months

Retail Intermediate Apprenticeship

The Retail Apprenticeship provides individuals with the knowledge and skills to carry out a job role in the retail sector such as visual merchandising, customer service and sales. The programme will cover how to work effectively in a retail team, managing customer relationships, providing information and advice to customers, preparing goods and produce for sale, processing transactions, displaying and merchandising stock and maximize sales. This programme is available across various retail sectors, such as clothing, grocery and technology.

Duration: 12 months

Bench Joinery Intermediate & Advanced Apprenticeships

Apprenticeships in Bench Joinery cover all aspects of the trade, including setting out, marking out and manufacturing routine joinery products and setting up and operating woodworking machinery. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year



The College came here to deliver the training which is a big benefit to us. We know and trust the College staff and they know our business well. We all feel comfortable with them. That sort of trust between us goes a long way.

Michael Rabone HR Manager at The Seafood Restaurant

The Seafood Restaurant was shortlisted for an Apprentice Employer award at the Apprenticeships 4 England Awards London at the beginning of March 2015, ultimately winning a national award in their category.



More than any other industry, pubs are people businesses and the best pubs owe their success to the quality, skills and attitudes of the people who work in them. We are delighted to be working with Truro and Penwith and hope this latest scheme will encourage more young people to choose to develop their careers in the hospitality sector.

Adam Luck St Austell Brewery Estate Director



Bricklaying Intermediate & Advanced Apprenticeships

Bricklaying Apprenticeships cover all elements of bricklaying including producing thin joint masonry and masonry cladding, building solid walling plus isolated and attached piers, constructing cavity walling and forming masonry structures. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Craft Masonry Intermediate Apprenticeship

Apprenticeships in Craft Masonry cover a range of skills, including cavity walling, forming masonry structures, plastering and rendering surfaces, maintaining slate and tiled roofing and solid walling. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: 2 years

Maintenance Operations Intermediate Apprenticeship

The Maintenance Operations Apprenticeship enables learners to work in domestic and commercial premises to given specifications, repairing or renewing timber products, plumbing, wall and floor tiling, painting and decorating, bricklaying and plastering depending upon the routes taken in the qualification. Additional skills integral to the trade will also be covered including safe working practices, interpreting working drawings and building methods and construction technology.

Duration: 2 years

Painting and Decorating Intermediate Apprenticeship

Apprenticeships in Painting and Decorating cover key aspects of the trade including creating and applying colour, producing specialist finishes for decorative work, applying papers to walls and ceilings and applying paint systems by brush and roller to complex areas. Additional skills integral to the trade are also covered such as safe working practices, health and safety and setting up and dismantling working platforms.

Duration: 2 years

Plastering and Dry Lining Intermediate & Advanced Apprenticeships

Apprenticeships in Plastering cover all aspects of the trade, including external rendering, plastering, floor screeding, and fibrous mouldings. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Site Carpentry Intermediate & Advanced Apprenticeships

Apprenticeships in Site Carpentry cover a range of carpentry skills, including first fixing, second fixing, structural carcassing, routine repairs and maintenance and setting up and operating circular saws. Additional skills integral to the trade are also covered including safe working practices, building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Vehicle Maintenance & Repair Intermediate & Advanced Apprenticeships

Designed to cover the repair and maintenance of all types of light vehicles. As an apprentice, you could work for a dealership and focus on a particular manufacturer, or work for an independent garage that deals with many different makes of vehicles. You'll be working in a service technician type role, carrying out routine maintenance and basic repairs, as well as identifying and reporting faults.

Duration: Intermediate - 2 years / Advanced - 1 year

Engineering Intermediate Apprenticeship (CNC Manufacturing)

If you have the ambition and aptitude to be part of this exciting programme, join our Engineering Apprenticeship now. You will build a broad practical skill set in a combination of CNC machining and experience in manufacturing components as well as gaining fundamental engineering knowledge that is required by the engineering manufacturing industry.

Duration: 2 years

Engineering Advanced Apprenticeship (CNC Manufacturing)

The Engineering Advanced Apprenticeship provides the skills and knowledge to operate at craft or technician level. It builds on the Level 2 programme to complete a four year full Engineering Apprenticeship to an advanced level. This will enable you to progress with a comprehensive range of engineering skills and will help if you are looking towards a supervisory or management role.

Duration: 2 years

Maintenance Engineering Intermediate Apprenticeship

This programme has been designed for apprentice maintenance technicians who service and repair electrical and mechanical equipment used in various industries, for example, manufacturing, production and transport. Your work would fall into one of two types of maintenance - preventative (planned) and emergency. Through the Intermediate Apprenticeship, you can become either a skilled craftsman (skilled in practical aspects, like fitting or machining) or a technician (involved in technical matters and problem-solving).

Duration: 2 Years

Fabrication and Welding Engineering Intermediate Apprenticeship

This programme has been designed for apprentices who fabricate and weld ferrous and nonferrous components and materials. As part of your Apprenticeship you will learn how to manipulate metals and work from engineering drawings to produce finished products that form part of a structure, or engineered product. You will receive training in core hand skills and the safe operation of hand and machine tools to produce products to an agreed specification. In addition you will develop other core skills essential to the engineering and manufacturing sectors.

Duration: 2 Years

Hospitality Services Intermediate Apprenticeship

This Apprenticeship is suitable for those working in a variety of hospitality establishments as it allows you to develop a broad range of hospitality skills. The course covers the development of skills such as food service, beverage service, housekeeping, front of house reception and food production and cookery.

Duration: 12 months

Hospitality Supervision & Leadership Advanced Apprenticeship

This Apprenticeship will develop essential skills to enable you to successfully supervise the area you are employed in within your organisational environment. The course covers how to successfully lead a team, build effective working relationships, control resources, manage health and safety and improve customer service amongst other specific sector skills relevant to your industry and role.

Duration: 12 months

Food Production & Cooking Intermediate Apprenticeship

This Apprenticeship is designed for those looking to develop skills in creating and cooking basic meals or otherwise working in a kitchen environment. Course includes the production of a variety of dishes, promoting new menu items, producing healthier menus, setting up and closing down a kitchen, food safety and hygiene and the keeping of appropriate documentation.

Duration: 12 months

Professional Cookery Intermediate & Advanced Apprenticeships

At intermediate and advanced level, these Apprenticeships are ideal for aspiring or existing chefs that want to develop a range of professional cookery skills. You will develop skills essential to working in a high standard kitchen including preparing, cooking and finishing a variety of complex meals using well sourced produce. The Advanced Apprenticeship focuses on the skills needed to create complex dishes and the development of supervisory abilities.

Duration: 12 months

Food & Beverage Service Intermediate Apprenticeship

This Apprenticeship is designed for those who want to provide customers with a professional, knowledgeable and friendly service with a wide range of food and drinks. The course includes serving alcoholic drinks, preparing soft drinks, serving food and wines, preparing and cleaning the bar area and delivering customer service excellence.

Duration: 12 months

Licensed Hospitality Skills Intermediate and Advanced Apprenticeships BIIAB

This programme from the British Institute of Innkeepers (BIIAB) is designed for staff working within pubs and licensed establishments and covers a range of aspects including serving alcoholic and soft drinks, managing payments, working effectively as part of a hospitality team, Barista skills, maintaining a safe, hygienic and secure working environment, customer service and a range of other practical skills to ensure staff can make a valued contribution to the customer and the business.

Duration: 12 months

Hairdressing Intermediate Apprenticeship

This Apprenticeship covers all the basics of hairdressing. As an apprentice, you'll work as a salon junior, assisting senior staff. Duties are likely to include booking appointments, shampooing, conditioning, drying and styling hair and mixing and applying hair colouring.

Duration: Up to 18 months

Hairdressing Advanced Apprenticeship

This Apprenticeship develops advanced skills in a range of hairdressing areas. Complex hairdressing techniques covered in this course include creative cutting, dressing long hair, colour correction, hair colouring, creative skills as well as gaining current fashion and trend knowledge.

Duration: Up to 18 months

Barbering Intermediate Apprenticeship

This Apprenticeship is perfect for those interested in cutting and styling male hair. The course covers a range of essential barbering techniques including shampooing and conditioning, barbering consultation services, cutting, creating patterns in the hair, cutting facial hair, dry and finish as well as effective promotion of products and health and safety.

Duration: 12 months

Beauty Therapy Intermediate Apprenticeship

This Apprenticeship is ideal for those looking to gain a wide range of beauty therapy skills. The course covers providing facial skin care treatment, enhancing the appearance of eyebrows and lashes, carrying out waxing services, providing manicure services, providing pedicure services and providing make-up services.

Duration: 12 months

Beauty Therapy Advanced Apprenticeship

This Apprenticeship is designed for those working as a beauty therapist and covers essential techniques and treatments in a range of areas including body massage, electrolysis, facial and body electrical treatments, female intimate waxing and creating courses of treatments to meet the clients' objectives.

Duration: 12 months



GET AHEAD WITH AN APPRENTICESHIP

Find out how an Apprentice could boost your business

Contact us on 01872 242711 or email business@truro-penwith.ac.uk

The Marketing Apprenticeship has led me to use a range of marketing, web and social media applications, as well as analysing the impact it has on the business. You can study it in theory but it's not the same as when you're hands on and you just do it.

Jonathon Sewell
Communications Assistant, Crowdfunder



Jonathan has had a real impact on our business, since joining as an apprentice he's been a breath of fresh air. He is learning new skills each day and has become a core member of the team.

Jessica Ratty
Brand Communications Manager,
Crowdfunder

Nail Services Intermediate Apprenticeship

This Apprenticeship is ideal for those who wish to specialise in nail services. The course develops skills in a range of nail services such as manicure, pedicure, extending, repairing and maintaining nails, nail art, reception and health and safety.

Duration: 12 months

Nail Services Advanced Apprenticeship

This advanced practitioner course develops complex skills such as enhancing and maintaining all nail systems (Gel, Acrylic, Silk and Fibreglass), 3D nail design and competition work. The qualification gained through this Apprenticeship will give you the knowledge and experience to become an advanced practitioner within the industry. To qualify you must have a manicure and pedicure qualification at intermediate level.

Duration: 12 months

Health & Social Care Intermediate Apprenticeship

This programme is suitable for anyone working in a health and social care role 30+ hours a week whose main responsibilities might include delivering personal care, helping individuals to eat and drink or supporting/ accompanying them to access various services and facilities. The programme provides a range of qualifications including the Level 2 Diploma in Health and Social Care (there are three pathways within this - general; learning disabilities and dementia) and a Technical Certificate (Preparing to Work in Adult Social Care Level 2)

Duration: 12 months

Health and Social Care (Adults) for England Advanced Apprenticeship

This programme is suitable for anyone working in a health and social care role more

than 30 hours a week whose responsibilities extend across a wider range of activities and may include a full role in care planning, to include assessment, medication administration or mentoring and supporting new staff. The programme covers a range of qualifications including the Level 3 Diploma in Health and Social Care (there are three pathways within this - general; learning disabilities and dementia) and a Technical Certificate (Preparing to Work in Adult Social Care at Level 3).

Duration: 18 months

Supporting Teaching and Learning in Schools Intermediate Apprenticeship

This programme includes the Level 2 Certificate in Supporting Teaching and Learning in Schools and is designed for learning support staff who work under the direction of the class teacher. Suitable for teaching assistants; classroom assistants; learning support assistants; additional needs assistants; pastoral/welfare support assistants; bilingual support assistants; foundation stage assistants. Ideally learners should be working 30 hours in the sector.

Duration: 12 months

Specialist Support for Teaching and Learning in Schools Advanced Apprenticeship

The programme covers planning, implementing and evaluating learning activities and working alongside the teacher to support whole class activities, as well as working on their own with individuals, or groups of pupils. Ideal for teaching assistants; classroom assistants; learning support assistants; additional needs assistants; pastoral/welfare support assistants; bilingual support assistants; foundation stage assistants; learning guides; learning coaches; induction mentors; team leaders. This programme includes the Level 3 Diploma in Specialist Support for Teaching and Learning in Schools. Ideally learners should be working 30 hours in the sector.

Children and Young People's Workforce Intermediate Apprenticeship

The Level 2 Apprenticeship in Children and Young People's Workforce is suitable for anyone newly working in the childcare sector or for those who have limited responsibilities and are working under close supervision. An Apprenticeship is a framework of study which will provide individuals with a range of qualifications to include Level 2 Certificate in Children and Young People's Workforce, Level 2 Award in Employment Rights and Responsibilities and Functional Skills Maths, English and ICT Level 1. Learners must be working 30+ hours in the sector and carrying out a range of duties. There are no entry requirements for this qualification

Duration: 12 months

Early Years Educator Advanced Apprenticeship

The Level 3 Diploma Early Years Educator Apprenticeship is for those working in a childcare setting e.g. nurseries, pre-schools, child minders, working on their own and/or supervising others. This qualification confirms competence in this area and serves as the required qualification for all new practitioners for registration and regulatory requirements in the early learning and childcare sector. The apprentice should have prior experience of the sector and be employed in a position whereby they would be able to demonstrate the competencies required at this level. An Apprenticeship is a framework of study which will provide individuals with a range of qualifications to include Level 3 Diploma Early Years Educator, Level 2 Award in Employment Rights and Responsibilities and functional skills Level 2 ICT. Learners must be working 30+ hours in the sector and carrying out a range of duties in a supervisory role. Entry requirements are GCSE Maths and English grades A*-C

Duration: 20 months

Active Leisure Intermediate Apprenticeship

This flexible Apprenticeship covers a range of skills and contains a variety of pathways that cover many aspects of sport and leisure including: work in leisure centres/gyms, swimming pools, stadiums/clubs, outdoor activity centres, adventure playgrounds and coaching.

Duration: 12 months

Activity Leadership Intermediate Apprenticeship

This Apprenticeship is designed for people employed in the outdoor industry or as coaches and activity leaders. The programme covers a range of specialist skills for activity leadership as well as the coaching, safety and communication skills needed to work as an activity leader.

Duration: 1 Year

Exercise to Music Instructor Intermediate Apprenticeship

This Apprenticeship is designed for people employed in the fitness industry, and for those starting their career in this area. The programme provides a range of skills and knowledge to plan and prepare a group exercise to music session for a mixed ability group.

Duration: 1 Year

Gym Instructor Intermediate Apprenticeship

This Apprenticeship is designed for people who are already employed in the fitness industry, and for those who may be starting their careers in this area. The programme will cover the aspects of safety, instruction, sports science and supporting the running of a gym.

Duration: 1 Year

Personal Trainer Advanced Apprenticeship

This Apprenticeship is for people who already have a Level 2 Certificate in Gym Instructing and wish to continue their professional

development into Personal Training. It is designed for those who are already employed in the fitness industry and for those who want to progress their careers.

Duration: 1 Year

Jewellery Manufacture Intermediate Apprenticeship

Develop and learn skills in all elements of Jewellery Manufacture from jewellery design (traditional techniques and computer aided design), to making by hand, engraving, setting gem stones and enamelling. This Apprenticeship includes a Level 2 Diploma in Jewellery Manufacturing.

Duration: 12 months

Warehousing Intermediate Apprenticeship

This flexible Apprenticeship covers transportation, stock control, warehousing, monitoring the flow of goods and materials, loading and unloading vehicles, correctly selecting and packaging customer orders and ensuring they are dispatched in time. Includes Certificate in Warehousing and Storage.

Duration: 12 months

TRAIN CURRENT STAFF THROUGH APPRENTICESHIPS



Apprenticeships aren't just for new employees, they are a great way to train existing staff, boost your workforce and potentially access funding for your desired staff development. Contact us on 01872 242711 or email business@truro-penwith.ac.uk

- Ensure that your staff have the latest, industry standard training
- Address skills shortages
- Motivate your workforce
- Increase staff productivity
- Cut staff development costs

Truro and Penwith College has fantastic facilities across Cornwall, expert industry-specific tutors and dedicated business development advisers to identify the right training programmes, support the entire Apprenticeship process and access funding for your business if eligible.



BUSINESS SKILLS

These one day training events are courses to boost you and your business, suitable for new and existing managers and staff wanting to develop their business skills.

Business Start-up and Growth Workshops

This range of workshops is designed to support small business owners and managers to get the business up and running and to develop and grow it with some tools and practical techniques to help. The three day workshops are one a month and focus on money and markets, people and leadership and making it efficient through simple systems and processes. The course builds on working with a wide range of small start-ups and businesses and incorporates many examples from other businesses which have faced the same challenges.

Day 1 - The market, marketing and the money
Day 2 - Leading the business and managing the people

Day 3 - Planning, managing information and data

Duration: 3 days / **Cost:** £450

Dates & Venue:

Sept 2015 - Truro

Feb 2016 - Truro

Embracing Social Media

Discover the intriguing world of marketing your business through the internet and develop techniques and skills to ensure that your Social Media is profitable. Get help with Facebook, Twitter, LinkedIn, Blogging and so much more.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Wed 05 August 2015 - Truro

Wed 23 Sept 2015 - Truro

Fri 13 Nov 2015 - Truro

Wed 20 Jan 2016 - Truro

Tues 01 Mar 2016 - Truro

Tues 10 May 2016 - Truro

Search Engine Optimisation

This one day seminar looks at ways to optimise your site for search engines and move higher up the Google search list, using both free ("organic") and paid-for SEO techniques, on and off your website. Techniques discussed will include: keyword planning and content writing; fine-tuning your website for SEO; pros and cons of link building; using Social Media to get found; introduction to search engine and social media advertising and using your off-site marketing to promote your website.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 03 Nov 2015 - Truro

Fri 19 Feb 2016 - Truro

Web Starter

Designed to give you the skills required to design, create and maintain a website. Understand key web publishing concepts, know the core skills necessary to create a web site, understand some of the principles of HTML. Students should have a good level of IT skills. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £115

Dates & Venue:

Tues 29 Sep 2015 (pm) - Truro

Mon 05 Oct 2015 (pm) - Penzance

Mon 11 Jan 2016 (pm) - Penzance

Tues 12 Jan 2016 (pm) - Truro

Mon 11 Apr 2016 (pm) - Penzance

Tues 19 Apr 2016 (pm) - Truro

Marketing your Business

This seminar will ensure that you get value for money with your marketing strategies. Understand the basic principles of marketing and discover how these can be applied and used in your own small business.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Thurs 23 July 2015 - Truro

Tues 13 Oct 2015 - Truro

Tues 22 Mar 2016 - Truro

Events to Promote your Business

Events can be a great way to launch a new product, boost sales, increase brand-awareness and network with potential clients. This 1 Day seminar will introduce you to the techniques, strategies and tools to host successful business events.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Tues 08 Dec 2015 - Truro

Fri 15 April 2016 - Truro

Minute Taking

This seminar will deliver a step-by-step approach to producing accurate, easy-to-understand minutes. The seminar will include meeting preparation and agendas, active listening skills, note-taking and the actual production of minutes.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Wed 05 August 2015 - Truro

Tues 15 Sept 2015 - Truro

Tues 19 Jan 2016 - Truro

Thurs 10 Mar 2016 - Truro

Wed 08 June 2016 - Truro

Secrets to Successful Sales

Discover the secrets to unlocking sales! Covering topics such as generating leads, articulation and manner, opening pitch, information probing, and closing the deal. Delegates will develop skills to successfully sell products and services.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 19 Oct 2015 - Truro

Mon 08 Feb 2016 - Truro

Pitching and Presenting

To enhance learners' abilities in preparing business pitches and presenting to potential clients or investors. On completion of this seminar individuals will be able to identify the necessary steps in researching and preparing a pitching session, outline the appropriate structure and content for a business pitch and discuss ways to manage nerves and behaviour whilst pitching and presenting.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Wed 07 Oct 2015 - Truro
Thurs 10 Mar 2016 - Truro

Time Management

To appreciate the techniques and systems available for effective time management and how to apply these. By the end of the workshop you should be able to: recognise the effect of good time management, plan and prioritise and recognise constraints, determine objectives and prioritise these and monitor own effectiveness.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 13 July 2015 - Truro
Mon 12 Oct 2015 - Truro
Mon 18 Apr 2016 - Truro

Introduction to Project Management

Developing effective project management techniques will help you achieve outcomes and meet project deadlines. This seminar introduces the essential planning procedures in project management and will give you the confidence and ability to put these techniques into practice.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Wed 16 Sept 2015 - Truro
Fri 15 Jan 2016 - Truro

Making Appraisals Work

Explore the process of appraising performance, how this fits within the aims and objectives of the organisation and the impact on organisational, team and individual performance. Course includes handling difficult conversations, giving feedback, managing under performance and identifying clear development plans.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Wed 30 Sept 2015 - Truro
Thurs 04 Feb 2016 - Truro

Risk Management

Review many of the types of risks businesses face, and how to minimise the risks presented, including looking at those associated with financial stability, health and safety, strategy, security and intellectual property, competition and lack of the right people skills.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 11 Jan 2016 - Truro

Introduction to Coaching & Mentoring

Coaching and mentoring are tools increasingly used by organisations to improve individual and team productivity, effectiveness and wellbeing. This seminar will explore what coaching and mentoring entails and the key skills needed to become an effective mentor and/or coach.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Tues 06 Oct 2015 - Truro
Thurs 25 Feb 2016 - Truro

People Management for New Supervisors

This course will provide new supervisors/managers with a set of proven people management techniques that are directly applicable to the workplace. Ideal for staff moving from "from buddy to boss" or those "stepping up and needing to let go" Delegates will learn how to channel the energy and motivation of individuals within their teams.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 18 Jan 2016 - Truro
Mon 20 June 2016 - Truro

Procurement and Managing Suppliers

The ability to procure effectively impacts directly on the potential success of an organisation. Selecting the right suppliers and using the correct process to do this is a critical process to ensure business efficiency. The courses looks at the procurement process and provides an overview of how to build and manage a relation effectively with suppliers to deliver best value.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Tues 12 Jan 2016
Wed 18 May 2016

Making your Organisation More Commercial

For many organisations, developing commercial thinking and commercial routes for products and services is challenging as government or European funding is reduced. This workshop looks at how products or services can be commercialised within organisations and how to analyse potential opportunities.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 18 January 2016
Mon 16 May 2016

Tailored Training

Tailored Training just for you, where and when your business needs it.

Find out why great Cornish businesses are choosing Truro and Penwith College. Contact us on **01872 242711** or email **business@truro-penwith.ac.uk**

Working in partnership with local businesses including:





LEADERSHIP & MANAGEMENT

A wide range of training programmes suitable for all levels from team leaders and supervisors, to managers, senior managers and directors.

Leadership & Team Skills ILM Award (Level 2)

Designed for newly appointed and aspiring team leaders, as well as managers of small teams. This award develops core skills to lead a successful team including motivational techniques, tackling underperformance and the tools to develop yourself as a team leader.

Duration: 3 days / **Cost:** £450

Dates & Venue:

Thurs 17 Sept 2015 - Truro

Tues 2 Feb 2016 - Truro

Management Advanced Apprenticeship

This advanced programme is for managers who are leading teams and with responsibility for a business area or business projects. The programme develops managerial skills, including setting clear direction, leadership, building the team, solving problems, decision making, managing and motivating others, planning and leading change, planning and prioritisation, coaching and training. Includes ILM Level 3 Diploma in Leadership and Management.

Duration: 18 months

Price: £1200

Leadership & Management Certificate (Level 3) ⁽²⁴⁺⁾

A comprehensive grounding in the theories, skills and techniques across a wide range of management tasks, behaviours and responsibilities including solving problems, making decisions, planning change, time management, efficiency, leadership and running effective meetings.

Duration: 10 days / **Cost:** £1200

Dates & Venue:

Wed 11 Nov 2015 - Truro

Thurs 21 Apr 2016 - Truro

Facilities Management Award (Level 3)

Develop understanding in key operational, managerial and strategic aspects of Facilities Management including the role of the Facilities Manager, setting objectives, dealing with popular and unpopular actions, managing health and safety within the organisation and current trends in Facilities Management.

Duration: 5 days / **Cost:** £650

Dates & Venue:

Thurs 01 Oct 2015 Truro

Leadership and Management Award (Level 3)

A practical programme to help managers get the most out of themselves and their team, this course focuses on personal and team development, communication of team goals, leadership and how to motivate team members.

Duration: 5 days / **Cost:** £650

Dates & Venue:

Wed 09 Sept 2015 - Truro

Wed 04 Nov 2015 - Truro

Wed 10 Feb 2016 - Truro

Wed 13 Apr 2016 - Truro

Managing Procurement & Suppliers ILM Award (Level 3)

Designed for managers responsible for identifying/overseeing the procurement process and managing suppliers and contractors once they are appointed. Content focuses on the selection and procurement process, managing performance, controlling and monitoring contractors' work and running effective meetings.

Duration: 4 days / **Cost:** £550

Dates & Venue:

Tues 12 Apr 2016 - Truro

Project Management Award (Level 3)

Develop skills in project management including: preparation and planning; how to monitor progress effectively; project evaluation techniques; leading effective project meetings; and the importance of agreeing purpose, scope, timescale, resource requirements, costs and budgets, aims and objectives to delivering successful projects.

Duration: 4 days / **Cost:** £550

Dates & Venue:

Fri 02 Oct 2015 - Truro

Mon 22 Feb 2016 - Truro

Wed 06 Apr 2016 - Truro

Project Management SUCCESS Course (Level 4)

This university short course covers: analysing the feasibility of a project and presenting a compelling business case; developing a project delivery and management plan; monitoring a project using a range of tools and techniques; risk management techniques; managing a project team; and dealing with stakeholders.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Fri 9 Oct 2015 - Truro

Fri 29 Jan 2016 - Truro

Practical Training Skills

This course develops skills and confidence to effectively plan and deliver engaging training sessions. Content includes appropriate training and learning approaches, a range of planning tools and the delivery of inclusive and motivational sessions.

Duration: 3 days / **Cost:** £450

Dates & Venue:

Fri 11 Sept 2015 - Truro

Tue 12 Jan 2016 - Truro

Fri 22 Apr 2016 - Truro

Management ILM Diplomas (Levels 5 & 7)

Designed for practising managers these qualifications focus on the ability to work competently, underpinned by behaviours and knowledge which can be developed through experience. An assessor is assigned to each student which means the qualifications are attained entirely in the workplace.

Cost: £1950 (inc. Certification & Registration fees)

Dates & Venue:

Level 5 Diploma - Rolling Programme /
Work Based Assessment
Level 7 Diploma - Rolling Programme /
Work Based Assessment

Managing Equality & Diversity in the Workplace ILM Award (Level 4)

This award aims to help practising or aspiring managers develop an understanding of the nature and origins of personal values, beliefs, attitudes and prejudices, and the impact these can have on workplace behaviour.

Duration: 3 days / **Cost:** £450

Dates & Venue:

Wed 14 Oct 2015 - Truro
Tue 08 Mar 2016 - Truro

Event Management SUCCESS Course (Level 4)

This university short course covers all aspects of event management from initial idea through planning and to delivery. It focuses on the practical skills needed to promote, organise and manage a successful event. No previous experience of event management is needed.

Duration: 10 evenings over 10 wks /

Cost: £750

Dates & Venue:

Wed 7 Oct 2015 - Truro

Teamwork & Leadership SUCCESS Course (Level 4)

This university short course is for managers, or aspiring managers, to develop their teamwork and leadership skills. It is ideal for graduates who want to get ahead. It offers an insight into the theories relating to teamwork and leadership and demonstrates how to apply those theories to activities within any organisation.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Tues 26 Jan 2016 - Truro (Twilight session)

Cost Control for Managers SUCCESS Course (Level 5)

This university short course provides the skills needed to prepare and use financial information in order to assist in the management decision making process within a business. Through gaining an understanding of management accounting techniques managers and business owners will learn how to develop strategy and policy for their organisation.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Thur 28 Jan 2016 - Truro

Get connected!



Find us on Facebook

www.facebook.com/TruroBusiness



Follow us on Twitter

@TruroBusiness



Visit us online

www.truro-penwith.ac.uk/business

SENIOR MANAGEMENT

Management Higher Apprenticeship

This intensive programme is for senior managers and provides a thorough management development programme developing a broad range of management and people skills including developing strategic thinking and business planning, leading innovation and change, aligning work to organisational objectives, assessing and managing performance planning and managing efficiency. You must be employed as a middle manager or above. Includes ILM Level 5 Diploma.

Duration: 18 months

Price: On request

Leadership & Management Award (Level 5)

This course provides a supportive, focused environment for you to review, assess and grow your ability as a senior manager in a way that will have a real impact on business performance. It looks at personal leadership style, motivating and managing performance in others, leading others successfully and developing your own leadership presence.

Duration: 6 days / **Cost:** £850

Dates & Venue:

Thurs 17 Nov 2015 - Truro
Tue 01 March 2016 - Truro

Strategic Leadership ILM Award (Level 7)

Designed for senior managers operating at a strategic level, this programme improves performance including leadership theories, leadership performance, analysing critical incidents and developing reflective leadership skills, ethics, values and culture, emotional intelligence and 360 degree feedback for personal development.

Duration: 6 days / **Cost:** £1200

Dates & Venue:

Thurs 4 Feb 2016 - Truro



The skills you learn on the Level 3 Management course are incredible and give you a real boost in confidence and morale. It makes you understand just what lengths you have to go to be a professional organisation and to deliver world class service, which we aim to do here at Eden.



Aaron Yates Supervisor, Eden Project

COACHING & MENTORING

Mentoring NCFE Award (Level 2)

An introduction to the characteristics of mentoring and the mentoring role. The course includes: effective mentoring, listening and questioning techniques, communication strategies, good practice in mentoring, record keeping for mentors and organising mentoring.

Duration: 5 days / **Cost:** £650

Dates & Venue:

Thurs 08 Oct 2015 - Truro
Thurs 04 Feb 2016 - Truro

Coaching ILM Award (Level 3)

Develops practising or potential team leaders and managers to provide coaching to boost performance, increase staff retention and improve morale. Includes areas such as improving performance, coaching skills, learning styles, resource planning, communication skills and planning coaching programmes.

Duration: 5 days / **Cost:** £650

Dates & Venue:

Thurs 05 Nov 2015 - Truro
Thurs 10 Mar 2016 - Truro

Coaching & Mentoring ILM Certificate (Level 5)

Covers advanced coaching and mentoring skills to develop colleagues and employees. Content includes good practice in coaching and mentoring, values and standards, building relationships and commitment, developing questioning and listening skills, development goals, programme planning, programme implementation and performance reflection.

Duration: 8 days / **Cost:** £1200

Dates & Venue:

Thurs 03 Mar 2016 - Truro

ADVICE & GUIDANCE

Advice & Guidance Certificate (Level 3)

Following on from the Level 3 Award, this work-based assessment qualification will reflect the work of practitioners working with clients including identification of client requirements, self-development, providing information and ethical and legal considerations.

Cost: £1950 (inc. Certification & Registration fees)

Dates & Venue:

Rolling Programme - Work-Based Assessment

Advice & Guidance Diploma (Level 4)

Following on from the Level 3 Certificate, this work-based assessment qualification will reflect the work of experienced practitioners working directly with clients including staff and client management, self-development, negotiation and networking skills.

Cost: £1950 (inc. Certification & Registration fees)

Dates & Venue:

Rolling Programme - Work-Based Assessment





We also offer a wide range of

Business Skills Seminars

Contact us on 01872 242711 for more information.

Find more course dates

Visit www.truro-penwith.ac.uk/business or call 01872 242711

 The level of support I received was great, through one to one meetings as well as workplace visits. They were incredibly knowledgeable which helped me achieve my qualification whilst still managing my normal workload. 

Alison Fry Deputy Practice Manager, Trescobeas Surgery



SUCCESS COURSES

If you are a business wanting to train current and future managers or a professional needing individual development, a **university short course** is suitable for you. You can study either a single specialist topic, or, create a tailored Management Development programme comprising any three SUCCESS course which best suit your role in the company.

Project Management (Level 4)

This covers: analysing the feasibility of a project and presenting a compelling business case; developing a project delivery and management plan; monitoring a project using a range of tools and techniques; risk management techniques; managing a project team; and dealing with stakeholders.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Fri 9 Oct 2015 - Truro

Fri 29 Jan 2016 - Truro

Economic Sustainability for Business (Level 5)

The course is for anyone involved in sustainability issues at work wishing to gain skills and knowledge to develop a more strategic role. You will acquire the skills to make your workplace more environmentally friendly whilst increasing profitability and improving corporate social responsibility.

Duration: 5 days over 6 wks / **Cost:** £750

Dates & Venue:

April 2016, dates to be confirmed - Truro

Event Management (Level 4)

This covers all aspects of event management from initial idea through planning and to delivery. It focuses on the practical skills needed to promote, organise and manage a successful event. No previous experience of event management is needed.

Duration: 10 evenings over 10 wks /

Cost: £750

Dates & Venue:

Wed 7 Oct 2015 - Truro

Business Improvement Techniques - Change for Growth (Level 4)

This course is ideal for SMEs wishing to expand and grow. It explores how to plan and manage any changes using recognised business improvement techniques including how to measure results. This course also examines the "people" aspect of making improvements and resultant changes.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Tues 6 Oct 2015 - Truro

Organisation, Management & HR (Level 4)

This course provides an overview of management and organisational theory in practice. It explores how organisation structure, culture and human resource management impact on business success. It will enable managers to review and improve organisational effectiveness and HR processes.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Tues 26 Jan 2016 - Truro

Marketing & Public Relations (Level 5)

This course will offer a practical understanding of the principles and key techniques of marketing and public relations and how they can move your business forward. On this university short course you will learn how to apply these techniques for your organisation's benefit.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 8 Oct 2015 - Truro

Cost Control for Managers (Level 5)

This course provides the skills needed to prepare and use financial information in order to assist in the management decision making process within a business. Through gaining an understanding of management accounting techniques managers and business owners will learn how to develop strategy and policy for their organisation.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Thur 28 Jan 2016 - Truro

Employment Law & Employee Relations (Level 5)

This course teaches the key aspects of current employment law, including: contracts (how to comply with the law); grievance and disciplinary procedures; and discrimination (employers' obligations and liabilities). Case studies and interactive group discussions are used extensively.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thur 21 Jan 2016 - Truro

Leadership and Management in Business (Level 5)

This course explores management styles and techniques across the last two hundred years and looks at the practical applications of these ideas to a range of 21 century business dilemmas and opportunities. The importance and effect of leadership and management strategies and styles in a range of organisations will be explored in depth.

Duration: 5 days over 11 wks / **Cost:** £750

Dates & Venue:

Jan 2016



I'm taking so much away and have gained an incredible amount that I can apply to my business. Implementing these ideas will be fun!

Cathy Millar, Wiska - Marketing and PR SUCCESS Course



Teamwork & Leadership (Level 4)

This course is for managers, or aspiring managers, to develop their teamwork and leadership skills. It is ideal for graduates who want to get ahead. It offers an insight into the theories relating to teamwork and leadership and demonstrates how to apply those theories to activities within any organisation.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Tues 26 Jan 2016 - Truro (Twilight session)


Preparing for Growth - Business Enterprise (Level 5)

This course is ideal for micro-business owner/managers wishing to grow their business to the next level of development. It explores the skills and techniques needed for successful "early stage" business growth and their practical application within a business.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Weds 3 Feb 2016 - Truro (Twilight session)

 The best thing I found about the **SUCCESS** courses is how relevant each module was to my current job role. The skills I have gained have already been utilised at work.


Daniel Hutchings WES Engineering
Cost Control for Managers, Project
Management for Business, Employee
Engagement **SUCCESS** Courses

Introduction to Palliative Care (Level 4)

Introduces the essential definitions, principles and thinking behind palliative care, exploring a range of approaches and perspectives. It investigates the roles associated with working in palliative care and the governmental, social and economic influences to which palliative care is subject.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 24 Sept 2015 - Truro

Approaches to Delivering Palliative Care (Level 5)

Examines the physical and psychological patient needs, and explores pharmacological and non-pharmacological methodologies and practices. Students also evaluate the multi-professional team and working practices within different settings across the health community.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 14 Jan 2016 - Truro

Palliative Care for Life Threatening Illnesses (Level 5)

Explores palliative care related to life threatening illnesses such as cancer, chronic progressive pulmonary disorders, renal disease, chronic heart failure and progressive neurological conditions. It explores end of life care with specific groups such as the older person.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 21 Apr 2016 - Truro

The three Palliative Care **SUCCESS** courses can be studied to achieve the Plymouth University Certificate of Professional Development in Palliative Care

Find more course dates

Visit www.truro-penwith.ac.uk/business or call 01872 242711

CERTIFICATE OF PROFESSIONAL DEVELOPMENT

Plymouth University - Certificate of Professional Development: The CPD is a tailor-made, flexible, management and professional programme. It enables you to pick and mix **SUCCESS** course to meet the current and future needs of your business. Combine any three **SUCCESS** courses to achieve this qualification. Contact us for details.

OTHER SHORT UNIVERSITY COURSES AVAILABLE FOR YOU AND YOUR BUSINESS. PLEASE CALL 01872 242711 FOR DETAILS:

HR Management Level 4

Employee Engagement Level 5

Principles of Nutrition Level 4

Psychology of Nutrition Level 5


Counselling Perspective: Cognitive Behaviour Therapy Level 4

Diet, Fitness and Health Level 5

Health Behaviours and Mental Wellbeing Level 6

Health Monitoring and Evaluation Level 4

Promoting Mental Wellbeing in the Workplace Level 4

 The course not only gave me knowledge and skills, it has given me the confidence to believe I can achieve so much more than I thought I could. More than that, it has directly led me to a job with a forward thinking, innovative law firm, working in an area that I am passionate about. It's given me this chance in a lifetime.


Sharee Stirk Foot Anstey - Employment Law and Employee Relations **SUCCESS** Course

Nurture your talent with a SUCCESS Course

University level short courses designed to help you
achieve your goals

Whether you are an individual looking for the next step up the career ladder, a business wanting to train current and future managers or a professional needing CPD, a SUCCESS course is suitable for you.

Business

- Training tailored to your business needs
- Increase your business efficiency and productivity
- Improve staff morale by investing in their development
- Increase profits and competitiveness



“The courses have improved the skills within the management team enabling them to work closer together and find solutions to the typical everyday problems that come up.”

Andrew Hosking
WES Managing Director

Daniel Hutchings (left)
WES Operations Manager, studying
Cost Control, Project Management and
Employee Engagement

SUCCESS Courses are delivered in either 5 day sessions or 10 evening sessions. Popular Management Development courses include:

- Employment Law and Employee Relations
- Leadership
- Marketing and PR
- Human Resource Management

Combine any three courses to create a Certificate of Professional Development, tailored to suit your business' needs.

Individual

- Develop existing skills and knowledge specific to you
- Increase your chances of progression or career change
- Gain more confidence and authority in your role at work
- Boost your CV with a university level qualification

“My last project was organising the World Travel Market Event, based in London, where tour operators, agencies, tourist boards, tourism ministers and members of the public all gather once a year. I loved every minute of it! The course has really helped me to get to where I am today.”

Aleks Reder Event Management



SUCCESS Courses are delivered in either 5 day sessions or 10 evenings over the course of two months. Topics include:

- Palliative Care
- Mental Wellbeing
- Nutrition
- Counselling Perspective: Cognitive Behavioural Therapy
- Event Management

Combine three courses to create a Certificate of Professional Development, tailored to suit your aspirations.

Call or click to find out more:

call: 01872 267502

email: success@truro-penwith.ac.uk

web: www.truro-penwith.ac.uk/success



IT & DIGITAL

Beginner to advanced level training to advance your business, keep up to date with modern technologies or simply increase workplace efficiency.

BEGINNERS

European Computer Driving Licence (ECDL) Award (Level 1)

This qualification is ideal for individuals relatively new to using IT and provides the skills and knowledge needed to get started with the main applications, Word, Excel and Outlook.

Duration: 3 days / **Cost** £180

Dates & Venue:

Fri 04 Sept 2015 Truro
Tues 06 Oct 2015 Newquay
Fri 08 Jan 2016 Truro
Tues 02 Feb 2016 Newquay
Fri 08 Apr 2016 Truro
Tues 03 May 2016 Newquay

Getting to Grips with Desktop Publishing using Photoshop & Publisher

Learn how to use Photoshop and Publisher to create eye-catching newsletters, flyers, brochures, catalogues and web-sites. Provides students with the opportunity to create professional, distinctive publications without any design experience. An opportunity to focus on creativity instead of learning how to use software.

Duration: 1 day / **Cost:** £40

Dates & Venue:

Sat 21 Nov 2015 - Truro

Word: Two Day IT Course

Working with Word, from basic text and paragraph formatting, to inserting tables and graphics. Boost your skills with mail merge and have an introduction to Microsoft Word 2013. This course is ideal for both individuals and businesses who need to develop their IT skills in a particular area.

Duration: 2 days / **Cost:** £100

Dates & Venue:

Tues 08 Sept 2015 - Truro
Thurs 05 Nov 2015 - Truro
Tues 05 Jan 2016 - Truro
Thurs 03 Mar 2016 - Truro
Tues 03 May 2016 - Truro
Thurs 07 July 2016 - Truro

Excel: Two Day IT Course

Increase your Spreadsheet skills, from formatting, functions and formulas, to worksheets, workbooks and data. Ideal for both individuals and businesses who need to develop their IT skills in a particular area.

Duration: 2 days / **Cost:** £100

Dates & Venue:

Thurs 10 Sep 2015 - Truro
Tues 03 Nov 2015 - Truro
Thurs 07 Jan 2016 - Truro
Tues 01 Mar 2016 - Truro
Thurs 05 May 2016 - Truro
Tues 12 Jul 2016 - Truro

PowerPoint: Two Day IT Course

Make PowerPoint easy, from presentation design, proofing and printing to slide masters, manipulating slides and slide contents. These courses are ideal for both individuals and businesses who need to develop their IT skills in a particular area.

Duration: 2 days / **Cost:** £100

Dates & Venue:

Tues 22 Sep 2015 - Truro
Thurs 19 Nov 2015 - Truro
Tues 19 Jan 2016 - Truro
Thurs 17 Mar 2016 - Truro
Tues 17 May 2016 - Truro
Thurs 22 Jul 2016 - Truro

Get connected!



Find us on Facebook
www.facebook.com/TruroBusiness



Follow us on Twitter
[@TruroBusiness](https://twitter.com/TruroBusiness)



Visit us online
www.truro-penwith.ac.uk/business

 Taking part in the Apprenticeship scheme and having an Apprentice like Ashley has proven to be an effective way of bringing a new dimension to the business. Ashley has enabled us to create a fantastic new online shop using the technology and skills we have within the business, rather than using an external company for the design, photography and film. 

Jodi Baker Owner, Uneeka

INTERMEDIATE

European Computer Driving Licence (ECDL Certificate) (Level 2)

A recognised "industry standard" qualification focused on IT use in the work environment. ECDL is the leading qualification worldwide for demonstrating the computer skills to operate the key Microsoft programs including Word, Excel and PowerPoint. Effective IT user skills help you unlock the potential of your computer and the programmes you use. You'll discover new, faster ways to communicate, solve tasks and access information.

Duration: 12 x half days sessions or 8 full days

Cost: £260

Dates & Venue:

Wed 09 Sep 2015 - Truro
Wed 30 Sep 2015 - Newquay
Mon 28 Sep 2015 - Truro
Thurs 15 Oct 2015 - Newquay
Wed 06 Jan 2016 - Truro
Wed 27 Jan 2016 - Newquay
Mon 01 Feb 2016 - Truro
Thurs 25 Feb 2016 - Newquay
Wed 20 Apr 2016 - Truro
Wed 11 May 2016 - Newquay

Adobe Illustrator - Essentials

Discover a world of amazing graphics tools within Illustrator, an in-depth overview of the essentials. No prior Adobe experience necessary. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Wed 30 Sept 2015 (pm) - Truro
Wed 13 Jan 2016 (pm) - Truro
Wed 20 Apr 2016 (pm) - Truro

Computer Aided Design (Level 1)

Ideal if you are looking to work in the manufacturing or engineering industries. Covering principles of 2D/3D drawing environment in terms of hardware, software and physical surroundings plus typical composition of a CAD system and production of a component. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £262

Dates & Venue:

Mon 21 Sep 2015 (pm) - Truro
Mon 13 Jan 2016 (pm) - Truro
Mon 13 Apr 2016 (pm) - Truro

Illustration using Illustrator & Photoshop

Take your illustrations to the next level, create new digital illustrations and experiment with mixed media combining Photoshop and Illustrator skills. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Mon 29 Sep 2015 (pm) - Truro
Mon 12 Jan 2016 (pm) - Truro
Mon 19 Apr 2016 (pm) - Truro

Introduction to 3D Modelling & 3D Printing

This course is aimed at total beginners who would like to get started with 3D design. This course will give you the fundamental skills to get started and introduce you a variety of 3D modelling skills. You will be able to print out your completed models using our MakerBot 3D printer. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Wed 20 Apr 2016 (pm) - Truro

Introduction to Computer Systems

This course will introduce the student to all aspects of building, installing, maintaining and networking a home PC. The course will cover topics such as how to handle components safely, how to upgrade computer systems, how to install and configure software and how to set up and use a home network. This course is an ideal introduction to the CompTIA A+ Computer Maintenance course. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Mon 28 Sep 2015 (pm) - Truro
Mon 11 Jan 2016 (pm) - Truro
Mon 18 Apr 2016 (pm) - Truro

Introduction to Programming (C#)

Do you want to learn how to program but don't know where to start? This course is for people with no prior programming experience. Learn how to create simple command line and Windows applications using Visual Studio. Learn a variety of programming techniques and tools including if statements, loops, button, timers and combo boxes. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Tues 12 Jan 2016 (pm) - Truro

Introduction to Search Engine Optimisation

For small to medium enterprises a website is central to its marketing strategy. A website can offer an agile 'store-front' but what if no-one sees your website? Why do some websites make the front page on Google and some not? This course aims to answer this question and offer some basic techniques for improving website position in search results. Suitable for those with some experience of building websites, their managers and anyone involved with procuring search engine optimisation services.

Duration: 1 day / **Cost:** £85

Dates & Venue:

Sat 17 Oct 2015 - Truro
Sat 30 Jan 2016 - Truro
Sat 14 May 2016 - Truro

Photoshop for Beginners

This course invites you to explore the basic tools of Photoshop. You will be able to open a picture file in Photoshop, save a picture on the desktop and CD. Come and learn tools like selection, layer and colour manipulation. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Mon 05 Oct 2015 (pm) - Truro
Mon 11 Jan 2016 (pm) - Truro
Mon 18 Apr 2016 (pm) - Truro

Web Starter

Designed to give you the skills required to design, create and maintain a website. Understand key web publishing concepts, know the core skills necessary to create a web site, understand some of the principles of HTML. Students should have a good level of IT skills. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £115

Dates & Venue:

Tues 29 Sep 2015 (pm) - Truro
Mon 05 Oct 2015 (pm) - Penzance
Mon 11 Jan 2016 (pm) - Penzance
Tues 12 Jan 2016 (pm) - Truro
Mon 11 Apr 2016 (pm) - Penzance
Tues 19 Apr 2016 (pm) - Truro

ADVANCED

City & Guilds Computer Aided Design (Level 2)

This course includes parametric modelling using Solid Works. Ideal if you have some experience in computing, perhaps in manufacturing or engineering design and want to increase your knowledge and skills and progress in your career. By the end of the course you will be able to create complex 2D sketches, create and edit work using complex features and commands, create table driven parts, create motion studies, add additional information to a drawing layout to aid communication to the fabrication teams. Create presentation quality displays of parts and assemblies.

Duration: 15 wks / **Cost:** £350

Dates & Venue:

Mon 11 Jan 2016 (pm) - Truro

Systems & Principles BTEC Certificate (Level 3) ⁽²⁴⁺⁾

This BTEC Level 3 Certificate runs one day a week for one academic year (September - July). The course covers units on Data Security, Computer Systems and Software Design Fundamentals. Each unit consists of both practical and theory elements which are assessed through written assignments which are completed and submitted electronically.

Duration: 30 wks / Price on application

Dates & Venue:

Fri 11 Sep 2015 - Truro

Software Developer Advanced Apprenticeship

You could work as a software or web developer creating applications and websites. The programme includes:

- Data security
- Software design
- Object-orientated programming
- Event-driven programming

Apprentices will achieve a Level 3 Certificate in Systems and Principles and a Level 3 Diploma in Professional Competence of IT Telecoms Professionals.

Duration: 15 - 18 months

Computer Technician Advanced Apprenticeship

You could work as a computer technician, supporting the hardware and software needs within an organisation. The programme will include:

- Data security
- Software installation
- Hardware maintenance
- Computer systems

Apprentices will achieve a Level 3 Certificate in Systems and Principles and a Level 3 Diploma in Professional Competence of IT Telecoms Professionals.

Duration: 15 - 18 months

Beginners Guide to Smartphone App Development (Android)

Learn how to create simple apps using Eclipse that can be installed on any Android smartphone. Learn a variety of programming techniques and tools including if statements, loops, buttons, labels and layouts. Suitable for people with no prior programming experience. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Wed 13 Jan 2016 (pm) - Truro

 I would highly recommend the course. It's a lovely place with lovely people.

ECDL Student


CompTIA A+ Computer Hardware Certificate

An internationally recognised qualification for computer technicians. Covers hardware, operating systems and basic networking. Building systems from components, upgrading, repairing, and troubleshooting. Requires some prior knowledge or experience. Assessed through two rigorous computer-based theory examinations. Attending the Introduction to Computer Systems or equivalent is highly recommended before doing A+. Successful students can progress onto the Network + course. This course runs on evening sessions.

Duration: 30 wks / **Cost:** £ 495

Dates & Venue:

Tue 22 Sep 2015 (pm) - Truro

 It was a good course and exactly what I needed to improve my Microsoft Office Skills.

ECDL Student

PHP Programming for Dynamic Website Design

This course is for people with no prior programming experience. Learn how to display content from a MySQL Database in a PHP web page using Notepad++. You will learn a variety of programming techniques including if statements, loops, updating a MySQL database, querying a MySQL database and setting up user accounts. By the end of the course you will have been shown everything needed to create your own database driven website. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £92

Dates & Venue:

Tues 06 Oct 2016 (pm) - Truro


CompTIA Network+

An internationally recognised qualification for network technicians. Covers hardware, protocols, network operating systems and the services that run from them (e.g. Active Directory). Building systems using theoretical processes and creating small LANS in the lab, analysis and troubleshooting. Requires some prior knowledge or experience using computers in a networked environment. Students should have previously passed A+ or have the equivalent of 9 months work or educational experience in networking. This course runs on evening sessions.

Duration: 30 wks / **Cost:** £ 495

Dates & Venue:

Mon 21 Sept 2015 (pm) - Truro

 I learnt so much and feel more equipped and ready to learn more about Microsoft Excel.

Excel Student



MARKETING & SALES

Entry to advanced level training programmes to enhance your marketing, boost your sales staff, develop social media strategies and achieve desired results with your promotional activity.

Marketing Award (Level 2)

Whether you market your own business, or are starting out in marketing in a larger organisation, the Level 2 Award in Marketing will introduce you to all the tools, theories and techniques you need to get started. Topics covered include: understanding your target market, setting marketing goals, choosing promotional tactics and evaluating marketing activities. Both online and offline marketing methods are included.

Duration: 5 days / **Cost:** £ 650

Dates & Venue:

Mon 14 Sept 2015 - Truro
Wed 13 Jan 2016 - Truro
Mon 07 Mar 2016 - Truro

I would recommend this course to anyone without hesitation. It has helped my business to really grow.

Tara Trethowen
Tara Trethowen Consultancy
Marketing Level 3 Certificate

Social Media for Business Award (Level 3)

Suitable for those who have already started using Social Media to promote their business and would like to develop their skills, this course introduces concepts such as brand values, audience identification and planning, how social media fits into marketing strategy, the features and benefits of a range of social media channels, issues to consider when using new marketing tools and measuring success.

Duration: 5 days / **Cost:** £ 650

Dates & Venue:

Fri 23 June 2015 - Truro
Fri 11 Sept 2015 - Truro
Wed 30 Sept 2015 - Truro
Fri 12 Jan 2016 - Truro
Tues 12 Apr 2016 - Truro
Wed 08 Jun 2016 - Truro

Marketing Certificate (Level 3)

Develops skills in marketing to aid business success including marketing planning, ethics and legislation, direct marketing, databases, running promotions, online marketing and social media.

Duration: 12 days / **Cost:** £1200

Dates & Venue:

Mon 09 Nov 2015 - Truro
Mon 04 Apr 2016 - Truro

Digital Administrator Intermediate & Advanced Apprenticeships

This programme combines the Level 2/3 Business Administration with training in how to be able to monitor, manage and contribute to the organisation's digital marketing through social media and the website. This flexible programme provides a thorough grounding of how to use social media and marketing for business whilst enhancing traditional administration expertise, improving individual and business efficiency.

Duration: 12 months

Marketing Advanced Apprenticeship

This programme provides a comprehensive development programme covering the full marketing mix. It will enable you to better promote your business by accessing and communicating with a wider customer base and includes marketing planning/evaluation, marketing theory, legislation, digital marketing, designing marketing plans, social media management, customer relationship management, database marketing, customer segmentation/targeting, presentation skills and personal management skills. Includes the Level 3 Certificate in Marketing.

Duration: 12 months

Creative & Digital Media Advanced Apprenticeship

The programme enables businesses to gain new skills in digital marketing to improve the

The course has given me invaluable skills that I have carried over to my practical work.

Jonathan Sewell
Marketing Level 3 Certificate

speed and effectiveness of their marketing investment. It includes how to upload/manage digital content, optimal use of social networks, producing and using high quality video and photographic content within interactive media, creating a positive and unique identity and understanding how to work with clients and promote local businesses. Includes Level 3 Diploma in Creative and Digital Media.

Duration: 18 months

Event Management SUCCESS Course (Level 4)

This university short course covers all aspects of event management from initial idea through planning and to delivery. It focuses on the practical skills needed to promote, organise and manage a successful event. No previous experience of event management is needed.

Duration: 10 evenings over 10 wks /

Cost: £750

Dates & Venue:

Wed 7 Oct 2015 - Truro

Marketing & Public Relations SUCCESS Course (Level 5)

Gain a practical understanding of the principles and key techniques of marketing and public relations and how they can move your business forward. On this university short course you will learn how to apply these techniques for your organisations benefit.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 8 Oct 2015 - Truro



It's great to have Truro and Penwith College working with us to offer quality training to complement our vocational development. We're really pleased to continue our investment in the Cornwall economy and to be able to create these exciting roles. We plan to create further apprentice roles over the coming years to offer further opportunities for Cornish residents entering the local workforce.

Peter Wroe Business Operations Director for BT Cornwall



TRAINEESHIPS FOR YOUR BUSINESS

Traineeships are a chance for businesses to trial and assess potential apprentices/ employees before taking them on. The traineeship provides a valuable work experience for the young person and also an opportunity for a business to decide if the trainee would successfully fit into the organisation now or in the future. The College would work with you to ensure the young person has the right skills and qualities required to successfully move into an apprenticeship and employment with the business. While the trainee is with your business they will also be receiving a package of training. The benefits of a traineeship for your organisation include:

- Assess the potential apprentice (or employee) before employment.
- Identify any knowledge and skills gaps for Truro and Penwith College to help bridge these before your business commits.
- A dedicated job coach to identify and support any issues should they arise.
- Access to advice and guidance
- Free Level 2 training for any staff working with the trainee.

Traineeships last a minimum of 6 weeks and a maximum 6 months. Successful trainees would be expected to move into an apprenticeship or paid employment within 12 weeks, unless additional training requirements were identified.

For more information call 01872 242711 or email: business@truro-penwith.ac.uk



ADMINISTRATION

Develop more effective and efficient administration skills and processes including IT and team working with a range of skills programmes.

City and Guilds Advanced Diploma for Medical Secretaries (24+)

The only nationally recognised qualification for medical secretaries in the UK. Includes: medical administration, business communication, medical terminology, medical principles and then the practical skills units of medical word processing, audio transcription and Powerpoint. Assessment is two external examinations and four internal assignments. Essential text books are also required (approx £25.00).

Duration: 34 wks / **Cost:** On request. Funding may be available.

Dates & Venue:

Wed 16 Sep 2015 - Truro

Business Administration Intermediate Apprenticeship

This programme helps an administrator make an effective and efficient contribution to the team through a broad range of skills. The programme covers communication within a business environment, managing your own productivity and performance, solving business problems, producing business documentations using a range of formats and mediums, managing information and data and delivering good internal and external customer service. Includes the Level 2 Certificate in Business Administration.

Duration: 12 months

Business Administration Advanced Apprenticeship

This programme provides a good progression from the Level 2 for slightly more experienced administrators and includes, at the next level, communication within a business environment, managing your own productivity and performance, solving business problems, producing business documentations using a range of formats and mediums, managing information and data and delivering good internal and external customer service as well as project management, IT, events and innovation and change. Includes Level 3 Diploma in Business Administration.

Duration: 12 months

Medical Secretary Advanced Apprenticeship

This advanced Apprenticeship includes developing knowledge on a wide range of specialist medical terminology. It covers medical principles important for an administrator to grasp including the role of a medical administrator in giving health advice. The programme also includes specialist medical knowledge for administration in a healthcare environment, managing communication in a medical environment, medical word processing and audio transcription and presentation software. Includes Level 3 Diploma for Medical Secretaries.

Duration: 12 months

Legal Secretary Advanced Apprenticeship

The programme is for staff working within a legal environment and covers advanced legal word processing and audio processing, business skills, business management systems and the application of relevant legislation, proofreading, amending documentation appropriate for the legal and business environments and legal presentation techniques including using presentation software to manipulate data. Legal language is also covered to develop knowledge of legal terminology and abbreviations. Includes the Level 3 Diploma for Legal Secretaries.

Duration: 12 months

Text Processing OCR Certificate (Level 2)

Develops learners' ability to meet the requirements of the modern business environment. The units which make up the qualification are widely recognised by employers as benchmark qualifications in any secretarial/administration employment. The units covered are text and word processing, audio transcription and PowerPoint. This course runs on evening sessions.

Duration: 18 wks / **Cost:** £180

Dates & Venue:

Tues 29 Sept 2016 - Truro

Business & Administration Certificates & Diplomas (Levels 2 - 4)

Business Administration qualifications are designed specifically for people working in administration/office environments at different levels. The work-based assessment route will recognise your competency in this area and the taught programme will enhance your knowledge and skills.

Cost: Work-Based Assessment £1950

Dates & Venue:

Rolling Programme - Work-Based Assessment

The group was positive, interactive and we all enjoyed the course. I benefited from the tutor's teaching and enthusiastic attitude.

Vanessa McGill

CUSTOMER SERVICE & RETAIL

Increase company performance by enhancing its reputation and ensuring customer needs are met. Keep existing customers and gain new ones with up to date, tailored customer service training.

Customer Service Award (Level 1)

This award is designed to increase the skills required to deliver excellent customer service throughout the business. Content includes the recognition of appropriate communication methods and effective methods for dealing with customer queries, problems and complaints.

Duration: 2 days / **Cost:** £350

Dates & Venue:

Mon 29 Feb 2016 - Truro

Tue 03 May 2016 - Truro

Customer Service Intermediate Apprenticeship

All aspects of excellence in customer service are covered in this programme including understanding customer needs, presenting products and information, cross-selling and up selling, developing rapport, going the extra mile, building customer value and loyalty. Includes Level 2 Certificate in Customer Service.

Duration: 12 months

Customer Service Advanced Apprenticeship

This course is designed for employees who deliver and manage customer service. The programme includes delivering, managing and monitoring customer service, ensuring customer expectations are met and exceeded, communication and rapport building, building customer loyalty and commitment, celebrating customer's positive experiences and continuous improvement. Includes Level 3 Diploma in Customer Service.

Duration: 12 months

Retail Intermediate Apprenticeship

The Retail Apprenticeship provides individuals with the knowledge and skills to carry out a job role in the retail sector such as visual merchandising, customer service and sales. The programme will cover how to work effectively in a retail team, managing customer relationships, providing information and advice to customers, preparing goods and produce for sale, processing transactions, displaying and merchandising stock and maximize sales. This programme is available across various retail sectors, such as clothing, grocery and technology.

Duration: 12 months

Get connected!






Find us on Facebook
www.facebook.com/TruroBusiness



Follow us on Twitter
[@TruroBusiness](https://twitter.com/TruroBusiness)



Visit us online
www.truro-penwith.ac.uk/business

  We have been working in partnership with Truro and Penwith College to design a bespoke Retail Apprenticeship Academy within our business. Investing in training and development of our staff allows people to grow and prosper within our business and makes real sense for our staff, our customers and our long term future. We are proud to consider ourselves one big family and are looking to develop the future talent for our business.  

Rob Harris owner of Ann's Cottage





ACCOUNTANCY, FINANCE & LAW

A wide range of training suitable for any business with staff working with finances as well as dedicated accountancy, finance and legal firms.

AAT Access (Level 1)

AAT Access gives you a comprehensive understanding to work within the finance and accountancy profession. This course covers: accounting in a professional environment, mathematics for accounting, creating business documents and essential accounting procedures. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £ 225

Dates & Venue:

Thurs 01 Oct 2015 (pm) - Truro
Thurs 14 Jan 2016 (pm) - Truro
Thurs 21 April 2016 (pm) - Truro

Accounting Skills to Run your Business AAT Award (Level 2)

The aim of this qualification is to provide basic finance skills to help a business owner manage a healthy cash flow, gain an in-depth knowledge of financial documents and how to work more effectively with their accountants. If you already own your business or want to start up a new one, then this basic knowledge of accounting will be essential. Key areas covered include: budgeting; managing cash flow; understanding financial documents; sole traders, partnerships and limited companies - essential principles. Assessment is through a computer based test.

Duration: 12 wks / **Cost:** £275

Dates & Venue:

Wed 23 Sep 2015 (pm) - Truro
Wed 24 Feb 2016 (pm) - Truro

AAT Accounting Certificate (Level 2)

Focusing on Purchase and Sales ledgers as well as the preparation of books for final accounts. Students will also be trained on the use of basic computing skills including SAGE.

Price includes textbooks. AAT registration is paid direct to AAT. Interview required. This course runs on day or evening sessions.

Duration: 34 wks / **Cost:** £1,250

Dates & Venue:

Mon 14 Sep 2015 (pm) - Truro
Tues 15 Sep 2015 (pm) - Truro
Tues 15 Sep 2015 (pm) - Penzance
Wed 16 Sep 2015 - Truro
Tues 12 Jan 2016 - Truro

Accountancy Intermediate Apprenticeship

This Apprenticeship is designed to provide finance administrator skills, such as double entry bookkeeping, purchase, sales and general ledger, reports and returns, and professional ethics. Includes the Level 2 AAT qualification.

Duration: 1 year

AAT Accounting Diploma (Level 3) (24*)

Focuses on the preparation of financial accounts, VAT returns, costings and statistical analysis. IT competence, including SAGE, is necessary. Price includes textbooks. AAT registration is paid direct to AAT. Interview required. This course runs on half day (9.15am - 1.15pm) or evening sessions.

Duration: 34 wks / **Cost:** Price on application

Dates & Venue:

Mon 14 Sep 2015 - Truro
Tues 15 Sept 2015 - Truro
Wed 16 Sep 2015 - Truro
Wed 16 Sep 2015 - Penzance
Tues 14 Jan 2016 (pm) - Truro

Accountancy Advanced Apprenticeship

This Apprenticeship is designed for roles which include complex accounting tasks, like preparing final accounts for sole-traders and partnerships, maintaining cost accounting records, extended trial balances and preparing reports and returns. Includes the Level 3 AAT qualification.

Duration: 14 months

AAT Accounting Diploma (Level 4) (24*)

Students who successfully complete this level will attain qualified AAT Technician status. AAT registration is paid direct to AAT. Price includes textbooks. Interview required. This course runs from 9.00am - 3.30pm or on evening sessions in Truro, 1.15pm - 5.00pm in Penwith.

Duration: 35 wks / **Cost:** Price on application

Dates & Venue:

Tues 15 Sept 2015 - Truro
Wed 16 Sept 2015 - Truro
Wed 16 Sept 2015 - Penzance

Accountancy Higher Apprenticeship

This Apprenticeship is designed for those who want to become qualified as Accounting Technicians and have completed the Level 3 Diploma in Accounting. At Level 4, this Higher Apprenticeship is designed for those whose role includes the more complex accounting tasks and also aspects of finance team leader skills including managing self and others and measuring and evaluating financial performance.

Duration: 18 months

IAB Bookkeeping (Level 1)

This course covers basic bookkeeping skills which include the use of the double entry system and use of ledgers and cashbooks, leading up to the preparation of the trial balance, profit and loss account and balance sheet. Textbook accompanies the course at a cost of approx. £35.00. Please bring calculator, pen, pencil, ruler and a notepad. This course runs on evening sessions.

Duration: 18 wks / **Cost:** £262

Dates & Venue:

Mon 21 Sept 2015 (pm) - Penzance
Wed 23 Sep 2015 (pm) - Truro
Tues 23 Feb 2016 (pm) - Penzance
Wed 24 Feb 2016 (pm) - Truro

IAB Computerised Bookkeeping Award (Payroll) (Level 2)

This programme will develop the student's understanding of computerised systems using payroll software (SAGE). Additional study will be required outside of lecture time. This course runs on evening sessions.

Duration: 32 wks / **Cost:** £400

Dates & Venue:

Tue 30 Sep 2014 (pm) - Truro

SAGE Accounts in Computerised Bookkeeping IAB (Level 2)

This course uses the popular SAGE Line 50 computerised accounts package. Covers sales, purchases, bank reconciliation, VAT schemes and reports. Students must have experience in manual bookkeeping. This course runs on evening sessions.

Duration: 15 wks / **Cost:** £225

Dates & Venue:

Mon 28 Sep 2015 (pm) - Penzance

Tues 06 Oct 2015 (pm) - Truro

Mon 22 Feb 2016 (pm) - Penzance

Tues 23 Feb 2016 (pm) - Truro

SAGE Accounts (Computerised Accounts) IAB (Level 3) ⁽²⁴⁺⁾

This course uses the popular SAGE Line 50 computerised accounts package. Level 3 is for students who have already completed Level 2 and includes adjustments to financial statements, period/year end procedures and financial management information.

Duration: 15 wks / **Cost:** Price on application

Dates & Venue:

Tues 06 Oct 2015 / - Truro

Tues 23 Feb 2016 - Truro

Computerised Accounts IAB (Level 1)

Learn day to day duties of using a computerised accounts package; producing sales invoices, recording purchase invoices, petty cash, bank reconciliations, monthly statements, remittance advices and producing reports. Assessed by examination and leads to a professionally recognised qualification.

Duration: 11 wks / **Cost:** £250 (including accreditation)

Dates & Venue:

Mon 11 Apr 2016 - Truro

Cost Control for Managers SUCCESS Course (Level 5)

This university short course provides the skills needed to prepare and use financial information in order to assist in the management decision making process within a business. Through gaining an understanding of management accounting techniques managers and business owners will learn how to develop strategy and policy for their organisation.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Thur 28 Jan 2016 - Truro

Get connected!



Find us on Facebook

www.facebook.com/TruroBusiness



Follow us on Twitter

@TruroBusiness



Visit us online

www.truro-penwith.ac.uk/business

LAW

CILEx Law & Practice Certificate (Level 3) ⁽²⁴⁺⁾

Covers a range of law, practice and skills-based topics. Each of the units will be individually assessed in either January or June. This course will consist of: Introduction to Law & Practice; Legal Research Skills; Client Care Skills; Law of Tort; and Civil Litigation. The Certificate can be taken in order to achieve a stand-alone qualification, or as the first year of the CILEX Level 3 Professional Diploma in Law & Practice. Students will need to pay their own membership fees to the board. Evening sessions.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Mon 21 Sep 2015 (pm) - Truro

CILEx Law & Practice Professional Diploma (Level 3) ⁽²⁴⁺⁾

This course is the second-year follow-on from the CILEx Level 3 Certificate in Law & Practice, and completion of the Professional Diploma allows students to progress to Level 6 study and, potentially, qualification as a Legal Executive. The course will consist of: Land Law; Conveyancing; Criminal Law; Criminal Litigation; and Contract Law. Students will need to pay their membership fees to the board. This course runs on evening sessions.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Tues 22 Sept 2015 (pm) - Truro

CILEx Professional Higher Diploma (Level 6)

The CILEx Level 6 Professional Higher Diploma in Law & Practice represents the final academic stage towards becoming a Legal Executive. The course fee includes exam fees and manuals however excludes membership. This course runs on evening sessions.

Duration: 30 wks / **Cost:** £ 500

Dates & Venue:

Conveyancing Mon 21 Sep 2015 (pm) - Truro

Equity and Trusts: Tue 22 Sep 2015 (pm) - Truro

Truro

Land Law: Wed 23 Sep 2015 (pm) - Truro

CILEX Paralegal Programme Diploma for Legal Secretaries (Level 3)

You will develop the skills and knowledge to provide a high level of secretarial/administrative support to barristers, solicitors, legal executives and other legal personnel. Suitable for those wishing to work in the legal profession, or those currently working as legal secretaries who wish to gain a qualification for the work they already do. Three modules are studied at an advanced level - Legal Word Processing, Administration and Communication Skills in the Legal Environment. Assessed by continuous coursework and two assignments per module.

Duration: 30 wks / **Cost:** £525

Dates & Venue:

Tues 06 Oct 2015 - Truro

Employment Law & Employee Relations SUCCESS Course (Level 5)

This university short course teaches the key aspects of current employment law including: contracts (how to comply with the law); grievance and disciplinary procedures; discrimination (employers' obligations and liabilities). Case studies and interactive group discussions are used extensively.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thur 21 Jan 2016 - Truro



RESOURCE EFFICIENCY & SUSTAINABILITY

Courses to provide simple, practical solutions to help your businesses be more energy efficient, saving you money.

Business Resource Efficiency Award (Level 2)

Practical course on improving the resource efficiency of business operations, focusing on energy efficiency and how to analyse current usage. Includes training on how to improve overall energy efficiency, waste management and water usage to drive down costs. We give you equipment to the value of approximately £100 to help you conduct your audits.

Duration: 3 days / **Cost:** £450

Dates & Venue:

Mon 07 Mar 2016 - Truro

Thur 07 Jul 2016 - Truro

Controlling Resource Efficiency Award (Level 3)

Suitable for people in line management, supervisory or operational roles. Identify areas of potential savings, make recommendations, minimise barriers, produce action plans, monitor and support key personnel towards achieving the efficiencies in waste, water and energy costs through effective management.

Duration: 4 days / **Cost:** £550

Dates & Venue:

Mon 09 May 2016 - Truro

Economic Sustainability for Business SUCCESS Course (Level 5)

The course is for anyone involved in sustainability issues at work wishing to gain skills and knowledge to develop a more strategic role. You will acquire the skills to make your workplace more environmentally friendly whilst increasing profitability and improving corporate social responsibility.

Duration: 5 days over 6 wks / **Cost:** £750

Dates & Venue:

April 2016 dates to be confirmed - Truro

PART-TIME COURSES BROCHURES OUT NOW!

Contact 01872 265800 or email ptinfo@truro-penwith.ac.uk for your free copy



NEW!



The course has made me realise just how many areas I can improve my business operation in and at the same time, reduce our emissions and heighten our social responsibility. I have already implemented some of the simple changes I learnt on the course and we are already saving money.

Nigel Orchard Proprietor of Orchard Manor



HEALTH & SAFETY

Essential and mandatory health and safety and food safety training delivered at our training centres or in your workplace through in-company training solutions.

Principles of Manual Handling CIEH Award (Level 2)

Aimed at those who carry out manual handling activities at work and introduces students to the hazards of manual handling, the risks involved, controls available and what to expect from a manual handling assessment. Assessment is by multiple-choice paper.

Duration: half day / **Cost:** £75

Dates & Venue:

Mon 13 Jul 2015 - Penwith
Thur 01 Oct 2015 - Newquay
Thur 08 Oct 2015 - Truro
Mon 08 Feb 2016 - Truro
Tues 16 Feb 2016 - Truro
Mon 14 Mar 2016 - Penwith
Mon 04 Apr 2016 - Truro
Mon 11 Apr 2016 - Penwith
Tues 10 May 2016 - Truro
Mon 13 Jun 2016 - Truro
Mon 04 Jul 2016 - Penwith
Mon 19 Sep 2016 - Truro
Thur 22 Sep 2016 - Newquay

Health & Safety in the Workplace CIEH (Level 3)

Provides an opportunity to look more deeply into health and safety from a supervisory perspective. Successful candidates will be able to help their organisation, whatever the size or activity, in improving the health and safety culture. Assessment is by multiple-choice paper.

Duration: 3 days / **Cost:** £315

Dates & Venue:

Mon 10 Aug 2015 - Truro
Mon 30 Nov 2015 - Truro
Mon 09 May 2016 - Truro

Managing Safety IOSH Course

To ensure that safety requirements are appreciated by people employed as line managers and to enable them to review their own departmental system for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace. Assessment is by examination and project.

Duration: 5 days / **Cost:** £525

Dates & Venue:

Mon 07 Sept 2015 - Truro
Mon 04 Apr 2016 - Truro

Health & Safety in the Workplace CIEH Award (Level 2)

This introductory course aims to provide employees at any level with basic health and safety understanding which will enable them to contribute to any health and safety management system. Assessment is by multiple-choice paper.

Duration: 1 day / **Cost:** £90

Dates & Venue:

Tue 15 Sept 2015 - Penwith
Fri 18 Sept 2015 - Truro
Mon 16 Nov 2015 - Penwith
Mon 18 Jan 2016 - Truro
Mon 01 Feb 2016 - Penwith
Tues 02 Feb 2016 - Newquay
Mon 07 Mar 2016 - Truro
Mon 02 May 2016 - Truro
Mon 16 May 2016 - Penwith
Mon 11 Jul 2016 - Penwith
Mon 05 Sept 2016 - Penwith
Tues 06 Sept 2016 - Newquay
Mon 19 Sept 2016 - Truro
Mon 10 Oct 2016 - Truro
Mo 07 Nov 2016 - Truro

Fire Safety Awareness CIEH Award (Level 1)

Designed to help employees recognise fire safety issues in the workplace, and understand how to react when the fire alarm sounds.

Duration: half day / **Cost:** £75

Dates & Venue:

Wed 05 Oct 2015 - Truro
Thur 28 Apr 2016 - Truro
Mon 12 Sep 2016 - Truro

Fire Safety Principles CIEH Award (Level 2)

Designed for employees to develop their basic fire safety awareness in order to assist their employer by undertaking more specific fire safety roles in the workplace to manage fire risk (e.g. as fire wardens/marshals/stewards etc.)

Duration: 1 day / **Cost:** £105

Dates & Venue:

Tue 06 Oct 2015 - Truro
Mon 04 Apr 2016 - Truro
Fri 07 Oct 2016 - Truro

Safer Moving & Handling

These courses are essential for those working in the care setting. Courses can be arranged to suit your organisation.

Duration: 3 days / **Cost:** £315

Dates & Venue:

Tues 13 Oct 2015 - Truro

Risk Assessment CIEH (Level 2)

Designed for people whose work contains a responsibility or contribution to the process of risk assessments. Assessment is by a multiple-choice paper.

Duration: 1 day / **Cost:** £105

Dates & Venue:

Mon 12 Oct 2015 - Truro
Mon 16 May 2016 - Truro
Tue 04 Oct 2016 - Truro



This class has benefitted me a lot. I really feel like I have improved, the way it was taught was very easy to understand.



Roxanne Abraham

Risk Assessment Principles & Practice CIEH (Level 3)

Designed for people whose work contains a responsibility for risk assessment. It is particularly useful for managers and supervisors. Assessment is by the completion of a portfolio style document identifying key elements and stages of the risk assessment process and a practical risk assessment.

Duration: 2 days / **Cost:** £200

Dates & Venue:

Mon 12 Oct 2015 - Truro

Wed 05 Oct 2016 - Truro

Principles of COSHH CIEH (Level 2)

Aimed at those who use substances hazardous to health at work and introduces candidates to the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment. Assessment is by multiple-choice paper.

Duration: half day / **Cost:** £75

Dates & Venue:

Fri 16 Oct 2015 - Truro

Mon 06 Jun 2016 - Truro

Asbestos Awareness

Consists of a short history of asbestos, importation, fibres and exposure limits. It also deals with the risks and health effects of asbestos, managing asbestos (duty of care) and action to be taken.

Duration: 3 hours / **Cost:** £75

Dates & Venue:

Mon 16 Nov 2015 - Truro

Mon 11 Apr 2016 - Truro

Tue 01 Nov 2016 - Truro

Construction Skills Certification Scheme (CSCS)

CSCS cards provide proof that individuals working on construction sites have the required training and qualifications for the type of work they carry out. Tests are available at the Truro campus test centre for the following types of Cards: Labourer, Apprentice, Experienced Technical, Supervisor or Manager, Experienced Worker, Trainee (craft and operative), Trainee (technical, supervisory and management), Skilled Worker, Advanced Craft/Supervisory, Manager, Construction Related Occupation (CRO), Professionally Qualified Person, Site Visitor, Provisional (valid for 6 months), Construction Site Operative (CSO)

Test only: £30

Health & Safety in a Construction Environment

We are also able to offer the mandatory Health & Safety in a Construction Environment 1 day course. This is essential for anyone wanting to get a CSCS Labourer's Card.

Price: £120 (Includes CSCS Card test)

Duration: 1 day

CSCS TESTING & TRAINING

From summer 2015 we are opening a CSCS testing and training facility at our Truro Campus.

We are also able to offer the following:

- Mandatory Health & Safety in a Construction Environment 1 day course; this is essential for anyone wanting to get a CSCS Labourer Card.
- Experienced Worker Practical Assessment (EWPA) for any time served experienced workers who require an NVQ to get the appropriate CSCS card - see the Construction section of this brochure for more info.

Please contact us for further information and bookings on 01872 242711 or email business@truro-penwith.ac.uk.

Find more course dates

Visit www.truro-penwith.ac.uk/business or call 01872 242711

FOOD SAFETY

Food Safety in Catering CIEH Award (Level 2)

This one day course certified by CIEH constitutes one of the most widely recognised forms of training and is recommended for all food handlers. Successful completion of the course results in a certificate which qualifies the student for three years.

Duration: 1 day / **Cost:** £90

Dates & Venue:

Mon 22 Jun 2015 - Truro

Tue 29 Sep 2015 - Newquay

Wed 13 Jul 2015 - Truro

Fri 20 Nov 2015 - Truro

Tue 01 Mar 2016 - Newquay

Tue 08 Mar 2016 - Penwith

Thur 12 May 2016 - Truro

Tue 17 May 2016 - Newquay

Mon 12 Sep 2016 - Truro

Food Allergen Awareness CIEH Award (Level 2)

Under the Food Information Regulations 2014, food business operators have a legal responsibility to provide complete and correct food allergen information to customers. These regulations apply to all catering and retail businesses that serve or sell loose foods. The Food Allergen Awareness CIEH Level 2 Award has been designed to help food handlers to: understand the impact of food allergy and intolerance, identify, manage and control the risks associated with food allergens, apply the principles of practical allergen management to develop good practice in the workplace, provide allergen information, with confidence.

Duration: half day / **Cost:** £90

Dates & Venue:

Tue 16 Jun 2015 - Truro

Mon 05 Oct 2015 - Truro

Thur 25 Feb 2016 - Truro

Thur 19 May 2016 - Truro

Supervising Food Safety in Catering CIEH Award (Level 3)

Designed for those working in any food business in a supervisory role. This Level 3 course is delivered over twenty hours and involves a multiple choice assessment paper.

Duration: 3 days / **Cost:** £315

Dates & Venue:

Mon 14 Sep 2015 - Truro

Mon 09 Nov 2015 - Penwith

Mon 17 May 2016 - Truro

FIRST AID

Paediatric First Aid (Level 3)

This Award replaces the CIEH Level 2 Award in Paediatric First Aid and has been developed to meet the requirements set out in the Department for Education's Statutory framework for the early years foundation stage (2014) for first-aid training in Ofsted-regulated childcare settings. Successful completion of this training will provide candidates with the essential knowledge and skills to undertake the role of paediatric first aider in a variety of childcare settings.

Duration: 2 day / **Cost:** £160

Dates & Venue:

Mon 29 Jun 2015 - Truro
Wed 14 Oct 2015 - Truro
Thurs 10 Dec 2015 - Truro
Wed 03 Feb 2016 - Truro
Thur 19 May 2016 - Truro
Wed 13 Jul 2016 - Truro
Wed 14 Sep 2016 - Truro

Emergency First Aid in the Workplace (Level 2)

Covers the theoretical and practical skills necessary to deal with first aid emergencies. Candidates are taught about personal safety, the best methods to assess an incident, how to record and report an incident, what to keep in your First Aid kit and legislation. Please bring a packed lunch.

Duration: 1 day / **Cost:** £95

Dates & Venue:

Mon 13 Jul 2015 - Truro
Mon 14 Sep 2015 - Truro
Weds 23 Sep 2015 - Newquay
Mon 19 Oct 2015 - Penwith
Tue 10 Nov 2015 - Truro
Thurs 14 Jan 2016 - Newquay
Mon 01 Feb 2016 - Truro
Mon 21 Mar 2016 - Penwith
Thur 26 May 2016 - Truro
Mon 18 July 2016 - Truro

First Aid at Work Award (Level 3)

Designed specifically for those with first aid responsibilities at any organisation. The course ends with a written and practical examination which leads to a certificate which is valid for 3 years. Please bring a packed lunch. This course has an evening session option.

Duration: 3 days **Cost:** £285

Dates & Venue:

Tues 14 Jul 2015 - Penwith
Mon 19 Oct 2015 - Truro
Mon 07 Dec 2015 - Truro
Mon 08 Feb 2016 - Truro
Mon 21 Mar 2016 - Penwith
Mon 18 Apr 2016 - Truro
Mon 13 Jun 2016 - Truro
Mon 04 Jul 2016 - Penwith
Mon 05 Sep 2016 - Truro

First Aid at Work Refresher

Offers revision on First Aid Skills and the opportunity to be updated with any changes that may have come into place over the last 3 years. Please bring a packed lunch.

Duration: 2 days / **Cost:** £180

Dates & Venue:

Tues 22 Sep 2015 - Penwith
Wed 14 Oct 2015 - Penwith
Mon 11 Jan 2016 - Truro
Mon 11 Apr 2016 - Truro
Wed 08 Jun 2016 - Penwith
Mon 27 Jun 2016 - Truro

First Aid Annual Update

Applicable to both the First Aid at Work and Emergency Aid in the Workplace qualification. Due to the wealth of evidence of the severity of 'first aid skill fade', the HSE recommends that all First Aiders attend annual refresher training. This will ensure you are up to date with first aid practice. Please note this is not a requalification course.

Duration: 3 hours / **Cost:** £50

Dates & Venue:

Wed 16 Sep 2015 - Truro
Mon 14 Dec 2015 - Truro
Tue 15 Mar 2016 - Truro
Mon 20 Jun 2016 - Truro
Thur 13 Sept 2016 - Truro

HAVEN HOUSE CONFERENCE & TRAINING CENTRE



Are you looking for a venue for an event, meeting or conference?
Do you need an IT suite or training room to deliver some staff training?
Would you like us to organise the catering?

Haven House is a new conference and training venue run by Truro and Penwith College situated on Quay Street in the centre of Truro (three minutes from Marks and Spencer). There is a choice of eleven rooms over four floors including two IT suites, a conference suite and an on site café.

Please contact our customer service team 01872 242711 / business@truro-penwith.ac.uk



CONSTRUCTION

We have recently made multi-million pound investments in first-class Construction facilities at both our Truro and Penwith campuses. Our range of Construction courses have been developed with feedback from local businesses.

Experienced Worker Practical Assessment (EWPA)*

Programmes available are:

- Bench Joinery (2 day)
- Bricklaying (2 day)
- Maintenance Operations (2 day)
- Painting & Decorating (2 day)
- Plastering / Dry lining (2 day)
- Site Carpentry (2 day)

*Only available to time served tradespeople with over 5 years experience

Price: £750

Duration: 2 days

Dates: Starting Sept 2015

Health & Safety in a Construction Environment

We are also able to offer the mandatory Health & Safety in a Construction Environment 1 day course. This is essential for anyone wanting to get a CSCS Labourer's Card.

Price: £120 (Includes CSCS Card test)

Duration: 1 day

Construction Skills Certification Scheme (CSCS)

CSCS cards provide proof that individuals working on construction sites have the required training and qualifications for the type of work they carry out. Tests are available at the Truro

campus test centre for the following types of Cards: Labourer, Apprentice, Experienced Technical, Supervisor or Manager, Experienced Worker, Trainee (craft and operative), Trainee (technical, supervisory and management), Skilled Worker, Advanced Craft/Supervisory, Manager, Construction Related Occupation (CRO), Professionally Qualified Person, Site Visitor, Provisional (valid for 6 months), Construction Site Operative (CSO)

Test only: £30

Health & Safety in a Construction Environment

This qualification is essential for anyone wanting to apply for a CSCS Labourers' Card. This qualification is aimed at learners who currently work, or want to work, in construction. Successful completion of this qualification will enable learners to complete the Construction Skills Certificate Scheme (CSCS) Green Card which allows access to construction sites in the UK as a non-skilled worker on the same day.

Price: £120 (+ test £30)

Basic Construction Skills Bricklaying Award (Level 1)

This course is designed for students with little or no knowledge of bricklaying who wish to develop their skills further. Materials cost £20 payable on enrolment. This course runs on evening sessions.

Duration: 10 weeks / **Cost:** £262

Dates & Venue:

Tues 22 Sep 2015 (pm) - Truro
Wed 30 Sept 2015 (pm) - Penzance
Tues 12 Jan 2016 (pm) - Truro
Wed 13 Jan 2016 (pm) - Penzance
Tues 19 Apr 2016 (pm) - Truro
Wed 20 April 2016 (pm) - Penzance

Basic Construction Skills Carpentry & Joinery Award (Level 1)

This course is designed for students with little or no knowledge of carpentry and joinery wishing to develop their skills further. Materials cost £40 - payable on enrolment. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £262

Dates & Venue:

Wed 30 Sept 2015 (pm) - Penzance
Wed 13 Jan 2016 (pm) - Penzance
Wed 20 Apr 2016 (pm) - Penzance

Basic Construction Skills Plastering Award (Level 1)

This course is designed for students with little or no knowledge of plastering who wish to develop their skills further. Materials cost £40 - payable on enrolment. Runs on evening sessions.

Duration: 10 wks / **Cost:** £262

Dates & Venue:

Tues 22 Sep 2015 (pm) - Truro
Tues 12 Jan 2016 (pm) - Truro
Tues 19 Apr 2016 (pm) - Truro

The Apprenticeship programme has been really beneficial to the business. It has allowed Jack and Matthew to develop their skills at College where they can make mistakes without significant consequences and learn from them. Their skills have now been developed to a high level and they are up to speed when they come on site and apply them commercially.

Matt Jobe Director, CSW



Bench Joinery Intermediate & Advanced Apprenticeships

Apprenticeships in Bench Joinery cover all aspects of the trade, including setting out, marking out and manufacturing routine joinery products and setting up and operating woodworking machinery. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Bricklaying Intermediate & Advanced Apprenticeships

Bricklaying Apprenticeships cover all elements of bricklaying including producing thin joint masonry and masonry cladding, building solid walling plus isolated and attached piers, constructing cavity walling and forming masonry structures. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Craft Masonry Intermediate Apprenticeship

Apprenticeships in Craft Masonry cover a range of skills, including cavity walling, forming masonry structures, plastering and rendering surfaces, maintaining slate and tiled roofing and solid walling. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: 2 years

Maintenance Operations Intermediate Apprenticeship

The Maintenance Operations Apprenticeship enables learners to work in domestic and commercial premises, to given specifications, repairing or renewing timber products, plumbing, wall and floor tiling, painting and decorating, bricklaying and plastering depending upon the routes taken in the qualification. Additional skills integral to the trade will also be covered including safe working practices, interpreting working drawings and building methods and construction technology.

Duration: 2 years

Painting & Decorating Intermediate Apprenticeship

Apprenticeships in Painting and Decorating cover key aspects of the trade including creating and applying colour, producing specialist finishes for decorative work, applying papers to walls and ceilings and applying paint

systems by brush and roller to complex areas. Additional skills integral to the trade are also covered such as safe working practices, health and safety and setting up and dismantling working platforms.

Duration: 2 years

Plastering Intermediate & Advanced Apprenticeships

Apprenticeships in Plastering cover all aspects of the trade, including external rendering, plastering, floor screeding and fibrous mouldings. Additional skills integral to the trade are also covered such as safe working practices, interpreting working drawings and building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year

Site Carpentry Intermediate & Advanced Apprenticeships

Apprenticeships in Site Carpentry cover a range of carpentry skills, including first fixing, second fixing, structural carcassing, routine repairs and maintenance and setting up and operating circular saws. Additional skills integral to the trade are also covered, including safe working practices, building methods and construction technology.

Duration: Intermediate - 2 years / Advanced - 1 year



For our business to get the best out of Apprenticeships we needed flexibility, excellent local facilities and tailored Construction courses; all things that Truro and Penwith College could offer us. We recently introduced two Apprentices to our business, one beginning the Craft Masonry Apprenticeship, the other starting on Maintenance Operations. Both have been invaluable so far and we look forward to their future with us and our future with Apprenticeships.



Andrew Curnow

Owner, Andrew Curnow Building & Carpentry



ENGINEERING & MANUFACTURING

Included in recent investment in world class facilities is a brand new centre for Engineering and Manufacturing at our Truro campus. Our Engineering Apprenticeships and training courses have been developed in partnership with local businesses.

Engineering Intermediate Apprenticeship (CNC Manufacturing)

If you have the ambition and aptitude to be part of this exciting programme, join our Engineering Apprenticeship now. You will build a broad practical skill set in a combination of CNC machining and experience in manufacturing components as well as gaining fundamental engineering knowledge that is required by the engineering manufacturing industry.

Duration: 2 years

Engineering Advanced Apprenticeship (CNC Manufacturing)

The Engineering Advanced Apprenticeship provides the skills and knowledge to operate at craft or technician level. It builds on the Level 2 programme to complete a four year full Engineering Apprenticeship to an advanced level. This will enable you to progress with a comprehensive range of engineering skills and will help if you are looking towards a supervisory or management role.

Duration: 2 years

Intermediate Apprenticeship Maintenance Engineering

This programme has been designed for apprentice maintenance technicians who service and repair electrical and mechanical equipment used in various industries, for example, manufacturing, production and transport. Your work would fall into one of two types of maintenance - preventative (planned) and emergency. Through the Intermediate Apprenticeship, you can become either a skilled craftsperson (skilled in practical aspects, like fitting or machining) or a technician (involved in technical matters and problem-solving).

Duration: 2 years

With Truro and Penwith College moving into the engineering sector, I believe the facilities it has to offer will encourage a new highly skilled generation of engineers. The Apprenticeship scheme being provided has been developed with the local companies in mind to achieve the best training available for 21st century engineering.

Daniel Hutchings
Operations Manager, WES Ltd

Intermediate Apprenticeship Fabrication & Welding Engineering

This programme has been designed for apprentices who fabricate and weld ferrous and nonferrous components and materials. As part of your Apprenticeship you will learn how to manipulate metals and work from engineering drawings to produce finished products that form part of a structure, or engineered product. You will receive training in core hand skills and the safe operation of hand and machine tools to produce products to an agreed specification. In addition you will develop other core skills essential to the engineering and manufacturing sectors.

Duration: 2 years

Computer Aided Design (Level 1)

Ideal if you are looking to work in the manufacturing or engineering industries. Covering principles of 2D/3D drawing environment in terms of hardware, software and physical surroundings plus typical composition of a CAD system and production of a component. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £262

Dates & Venue:

Mon 21 Sep 2015 (pm) - Truro

Mon 13 Jan 2016 (pm) - Truro

Mon 13 Apr 2016 (pm) - Truro

City & Guilds Computer Aided Design (Level 2)

This course includes parametric modelling using Solid Works. Ideal if you have some experience in computing, perhaps in manufacturing or engineering design and want to increase your knowledge and skills and progress in your career. By the end of the course you will be able to create complex 2D sketches, create and edit work using complex features and commands, create table driven parts, create motion studies, add additional information to a drawing layout to aid communication to the fabrication teams. Create presentation quality displays of parts and assemblies.

Duration: 15 wks / **Cost:** £350

Dates & Venue:

Mon 11 Jan 2016 (pm) - Truro

Welding Skills Award (Level 1)

A new range of Welding Skills Awards designed to enhance and accredit employee welding skills. Delivered by an industry experienced trainer, these courses introduce core welding practices and enhance the skills of those with welding responsibilities in their current or future work role. Available courses include:

Metal Inert Gas Welding (MIG)

Duration: 2 days



Tungsten Inert Gas Welding (TIG)

Duration: 2 days

Manual Metal Arc Welding (MMA)

Duration: 2 days

Dates: January 2015

 We have worked closely with Truro and Penwith College to develop a number of bespoke courses for CMG members which meet the criteria of the Local Respond Fund programme. The first of these is now being delivered and we look forward to continuing collaboration to mutual benefit. 

Ken Martin Cornwall Manufacturers Group

Business Improvement Techniques SUCCESS Course (Level 4)

This university short course is ideal for SMEs wishing to expand and grow. It explores how to plan and manage any changes using recognised business improvement techniques including how to measure results. This course also examines the "people" aspect of making improvements and resultant changes.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Tues 6 Oct 2015 - Truro

Leadership & Management in the Engineering & Manufacturing sector

Specifically designed to suit the needs of businesses in the engineering and manufacturing sector, this ILM Level 3 Management Award programme develops the skills and performance of first line managers, particularly focusing on essential leadership and management skills needed to improve productivity within the team through enhanced communication and problem solving techniques. This course can be delivered in community and industry settings and at locations and times that suits both employers and learners.

Duration: 5 days

Dates & Venue:

Fri 2 Oct 2015 - Truro

Fri 13 May 2016 - Truro

Project Management Award (Level 3)

Develop skills in project management applicable to the Engineering and Manufacturing sector including: preparation and planning; how to monitor progress effectively; project evaluation techniques; leading effective project meetings; and the importance of agreeing purpose, scope, timescale, resource requirements, costs and budgets, aims and objectives to delivering successful projects.

Duration: 4 days

Dates: Wed 5 Aug 2015 - Tregye

Project Management for Business SUCCESS Course (Level 4)

This university short course covers: analysing the feasibility of a project and presenting a compelling business case; developing a project delivery and management plan; monitoring a project using a range of tools and techniques; risk management techniques; managing a project team; and dealing with stakeholders.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Fri 9 Oct 2015 - Truro

Fri 29 Jan 2016 - Truro

Cost Control for Managers SUCCESS Course (Level 5)

This university short course provides the skills needed to prepare and use financial information in order to assist in the management decision making process within a business. Through gaining an understanding of management accounting techniques managers and business owners will learn how to develop strategy and policy for their organisation.

Duration: 5 days over 10 wks / **Cost:** £750

Dates & Venue:

Thur 28 Jan 2016 - Truro

Get connected!



Find us on Facebook

www.facebook.com/TruroBusiness



Follow us on Twitter

@TruroBusiness



Visit us online

www.truro-penwith.ac.uk/business



 The Apprentices bring new energy into our workforce and we're really looking forward to the positive impact they will have over the next two years with us. It's been a breath of fresh air having them in the company, they're so enthusiastic and eager to learn. 

Claire Glynn

General Manager at Mi-Generation



MOTOR VEHICLE

We have recently made multi-million pound investments in first-class Motor Vehicle facilities at both our Truro and Penzance campuses.

Basic Car Maintenance

This is an ideal opportunity for students to learn the basics of car mechanics and servicing their own cars. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £115

Dates & Venue:

Wed 30 Sept 2015 (pm) - Truro

Wed 13 Jan 2016 (pm) - Truro

Wed 20 Apr 2016 (pm) - Truro

Basic Motor Vehicle Maintenance

This is an ideal opportunity for students to learn the basics of motor vehicle mechanics, maintenance and servicing in a friendly relaxed environment. This course runs on evening sessions.

Duration: 3 wks / **Cost:** £41.50

Dates & Venue:

Wed 02 Dec 2015(pm) - Penzance

Wed 13 Apr 2016 (pm) - Penzance

Wed 15 Jun 2016 (pm) - Penzance

Basic Car Maintenance - Ladies Only

This is the ideal opportunity for female students to learn the basics of car mechanics and servicing their own cars. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £115

Dates & Venue:

Tues 29 Sep 2015 (pm) - Truro

Tues 12 Jan 2016 (pm) - Truro

Tues 19 Apr 2016 (pm) - Truro

Improvers Motor Vehicle Maintenance

Moving on from the basic course, students will improve their skills and knowledge of motor vehicle mechanics, maintenance and servicing. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £ 115

Dates & Venue:

Mon 11 Jan 2016 (pm) - Truro

Wed 13 Jan 2016 (pm) - Penzance

Mon 18 Apr 2016 (pm) - Truro

Vehicle Maintenance & Repair Intermediate & Advanced Apprenticeships

Designed to cover the repair and maintenance of all types of light vehicles. As an apprentice, you could work for a dealership and focus on a particular manufacturer, or work for an independent garage that deals with many different makes of vehicles. You'll be working in a service technician type role, carrying out routine maintenance and basic repairs, as well as identifying and reporting faults.

Duration: Intermediate - 2 years / Advanced - 1 year



Apprenticeships are the way forward; you can earn while you're learning. You learn so much more than from just a College course. It's a good step onto the career ladder, you get both sides of knowledge and can put them together.

Chris Richardson Trelawney Citroen



HAIR & BEAUTY

We have expert trainers with years of industry experience delivering sector specific courses at professional customer facing Hair and Beauty training salons at our Truro and Penwith campuses and at Haven House.

Bridal Hairstyling

This course is designed to strengthen and enhance your creative skills in bridal work. Prior hairdressing skills are essential.

Duration: 8 wks / **Cost:** £108

Dates & Venue:

Wed 14 Oct 2015 (pm) - Truro

Wed 3 Feb 2016 (pm) - Truro

Cutting Refresher

This course is aimed at hairdressers who want to refresh or update their skills in cutting hair. Students will need to provide their own models if possible (a charge will be made for services received). Uniform is required at additional cost. This course runs on evening sessions.

Duration: 10 wks / **Cost:** £180

Dates & Venue:

Tues 06 Oct 2015 (pm) - Truro

Colouring Hair Refresher

This course is aimed at stylists who want to refresh or update their knowledge and skills in colouring. Students will need to provide their own models if possible (a charge will be made for services received). This course runs on evening sessions.

Duration: 12 wks / **Cost:** £200

Dates & Venue:

Tues 23 Feb 2016 (pm) - Truro

Women's Hairdressing VTCT Certificate (Level 2)

This one year course is aimed at those who wish to become hairdressers and who have little or no prior experience. Students will need to provide their own clients if at all possible. Charges will be made for the hairdressing service. The knowledge and skills learnt throughout the course will be tested through assessments, assignments and online tests. Home study is required. This course also has 4 mandatory Saturday workshops. Uniform and kit required at additional cost. This course runs on either day or evening sessions.

Duration: 34 wks / **Cost:** £ 1287

Dates & Venue:

Mon 21 Sep 2015 (pm) - Truro

Barbering VTCT Certificate (Level 2)

Aimed at students who wish to specialise in male grooming and covers all aspects of barbering techniques. Each unit will consist of practical assessments, written and oral tests and assignments which will contribute to a portfolio of evidence which will be presented at the end of the course. There will also be four compulsory Saturday workshops. Additional cost for uniform and kit approx. £200.

Duration: 20 wks / **Cost:** £ 700

Dates & Venue:

Mon 21 Sep 2015 - Truro

Barbering VTCT Diploma (Level 2)

This qualification is designed to develop your practical skills in the creative art of cutting men's hair and the specialist work of cutting facial hair. Kit/uniform approx. £200. Students will be required to provide their own models if possible (charges applicable).

Duration: 34 wks / **Cost:** £700

Dates & Venue:

Mon 28 Sep 2015 - Truro

Barbering Intermediate Apprenticeship

This Apprenticeship is perfect for those interested in cutting and styling male hair. The course covers a range of essential barbering techniques including shampooing and conditioning, barbering consultation services, cutting, creating patterns in the hair, cutting facial hair, dry and finish as well as effective promotion of products and health and safety.

Duration: 12 months

Women's Hairdressing VTCT Diploma (Level 2)

This course is designed to accommodate those wishing to complete and gain a full Level 2 hairdressing qualification. This course will run over 1 day and 2 evenings a week. Techniques included are shampoo and conditioning, cut women's hair and colour and lighten hair. Interview is essential.

Duration: 36 wks / **Cost:** £1287

Dates & Venue:

Mon 14 Sep 2015 - Penzance

Women's Hairdressing VRQ Diploma (Level 3)

This qualification has been specifically designed to develop your practical skills to an advanced level through a variety of techniques to enable you to perform your own salon services as well as support others. Areas covered are as follows: the creative art of cutting women's hair; the artistic skills of colouring; imaginative dexterity of styling and dressing hair; and how to provide effective consultation support for colleagues. Uniform approx. £54. Students must hold a Level 2 hairdressing qualification. Pre-course interview is required.

Duration: 34 wks / **Cost:** Price on application

Date & Venue:

Mon 14 Sep 2015 - Penzance

Mon 28 Sep 2015 - Truro

Tue 29 Sep 2015 - Truro

Advanced Hair Styling VTCT (Level 4)

This advanced award focuses on the development of advanced skills and techniques enabling you to create your own hair style collection. Uniform required (approx. £45).

Duration: 12 wks / **Cost:** £240

Date & Venue:

Wed 09 Mar 2016 - Truro

Find more course dates

Visit www.truro-penwith.ac.uk/business or call 01872 242711

Salon Management VTCT Diploma (Level 4)

This qualification is designed for hairstylists over 18 who wish to further their career. The course covers, PR, Marketing, Quality & Sales management in the beauty therapy and hairdressing sector along with other important elements to support management positions. Includes a practical hairdressing unit at Level 4. Also involved is the organisation of Cornish Skills and show case events.

Duration: 32 wks / **Cost:** Price on Application

Date & Venue:

Wed 16 Sep 2015 - Truro

Hairdressing Intermediate Apprenticeship

This Apprenticeship covers all the basics of hairdressing. As an apprentice, you'll work as a salon junior, assisting senior staff. Duties are likely to include booking appointments, shampooing, conditioning, drying and styling hair and mixing and applying hair colouring.

Duration: 1 year

Hairdressing Advanced Apprenticeship

This Apprenticeship develops advanced skills in a range of hairdressing areas. Complex hairdressing techniques covered in this course include creative cutting, dressing long hair, colour correction, hair colouring, creative skills as well as gaining current fashion and trend knowledge.

Duration: 1 year

Event Management SUCCESS Course (Level 4)

This university short course covers all aspects of event management from initial idea through planning and to delivery. It focuses on the practical skills needed to promote, organise and manage a successful event. No previous experience of event management is needed.

Duration: 10 evenings over 10 wks /

Cost: £750

Dates & Venue:

Wed 7 Oct 2015 - Truro

Marketing & Public Relations SUCCESS Course (Level 5)

Gain a practical understanding of the principles and key techniques of marketing and public relations and how they can move your business forward. On this university short course you will learn how to apply these techniques for your organisation's benefit.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 8 Oct 2015 - Truro

Get connected!



Find us on Facebook

www.facebook.com/TruroBusiness



Follow us on Twitter

@TruroBusiness



Visit us online

www.truro-penwith.ac.uk/business

BEAUTY

Beauty Specialist Techniques VTCT (Level 2)

Aimed at those who want to complete a Level 2 Beauty Therapy course in 1 year. Course covers: eye and facial treatments, nail treatments, make-up application, waxing, health and safety. Students need to provide their own clients if at all possible and charges will be made for services. The knowledge and skills learnt throughout the course will be tested through practical assessments and online tests. Home study is required. Kit and uniform required at additional cost. Pre course interview required.

Duration: 34 wks / **Cost:** £995

Dates & Venue:

Mon 21 Sep 2015 - Truro

Tues 22 Sept 2015 - Penzance

Beauty Therapy NVQ (Level 3)

This course runs over one year (Duration: 1 Day and 1 evening per week) and includes body massage, electrical facials, electrical body treatments, tanning and intimate waxing, anatomy and physiology, health and safety and professional ethics. Students will need to provide clients if at all possible - charges will be made for the service. Students must hold a L2 qualification in beauty therapy. Kit and uniform required at additional cost. A pre course interview is required.

Duration: 34 wks / **Cost:** Price on application

Dates & Venue:

Mon 14 Sep 2015 - Penzance

Tues 22 Sep 2015 - Truro

Beauty Therapy Intermediate Apprenticeship

Ideal for those looking to gain a wide range of beauty therapy skills. The course covers providing facial skin care treatments, enhancing the appearance of eyebrows and lashes, carrying out waxing services, providing manicure services, providing pedicure services and providing make-up services.

Duration: 1 year

Beauty Therapy Advanced Apprenticeship

Designed for those working as a beauty therapist and covers essential techniques and treatments in a range of areas including body massage, electrolysis, facial and body electrical treatments, female intimate waxing treatments and creating courses of treatments to meet the clients objectives.

Duration: 1 year



Ffion, our Apprentice, has helped the business grow over the course of her Apprenticeship. Her fresh talent and new ideas have impacted the business beyond her main duties as a Beauty Therapist.



Zoe Hirst Budock Veian Spa Manager



Make-up & Manicure VTCT Certificate (Level 2)

This qualification will provide you with the knowledge and skills to perform a manicure and make-up treatment. Uniform required at additional cost. Course days run from 09.30am - 12.30pm.

Duration: 12 wks / **Cost:** £230

Dates & Venue:

Fri 25 Sep 2015 - Truro

Make-up Artistry VTCT Diploma (Level 3)

The specialised use of make-up in connection with fashion and photographic work, cosmetic camouflage, and working with performers in a theatrical environment. With close links to photographers and amateur dramatic groups, the emphasis is on gaining a wealth of experience in this exciting field. Knowledge of make-up is beneficial but not mandatory. Kit and uniform required at additional cost. Pre course interview required. Course days run from 09:30am - 2:30pm.

Duration: 34 wks / **Cost:** Price on application

Dates & Venue:

Fri 25 Sep 2015 - Truro

Nail Treatments VTCT Certificate (Level 2)

This course is suitable for those wishing to specialise in nail services including manicure, pedicure, extending, repairing and maintaining nails, nail art, salon reception and health

and safety. You will be required to complete assignments to support your studies. Kit and uniform required at additional cost. Pre course interview required. This course runs on evening sessions.

Duration: 34 wks / **Cost:** £ 1287

Dates & Venue:

Tues 22 Sep 2015 - Penzance

Tues 22 Sep 2015 (pm) - Truro

Wed 23 Sep 2015 - Truro

Nail Services Intermediate Apprenticeship

This Apprenticeship is ideal for those who wish to specialise in nail services. The course develops skills in a range of nail services such as manicure, pedicure, extending, repairing and maintaining nails, nail art, reception and health and safety.

Duration: 1 year

Nail Services Advanced Apprenticeship

This advanced practitioner course develops complex skills such as enhancing and maintaining all nail systems (Gel, Acrylic, Silk and Fibreglass), 3D nail design and competition work. The qualification gained through this Apprenticeship will give you the knowledge and experience to become an advanced practitioner within the industry. To qualify you must have a manicure and pedicure qualification at intermediate level.

Duration: 1 year

Nail Services NVQ (Level 3)

This course is aimed at candidates that already have a manicure and pedicure qualification.

During the course you will cover all nail systems, 3D nail design and competition work. Kit and uniform required at additional cost.

You will be required to complete assignments to support your studies. Pre course interview is required.

Duration: 34 wks / **Cost:** Price on application

Dates & Venue:

Mon 21 Sep 2015 (pm) - Truro

Wed 23 Sep 2015 - Truro

Laser (IPL) Treatment VTCT Certificate (Level 4)

An advanced and specialist vocationally related qualification that will enable learners to gain a comprehensive knowledge and understanding and the advanced skills to perform laser and light treatments for both hair removal and skin rejuvenation. Learners will also develop the skills and understanding to manage health, safety and security in the salon. A qualification in electrolysis would be advantageous. Course days run from 09:30am - 3:30pm.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Tues 15 Sep 2015 - Truro

PROFESSIONAL
INSPIRATION

Proud to be
working with
experts in our
sector



Everybody has
made me so
welcome at the College,
I have been inspired by
the creative energy of the
students. I work with the
government and business
groups to promote
Apprenticeships as they
are a fantastic way to learn
and give you a real solid
foundation of skills and
experience to build on.

Andrew Barton

Resident hairdresser on the UK's hit
makeover show '10 Year's Younger' and
creative head of his own Andrew Barton
Hair Group.

COMPLEMENTARY THERAPY

Thermal Auricular Therapy VTCT Award (Level 2)

No specific prerequisites required. Thermal Auricular Therapy is believed to be a safe complementary therapy using specially designed organic ear candles. Thought to be effective for colds and flu, sinusitis, tinnitus, headaches, jaw pain and stress. Students will need to purchase approx. three packets of Hopi ear candles. This course runs on evening sessions.

Duration: 5 wks / **Cost:** £160

Dates & Venue:

Tues 1 Nov 2015 - Truro
Tues 23 Feb 2016 - Truro
Tues 07 Jun 2016 - Truro

Sports Massage VTCT Certificate (Level 3)

Students must hold a certificate in A & P, HSE emergency first aid at work (although this can be taken alongside). Designed to provide you with the requisite knowledge, understanding and skills to work as a sports massage practitioner with non-pathological (non-injured) tissue. Develop the understanding, skills and techniques to plan, prepare for and apply a range of sports massage methods to uninjured clients. Enhance your skills to evaluate massage strategies and methods to inform on future practice. Students are required to complete 50 hours of on-site massage. Students will need to purchase a professional uniform, kit, books and towels. Interview required. This course runs on evening sessions.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Mon 21 Sep 2015 - Penzance
Tues 22 Sep 2015 - Truro

Stone Therapy Massage VTCT Certificate (Level 3) ^(24*)

Through this qualification you will learn how to provide the relaxing and stress relieving treatment of massage using hot and cold stones. This course runs on evening sessions.

Duration: 20 wks / **Cost:** Price on application

Dates & Venue:

Wed 30 Sep 2015 - Penzance
Mon 09 Nov 2015 - Truro

Aromatherapy VTCT Diploma (Level 3)

Student must be aged 18 or over. This course covers knowledge of anatomy and physiology, pathology, H&S, business practice, principles and practice of complementary therapists and aromatherapy treatment, case studies and participation into Cornish Skills. Home study is required. Students will need to purchase professional uniform, kit, books and towels and provide clients if at all possible (charges will be made for these services). Pre course interview is required. This course runs from 4.00-9.00pm.

Duration: 32 wks / **Cost:** Price on application.

Dates & Venue:

Wed 23 Sep 2015 - Truro

Body Massage VTCT Diploma (Level 3) ^(24*)

This course will train students to a professionally competent level in order to carry out a comprehensive range of massage techniques and is a good platform for sports massage or other therapy courses. The course covers principles and practice for Complementary Therapies, business plans, case studies and H & S. VTCT Diploma in Health, Safety, Security and Employment standards will be taken as part of this course. Additional home study is required. Additional costs for kit. This course runs from 4.00-9.00pm.

Duration: 30 wks / **Cost:** Price on application.

Dates & Venue:

Mon 14 Sep 2015 - Truro
Wed 23 Sep 2015 - Truro

Complementary Therapies VTCT Diploma (Level 3) ^(24*)

This qualification allows you to practice Body Massage, Aromatherapy and Reflexology. The course also includes Anatomy, Physiology and Pathology, Principles and Practice for Complementary Therapies, Health and Safety, Business Planning, Case Studies, First Aid and an additional unit of Nutritional Advice. Students are also entered into Cornish Skills. Home study time is required. Additional cost for kit and uniform. Interview required.

Duration: 32 wks / **Cost:** Price on application

Dates & Venue:

Mon 14 Sep 2015 - Penzance
Thurs 24 Sep 2015 - Truro

Indian Head Massage VTCT Certificate (Level 3)

This vocational course aims to train students in Indian Head Massage techniques designed for relaxation purposes. The treatment includes hands on massage to the upper back, shoulders, neck, arms, head and face. Health, Safety, Security and Employment Standards will be taken as part of this course. Uniform and kit will be required (additional cost). This course runs on evening sessions.

Duration: 15 wks / **Cost:** £300

Dates & Venue:

Wed 30 Sep 2015 (pm) - Truro
Wed 10 Feb 2016 (pm) - Penzance
Wed 24 Feb 2016 (pm) - Truro

Salon Management VTCT Diploma (Level 4)

This qualification is suitable for experienced therapists or stylists over 18 who wish to further their careers and develop effective management practices for the running of salons.

Duration: 32 wks / **Cost:** Price on application

Dates & Venue:

Tues 15 Sep 2015 - Penzance
Wed 16 Sep 2015 - Truro

INSPIRATION

Book and appointment at one of our fantastic salons today and see the results of our training first hand.

Inspiration Salons:

Truro - Truro College Campus - 01872 265811
Penzance - Penwith College Campus - 01736 809010

Inspiration Professional Salons:

Truro City Centre - Haven House - 01872 245623
Penzance - Penwith College Campus - 01736 335123

View all of our pricelists online at www.truro-penwith.ac.uk/inspiration-pricelists



HOSPITALITY & CATERING

Having well trained staff is a fundamental part of delivering an outstanding service that customers remember long after their visit. We have specialist training restaurants and industry experts delivering a range of courses across our Truro and Penwith campuses.

Hospitality Services Intermediate Apprenticeship

This Apprenticeship is suitable for those working in a variety of hospitality establishments as it allows you to develop a broad range of hospitality skills. The course covers the development of skills such as food service, beverage service, housekeeping, front of house reception and food production and cookery.

Duration: 12 months

Hospitality Supervision & Leadership Advanced Apprenticeship

This Apprenticeship will develop essential skills to enable you to successfully supervise the area you are employed in within your organisational environment. The course covers how to successfully lead a team, build effective working relationships, control resources, manage health and safety and improve customer service amongst other specific sector skills relevant to your industry and role.

Duration: 12 months

Food Production & Cooking Intermediate Apprenticeship

This Apprenticeship is designed for those looking to develop skills in creating and cooking basic meals or otherwise working in a kitchen environment. Course includes the production of a variety of dishes, promoting new menu items, producing healthier menus, setting up and closing down a kitchen, food safety and hygiene and the keeping of appropriate documentation.

Duration: 12 months

Professional Cookery Intermediate & Advanced Apprenticeships

At intermediate and advanced level, these Apprenticeships are ideal for aspiring or existing chefs that want to develop a range of professional cookery skills. You will develop skills essential to working in a high standard kitchen including preparing, cooking and finishing a variety of complex meals using well sourced produce. The Advanced apprenticeship focuses on the skills needed to create complex dishes and the development of supervisory abilities.

Duration: 12 months

Food & Beverage Service Intermediate Apprenticeship

This Apprenticeship is designed for those who want to provide customers with a professional, knowledgeable and friendly service with a wide range of food and drinks. The course includes serving alcoholic drinks, preparing soft drinks, serving food and wines, preparing and cleaning the bar area and delivering customer service excellence.

Duration: 12 months

Licensed Hospitality Skills Intermediate & Advanced Apprenticeships BIIAB

This programme from British Institute of Innkeepers (BIIAB) is designed for staff working within pubs and licensed establishments and covers a range of aspects including serving alcoholic and soft drinks, managing payments, working effectively as part of a hospitality team, Barista skills, maintaining a safe, hygienic and secure working environment, customer service and a range of other practical skills to ensure staff can make a valued contribution to the customer and the business.

Duration: 12 months

Working with experts in our sector



Jaime Gaspare: Head of full-time catering provision at Penwith College. Jaime has worked as a professional chef and restaurant manager in London and Fifteen Cornwall.

Dave Williams: Widely experienced including owning his own bakery business supplying most hospitality businesses in West Cornwall.

Dean Bungay: Dean has worked in licensed premises since 2006 including managing bars and delivering training to St Austell Brewery employees. He has won various competitions for barista, wine and spirit work.

Tony Duce: Professional chef for over 26 years including running his own restaurant and working at The Rosevine and Hotel Tresanton as chef and trainer.

Mark Lewin: Over 20 years managing hotels, many 5 star, and organising events such as weddings and celebrations. Involved in training others throughout this time.

Caroline Parsonage: Worked in hospitality for over 15 years and shop management before that. Experienced running hotels and front-of-house teams in restaurants and gastro pubs.

Justin Ashton: Professional chef for over 17 years and head chef at Sennen Beach, Lime Tree and Tremenheere Gardens restaurants, including being awarded Michelin Guide entry.

Keith Terry: Current owner and head chef of the Cornish Range seafood restaurant in Newlyn; also lectures for Penwith College.

Hospitality & Catering Certificates & Diplomas (Level 2 & 3)

The work-based assessment route will recognise your competency in this area and the taught programme will further enhance your knowledge and skills. To achieve these qualifications you must be able to complete necessary duties within your current workplace.

Cost: £1950

Dates & Venue:

Rolling Programme - Work-Based Assessment
These qualifications can be achieved via the fundable Apprenticeship Programmes.

Project Management (Level 4)

This university short course covers analysing the feasibility of a project and presenting a compelling business case; developing a project delivery and management plan; monitoring a

project using a range of tools and techniques; risk management techniques; managing a project team; and dealing with stakeholders.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Fri 9 Oct 2015 - Truro

Fri 29 Jan 2016 - Truro

Event Management (Level 4)

This university short course covers all aspects of event management from initial idea through planning and to delivery. It focuses on the practical skills needed to promote, organise and manage a successful event. No previous experience of event management is needed.

Duration: 10 evenings over 10 wks /

Cost: £750

Dates & Venue:

Wed 7 Oct 2015 - Truro

Marketing & Public Relations (Level 5)

Gain a practical understanding of the principles and key techniques of marketing and public relations and how they can move your business forward. On this university short course you will learn how to apply these techniques for your organisation's benefit.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 8 Oct 2015 - Truro

CATERING

Barista Skills Award (Level 2)

This qualification will provide you with the knowledge and skills to produce coffee, hot chocolate, smoothies, juices and tea. This award is ideal for both coffee enthusiasts and individuals who are progressing towards a career in hospitality. This course runs on day or evening sessions.

Duration: 3 days or 6 evenings / **Cost:** £147

Dates & Venue:

Tues 15 Sep 2015 - Truro

Sat 03 Oct 2015 (pm) Penzance

Tues 03 Nov 2015 Truro

Sat 21 Nov 2015 (pm) Penzance

Tues 26 Jan 2016 Truro

Sat 30 Jan 2016 Penzance

Sat 16 April 2016 - Penzance

Tues 19 April 2016 Truro

Tues 07 Jun 2016 Truro

Sat 11 Jun 2016 Penzance

Wines & Spirit Education Trust - Certificate (Level 2)

This course is suitable for anyone wishing to broaden their knowledge of wines. You will learn about major grape varieties and the main wine producing countries of the world. Fee includes exam and pack costs. This course runs on day or evening sessions.

Duration: 4 days or 8 evenings / **Cost:** £ 250

Dates on application

Professional Cookery (Level 2)

This qualification will develop your knowledge and skills in professional cooking. It will teach you how to prepare and produce stocks, soups, sauces, fruit, vegetables, meat, fish dishes, biscuits, cakes and sponge products. Plus 5 additional Saturdays, kit and uniform required.

This course runs from 12.00 - 8.00pm.

Duration: 34 weeks / **Cost:** £ 1287

Dates & Venue:

Mon 14 Sep 2015 - Truro

Setting Up Small Bakery Business

Turn your home baking into profit and set up your own small bakery business. From where to start, marketing, signage, presentation, customer service, record keeping, pricing products and much more. Additional Saturday workshop in the kitchen learning/improving your baking skills. A small charge may be payable towards store cupboard ingredients.

Duration: 10 evenings / **Cost:** £138

Dates & Venue:

Tue 12 Apr 2016 (pm) - Truro



The training programmes have been a great success and the College has done an outstanding job in providing support, advice and guidance to help us. The training has been of the highest quality which not only provided excellent success rates and personal development, but that also had a real impact on the business.

Michael Rabone HR Manager at The Seafood Restaurant



HEALTH & SOCIAL CARE

As the leading provider for Health and Social Care training in Cornwall, we provide effective training solutions to cater for any desired or mandatory health and social care training and development needs.

Health & Social Care Intermediate Apprenticeship (Level 2)

This programme is suitable for anyone working in a health and social care role 30+ hours a week whose main responsibilities might include delivering personal care' helping individuals to eat and drink or supporting/accompanying them to access various services and facilities. The programme provides a range of qualifications including the Level 2 Diploma in Health and Social Care (there are three pathways within this - general; learning disabilities and dementia) and a Technical Certificate (Preparing to Work in Adult Social Care Level 2).

Duration: 1 year

Health & Social Care (Adults) Advanced Apprenticeship (Level 3)

This programme is suitable for anyone working in a health and social care role more than 30 hours a week whose responsibilities extend across a wider range of activities and may include a full role in care planning to include assessment, medication administration or mentoring and supporting new staff. The programme covers a range of qualifications including of the Level 3 Diploma in Health and Social Care (there are three pathways within this - general; learning disabilities and dementia) and a Technical Certificate (Preparing to Work in Adult Social Care at Level 3).

Duration: 18 months

Mental Health Awareness NCFE Award (Level 1)

This course is suitable for those working within the health and social care sector and for anyone with a general interest in the subject. It explores examples of mental health problems and issues, defines the terms mental health and mental ill health, looks at statistical evidence and reviews the reporting of mental health in the media along with the barriers facing

people accessing services. Assessment by assignment.

Duration: 1 day / **Cost:** £150

Dates & Venue:

Wed 07 Oct 2015 - Truro

Wed 20 Jan 2016 - Truro

Wed 04 May 2016 - Truro

Technology in Care OCR Award (Level 1)

This course is suitable for managers or administrators of health and social care services. It provides an understanding of how technology can help services to be more effective and efficient. It covers practical hands-on experience of using Microsoft Office 2010/13, Excel, Word and Outlook and the safe use of technology. It introduces apps and programmes that may enhance the lives of service users and Assisted Living Technology. Practical care-related content such as mail merge, rota-planning and sharing electronic files. Assessment completed during the course.

Duration: 2 days / **Cost:** £195

Dates & Venue:

Thu 05 & Thur 12 Nov 2015 - Truro

Distance Learning in the Awareness of Dementia (Level 2)

This new e-learning package is made up of three units. Information is presented in a variety of formats, combining video, interactive quizzes, accessible written content and exercises. The course develops knowledge and understanding of best practice in the care of people with dementia and an awareness of related topics and covers common forms of dementia, diversity, discrimination and inclusion and person centered support. Assessment is by one written assignment for each unit. As this is a distance learning course, candidates can choose when and where to study and will need to be computer literate. Assessment by three assignments completed during the course.

Cost: £125

Available from Thu 1 Oct 2015

To gain the full 'Award in Awareness of Dementia' a fourth unit covering communication and interaction is available as a taught course.

Cost: £250 (3 e-learning units plus 1 day taught session)

Dates: Thu 15 Oct 2015

Award in Healthier Eating & Special Diets in a Care Environment - Cooking Fruit & Vegetables (C&G) (Level 2)

This award is designed for those who are preparing food in the care sector who would like to develop a knowledge and understanding of the importance of good health and the principles of a balanced diet. It is aimed at Chefs, Assistant Chefs, Personal Assistants, Family Carers and those with a wish to enter the health and social care sector. The course examines special diets i.e. diabetic, gluten free, low salt, coeliac etc. and the causes and effects on individuals. The first day is theory, the remaining days are all practical in a purpose built kitchen preparing vegetables, soup, batch freezing and fortifying foods.

Duration: 4 days / **Cost:** £360

Physiological Measurements (Baseline Observations) (Level 3)

This course is suitable for those working in health and social care with responsibility for monitoring health conditions. It provides an understanding of normal baseline observations and teaches how physiological measurements are taken. It covers the importance of accurately recording and reporting information and appropriately alerting staff within the wider team to an initial deterioration in an individual's physical health. Assessment by assignment and three follow-up by work place assessments.

Duration: 1 day / **Cost:** £250

Dates & Venue:

Thu 15 Oct 2015 - Truro

Thu 24 Mar 2016 - Truro

Thu 30 Jun 2016 - Truro

Care Certificate in the Workplace

This is a non-accredited course suitable for those new to the health and social care sector who are required to work towards the Care Certificate. There are fifteen standards within the Care Certificate, of which the fourteen that require knowledge based answers are covered within the taught sessions. During the taught sessions learners will be guided through workbooks covering the standards within the Care Certificate with the aim of completing workbooks on the day of the taught session. These workbooks will require employer assessment along with observational assessment of learner practice in order for learners to complete the Care Certificate.

Duration: 6 days / **Cost:** £575

05 Nov 2015 - Truro

28 Jan 2016 - Truro

12 May 2016 - Truro

Principles in Infection Prevention & Control

This short course is a unit taken from a full Level 2 qualification and will familiarise learners with infection control legislation and policies. It will develop understanding of the causes of infections, the conditions in which they thrive and the ways they can be spread. This course is suitable for those working within the health and social care sector and for anyone with a general interest in the subject.

Duration: 1 day / **Cost:** £150

Dates & Venue:

Thurs 08 Oct 2015 - Truro

Thurs 21 Jan 2016 - Truro

Thurs 05 May 2016 - Truro

Find more course dates

Visit www.truro-penwith.ac.uk/business or call 01872 242711

Awareness of End of Life Care City & Guilds (Level 2)

This covers different perspectives of death and dying, aims and principles of end of life care, communication factors in end of life care and support services. Suitable for those working within the health and social care sector and for anyone with a general interest in the subject.

Duration: 4 days / **Cost:** £250

Dates & Venue:

Fri 6 Nov 2015 - Truro

Fri 26 Feb 2016 - Truro

Fri 10 Jun 2016 - Truro

Awareness of Dementia Awards (Level 2 & 3)

Suited to individuals who are directly involved in providing health or care services for people with dementia, or those that wish to move into this area of work. The Level 3 will suit those who want to progress in a supervisory and/or managerial capacity or wish to learn more about the topic.

Duration: 4 days / **Cost:** £250

Dates & Venue:

Fri 20 Nov 2015 - Truro

Fri 26 Feb 2016 - Truro

Fri 10 Jun 2016 - Truro

Supporting Individuals with Learning Disabilities Award (Level 2 or 3)

Provides an opportunity to develop knowledge and understanding around supporting individuals with a learning disability. Topics include supporting individuals with learning disabilities, principles of positive risk taking, awareness of the autistic spectrum, principles of supporting individuals with a learning disability to access healthcare. Assessment through assignments.

Duration: 5 wks / **Cost:** £400

Dates & Venue:

Thu 05 Nov 2015 - Truro

Thu 25 Feb 2016 - Truro

Thu 19 May 2016 - Truro

Diabetes Awareness (Level 3)

This City and Guilds course provides an overview of type 1 and type 2 diabetes. The course covers complications, risk factors and nutrition. It is suitable for those working within the health and social care sector, individuals who may be affected by diabetes and for anyone with a general interest in the subject. Assessment by assignment.

Duration: 1 day / **Cost:** £150

Dates & Venue:

Thu 15 Oct 2015 - Truro

Thu 04 Feb 2016 - Truro

Thu 14 Apr 2016 - Truro



As a charitable organisation we previously struggled with training and funding, but building a relationship with Truro and Penwith College has really helped that. The training we receive from the College is absolutely vital to our sector. The experience of the tutors is refreshing. The company and our staff benefit all round from the whole learning experience.



Sue Seviour Training Manager, Spectrum



There was no training before this and now not only do we have training, but it suits our business needs. Our journey with the College has been transformational, building on our joint knowledge and skills. We've outlined our requirements - Truro and Penwith College has met and embraced them in designing our training package.

Tamsin Thomas

Head of PR and Fundraising at Cornwall Hospice Care



We didn't have any formal training programmes so approached the College and were met by a team who were willing to work with us to develop suitable training packages and to help find valuable funding. This liaison has proved very fruitful and has now expanded to encompass managerial training for teams in other departments.

Alison Wittamore

HR Director Cornwall Hospice Care

Administering Medication to Individuals & Monitor the Effects (Level 3)

This course is for those who prepare, administer and monitor the effects of medication on individuals and is specifically for those administering/recording medication as part of their regular duties. It does not replace medication training. This qualification gives an overview of medication used for and by individuals, both prescribed and non-prescribed. Assessment is via one workbook and follow-up workplace assessment to complete.

Duration: 1 day / **Cost:** £250

Dates & Venue:

Wed 21 Oct 2015 - Truro

Wed 16 Mar 2016 - Truro

Wed 22 Jun 2016 - Truro

Understanding Mental Health Problems (Level 3)

Provides learners with knowledge of the main forms of mental health problems and the impact on individuals and others in their social network. Suitable for those working within the health and social care sector and for anyone with a general interest in the subject. Includes a review of the DSM, statistical evidence and the issues facing those experiencing mental health difficulties. Assessment by assignment.

Duration: 1 day / **Cost:** £150

Dates & Venue:

Thu 01 Oct 2015 - Truro

Thu 11 Feb 2016 - Truro

Thu 07 Apr 2016 - Truro

Facilitate Person-Centred Assessment, Planning a Review (Level 3)

This Level 3 course requires work based assessment and is therefore for those who have a full role in care planning and review working in a wide range of settings. It provides the learner with further knowledge and skills required to facilitate person-centred assessment, planning, implementation and review. Assessment is via workbook and follow-up workplace assessment to complete.

Duration: 1 day / **Cost:** £250

Dates & Venue:

Wed 18 Nov 2015 - Truro

Wed 10 Feb 2016 - Truro

Wed 11 May 2016 - Truro

Introduction to Palliative Care (Level 4)

Introduces the essential definitions, principles and thinking behind palliative care, exploring a range of approaches and perspectives. It investigates the roles associated with working in palliative care and the governmental, social and economic influences to which palliative care is subject.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 24 Sept 2015 - Truro

Approaches to Delivering Palliative Care (Level 5)

Examines the physical and psychological patient needs, and explores pharmacological and non-pharmacological methodologies and practices. Students also evaluate the multi-professional team and working practices within different settings across the health community.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 14 Jan 2016 - Truro

Palliative Care for Life Threatening Illnesses (Level 5)

Explores palliative care related to life threatening illnesses such as cancer, chronic progressive pulmonary disorders, renal disease, chronic heart failure and progressive neurological conditions. It explores end of life care with specific groups such as the older person.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 21 April 2016 - Truro

Certificate of Professional Development in Palliative Care

Study the three Palliative Care SUCCESS courses to achieve your CPD accredited by Plymouth University.

Cost: £2,250 - funding available.

Contact us for details or to study an individual module from this award.

Promoting Mental Wellbeing in the Workplace (Level 4)

Explores the triggers, causes and economic impact of mental ill health, including stress, in the workplace. The course looks at preventative strategies and techniques to create and support a healthy workforce. It includes practical skills and tools for managers to implement in the workplace around support and reintegration of staff suffering mental ill health. Techniques for developing individual mental resilience and initiatives to foster a healthy workplace will be studied.

Duration: 5 sessions over 11 wks / **Cost:** £750

Dates & Venue:

Tues 20 Oct 2015 - Truro (Twilight session)



CHILDCARE

Keep skills and knowledge relevant and up-to-date in this key industry sector with specialist training delivered by expert trainers for businesses throughout the county.

Children & Young People's Workforce City and Guilds Certificate (QCF) (Level 2)

This will suit you if you wish to work in a supporting role as a teaching assistant, nursery assistant or special educational needs assistant. Your tutor will support you to develop skills and knowledge alongside a placement in a nursery, pre-school or school setting. You will produce a portfolio of evidence in a number of units to achieve your qualification.

Duration: 36 wks / **Cost:** £800

Dates & Venue:

Mon 14 Sep 2015 - Penzance
Mon 11 Jan 2016 - Penzance
Mon 18 Apr 2016 - Penzance

Preparing to Work in Home-Based Childcare CACHE Award (QCF) (Level 3)

This course prepares learners to set up a home based childcare setting. It is also suitable for those who wish to be employed in home based childcare settings as childminding assistants or other childcare workers (eg nannies, au pair).

Duration: 12 wks / **Cost:** £500

Dates & Venue:

Tue 15 Sep 2015 - Truro
Tue 12 Jan 2016 - Truro

Early Years Education & Care CACHE Diploma (Level 3) ^(24*)

This course is aimed at adult learners who are working with children in early years settings or wish to do so. This qualification will give you the Early Years Educator status allowing you to work unsupervised with children. GCSE Maths and English at Grade C or above may be required. Interview required to discuss expectations and course entry requirements.

Duration: 36 wks / **Cost:** Price on application

Dates & Venue:

Wed 16 Sep 2015 - Penzance
Wed 13 Jan 2016 - Penzance
Wed 20 Apr 2016 - Penzance

Early Years Work Force (EYE) CACHE Diploma (Level 3)

If you are planning to work with children in a variety of different early years services, for example day care, nursery, creche, out of school care and schools this is the course for you. This qualification will enable you to work, unsupervised, with children and their families in a variety of settings. You will study all aspects of caring for children and reflect on your personal development. Students must hold GCSE English and Maths and be in a related setting as paid work or as a volunteer.

Duration: 32 wks / **Cost:** Price on application

Dates & Venue:

Fri 25 Sep 2015 - Truro
Tue 29 Sep 2015 - Truro
Tue 12 Jan 2016 - Truro
Fri 15 Jan 2016 - Truro

Early Years Educator Advanced Apprenticeship (Level 3)

The Level 3 Diploma Early Years Educator Apprenticeship is for those working in a childcare setting e.g. nurseries, pre-schools, child minders, working on their own and/or supervising others. This qualification confirms competence in this area and serves as the required qualification for all new practitioners for registration and regulatory requirements in the early learning and childcare sector. The Apprentice should have prior experience of the sector and be employed in a position whereby they would be able to demonstrate the competencies required at this level. An Apprenticeship is a framework of study which will provide individuals with a range of qualifications to include Level 3 Diploma Early Years Educator, Level 2 Award in Employment Rights and Responsibilities and functional skills Level 2 ICT. Learners must be working 30+ hours in the sector and carrying out a range of duties in a supervisory role.

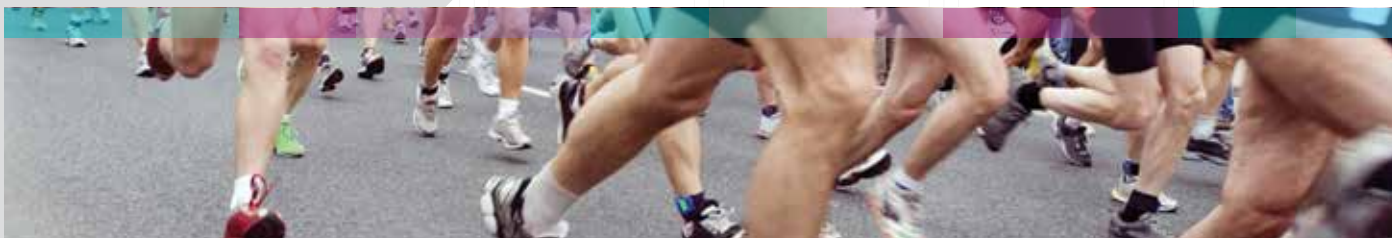
Duration: 20 months

Entry requirements - GCSE Maths and English Grades A* - C

The Apprentices are refreshing and constantly bring new ideas to the fore. As methods and knowledge within the industry advances, having Apprentices constantly learning new things on their college course means they can come back and teach us too! Truro and Penwith College has offered tireless support throughout our journey and we would highly recommend them to anyone.

Kirsty James Owner, Little Stars





FITNESS, NUTRITION & SPORT

Vital training and qualifications for those working in leisure and outdoor sectors, fitness and personal trainer qualifications are ideal for existing and start-up businesses.

Fitness Instructing CYQ Certificate (Level 2)

If you would like to gain a teaching qualification that is nationally recognised within the fitness industry then this is the course for you. Previous students have tended to find employment easily as this qualification is readily accepted within leisure facilities or for those wishing to become self-employed instructors. Our team are all qualified lecturers and instructors currently working within the industry so you will be able to learn from our knowledge and experience. The qualification can be achieved in the following contexts: Exercise to Music and Gym

Duration: 13 wks / **Cost:** £370

Exercise to Music

Dates & Venue:

Sat 19 Sep 2015 - Truro

Sat 05 Mar 2016 - Truro

Gym Instructor

Dates & Venue:

Sat 19 Sep 2015 - Truro

Sat 05 Mar 2016 - Truro

Personal Training CYQ Certificate (Level 3) ⁽²⁴⁺⁾

This course covers advanced exercise and fitness knowledge and how to plan a progressive programme which meets the goals and needs of an individual. Plus how to perform and analyse fitness related tests. Students must hold a Level 2 Gym Instructors qualification.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Sat 26 Sep 2015 - Truro

Active Leisure Intermediate Apprenticeship

This flexible Apprenticeship covers a range of skills and contains a variety of pathways that cover many aspects of sport and leisure including: work in leisure centres/gyms, swimming pools, stadiums/clubs, outdoor activity centres, adventure playgrounds and coaching.

Duration: 12 months

Activity Leadership Intermediate Apprenticeship

This Apprenticeship is designed for people employed in the outdoor industry or as coaches and activity leaders. The programme covers a range of specialist skills for activity leadership as well as the coaching, safety and communication skills needed to work as an activity leader.

Duration: 1 Year

Exercise to Music Instructor Intermediate Apprenticeship

This Apprenticeship is designed for people employed in the fitness industry, and for those employed and starting their career in this area. The programme provides a range of skills and knowledge to plan and prepare a group exercise to music session for a mixed ability group.

Duration: 1 Year

Gym Instructor Intermediate Apprenticeship



This Apprenticeship is designed for people who are already employed in the fitness industry, and for those who may be starting their careers in this area. The programme will cover the aspects of safety, instruction, sports science and supporting the running of a gym.

Duration: 1 Year

Personal Trainer Advanced Apprenticeship



This Apprenticeship is for people who already have a Level 2 Certificate in Gym Instructing and wish to continue their professional development into Personal Training. It is designed for those who are already employed in the fitness industry and for those who want to progress their careers.

Duration: 1 Year

 The Apprentices are learning things so quickly, it's had a really positive ripple throughout the whole charity. 

Tony Baker
Centre Manager, BF Adventure



 It has been amazing to come back and do an Apprenticeship here - it has been the best year of my life and the best change I could have made. 

Jake Tuff
Active Leisure Apprentice, BF Adventure



PERSONNEL & HR

Entry to degree level training covering all aspects and functions of HR from operational and strategic HR to employee engagement and employment law.

Human Resource Practice Certificate ⁽²⁴⁺⁾

CHRP is the entry level qualification of the Chartered Institute of Personnel and Development. It covers all the operational aspects of HR functions, including recruitment, employee relations and performance management. Assessed by continuous assessment through a variety of methods. This course runs on evening sessions.

Duration: 35 wks / **Cost:** Price on application

Dates & Venue:

Wed 16 Sep 2015 (pm) - Truro

Human Resource Management Certificate

CHRM develops the competence of managers in a range of personnel and development skills, together with the necessary underpinning knowledge and understanding. It focuses on HR management and organisational development issues and is matched to CIPD's Professional Map, which delineates the knowledge and skills needed for effective contemporary HR Management. It does not cover day to day operational HR issues as it is focused on the strategic aspects of HR and how HR professionals make a business contribution. This course runs on evening sessions.

Duration: 30 wks / **Cost:** £1,500

Dates & Venue:

Mon 05 Oct 2015 (pm) - Truro

Human Resource Management SUCCESS Course (Level 4)

This university short course provides the knowledge and skills of the processes and practices involved in managing human resources within any business. Topics include: recruitment and selection of staff, managing employee relations, preparing development programmes, reward and managing talented employees

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Fri 23 Oct 2015 - Truro

Aged 24 or over?

Thinking about studying for a course at Level 3 or 4 with Truro and Penwith College?

24+ Advanced Learning Loans are available* to help you pay for your college tuition at Level 3 or above.

- You don't pay back a penny until your income is over £21,000 a year.**
- It's easy to apply.
- No credit checks, a low interest rate and your household income is not taken into account.
- Enhance your employability.

Enquiries for Part Time Courses **01872 265800**

Enquiries for Full Time Courses including ACCESS to HE **01872 265837**

*minimum amount £300

**or until April 2016 if your income is over £21K pa.



24+ Advanced Learning Loan

Organisation, Management & HR SUCCESS Course (Level 4)

This university short course provides an overview of management and organisational theory in practice. It explores how organisation structure, culture and human resource management impact on business success. It will enable managers to review and improve organisational effectiveness and HR processes.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Tues 26 Jan 2016 - Truro

Employment Law & Employee Relations SUCCESS Course (Level 5)

This university short course teaches the key aspects of current employment law, including: contracts (how to comply with the law); grievance and disciplinary procedures; discrimination (employers' obligations and liabilities). Case studies and interactive group discussions are used extensively.

Duration: 5 days over 12 wks / **Cost:** £750

Dates & Venue:

Thurs 21 Jan 2016 - Truro

Employee Engagement SUCCESS Course (Level 5)

This university short course covers the concept of Employee Engagement and how to apply it in your organisation. Learn about the 4 key aspects of engagement: Leadership, engaging managers, employee voice and integrity. Ideal for those involved with developing strategic policy within their organisation.

Duration: 5 days over 5 wks / **Cost:** £750

Dates & Venue:

Mixed 2 June 2016 - Truro

I would recommend these courses to anyone. I believe they would be particularly useful for those wanting to up-skill or who are moving roles to a management position. I definitely learned a lot from them.

Louise Hobkinson

Newquay Zoo HR Manager. HR, Quality and Performance SUCCESS course

PERSONAL DEVELOPMENT

Essential training and short courses to build on skills used on a day to day basis in any workplace. Boost your confidence and application in critical areas such as English, Maths and IT.

Functional Skills - English

We offer Functional Skills English courses at all levels (equivalent to a GCSE A-C). Our courses provide an opportunity to upgrade and develop your existing skills while gaining a nationally recognised qualification.

Duration: 10 wks **Cost:** Funding available

Dates & Venue:

Tues 15 Sep 2015 - Newquay
Wed 16 Sep 2015 - Truro
Tues 05 Apr 2016 - Newquay
Wed 06 Apr 2016 - Truro
Wed 08 Jun 2016 - Truro

Functional Skills - Maths

We offer Functional Skills Maths courses at all levels (equivalent to a GCSE A-C). Our courses provide an opportunity to upgrade and develop your existing skills while gaining a nationally recognised qualification.

Duration: 10 wks **Cost:** Funding available

Dates & Venue:

Tues 15 Sep 2015 - Newquay
Wed 16 Sep 2015 - Truro
Tues 05 Apr 2016 - Newquay
Wed 06 Apr 2016 - Truro
Wed 08 Jun 2016 - Truro

ESOL (English for Speakers of Other Languages) with Functional Skills

We offer courses at all levels at a wide range of times to suit you from Monday to Thursday. There is a range of courses for our ESOL learners with qualifications including Functional Skills English. As an accredited Cambridge exams centre we can help you prepare for the Cambridge and IELTS exams.

Duration: 10 wks / **Cost:** £75 per month / funded for functional skills

Dates & Venues:

Tues 01 Sept 2015 - Truro
Tues 01 Sept 2015 - Newquay
Mon 04 Jan 2016 - Truro
Tue 05 Jan 2016 - Newquay
Mon 11 Apr 2016 - Truro
Tues 12 Apr 2016 - Newquay

Join Truro & Penwith College's Cornwall Business Club

Benefits include:

- Invitations to FREE advice events and seminars covering essential updates for your sector
- Exclusive invitations to networking events
- Updates on the latest courses and funding opportunities
- Monthly Business Bytes E-Newsletter with training news from across the county



To become a member of the Cornwall Business Club please email business@truro-penwith.ac.uk or call us on 01872 242711





JEWELLERY & METALWORK

A range of creative courses delivered in our recently built jewellery and metalwork workshops.

Jewellery Diploma (Level 2)

An opportunity for experienced students to develop and explore practical jewellery skills, develop design work and experience a variety of metalwork techniques. The course enables the student to create specific jewellery outcomes through directed design briefs. Materials can be purchased from the tutor. This course runs on evening sessions.

Duration: 30 wks / **Cost:** £325

Dates & Venue:

Tues 29 Sep 2015 (pm) - Truro

Jewellery Manufacture Intermediate Apprenticeship

Develop and learn skills in all elements of Jewellery Manufacture from jewellery design (traditional techniques and computer aided design), to making by hand, engraving, setting gem stones and enamelling. This Apprenticeship includes a Level 2 diploma in Jewellery Manufacturing.

Duration: 1 year

Creative Crafts (Jewellery) Certificate (Level 3)

Level 3 certificated course focuses on professional, creative and commercial responses to client's requirements, working to a budget and preparing presentations, quotations etc. This course runs on evening sessions.

Duration: 30 wks / **Cost:** Price on application

Dates & Venue:

Mon 29 Sep 2014 (pm) - Truro



Adam is now in charge of the production side of the business and the training he received has helped enormously. With the knowledge he's gained on making jewellery and learning to work with a lot more intricate items, Adam is now able to take a lead and solve any problems that might arise.

Jeremy Gilbert Managing Director, St Justin



We also offer a wide range of

Business Skills Seminars

Contact us on 01872 242711 for more information.

Get connected!



Find us on Facebook
www.facebook.com/TruroBusiness



Follow us on Twitter
[@TruroBusiness](https://twitter.com/TruroBusiness)



Visit us online
www.truro-penwith.ac.uk/business



TEACHING

A range of development opportunities to gain skills and knowledge at any level working in education, from teaching assistant and support staff to qualified teachers in schools and further education establishments.

Makaton for Beginners

A signed communication package for use with children and adults with learning difficulties. Suitable for parents/carers/guardians. This course runs over 4 evening sessions.

Duration: 4 wks / **Cost:** £85

Dates & Venue:

Mon 12 Oct 2015 (pm) - Truro
Mon 01 Feb 2016 (pm) - Truro
Mon 16 May 2016 (pm) - Truro

Makaton Foundation Level

A signed communication package for use with children and adults with learning difficulties. The foundation level is suitable for professionals. Runs over 4 evening sessions.

Duration: 4 wks / **Cost:** £85

Dates & Venue:

Tues 13 Oct 2015 (pm) - Truro
Tues 02 Feb 2016 (pm) - Truro
Tues 17 May 2016 (pm) - Truro

Children & Young People's Workforce City and Guilds Certificate (QCF) (Level 2)

This will suit you if you wish to work in a supporting role as a teaching assistant, nursery assistant or special educational needs assistant. Your tutor will support you to develop skills and knowledge alongside a placement in a nursery, pre-school or school setting. You will produce a portfolio of evidence in a number of units to achieve your qualification.

Duration: 36 wks / **Cost:** £800

Dates & Venue:

Mon 14 Sep 2015 - Penzance
Mon 14 Sep 2015 - Penzance
Mon 11 Jan 2016 - Penzance
Mon 11 Jan 2016 - Penzance
Mon 18 Apr 2016 - Penzance
Mon 18 Apr 2016 - Penzance

Education & Training City & Guilds Award (Level 3)

This is an excellent introductory teaching qualification which prepares learners to deliver teaching and training in a wide range of contexts. There is no requirement to be in a teaching role as assessment is by observed microteaching and written coursework. Ideal for those who are interested in becoming teachers or trainers.

Duration: 12 wks / **Cost:** £400

Dates & Venue:

Tues 15 Sept 2015 - Truro
Wed 16 Sept 2016 - Truro
Wed 16 Sept 2015 - Penzance
Wed 02 Mar 2016 - Truro
Tues 08 Mar 2016 - Truro
Wed 09 Mar 2016 - Truro

Practical Training Skills

This course develops skills and confidence to effectively plan and deliver engaging training sessions. Content includes appropriate training and learning approaches, a range of planning tools and the delivery of inclusive and motivational sessions.

Duration: 3 days / **Cost:** £500

Dates & Venue:

Fri 11 Sept 2015 - Truro
Tue 12 Jan 2016 - Truro
Fri 22 Apr 2016 - Truro

Specialist Support for Teaching & Learning in Schools Diploma (Level 3)

Designed for experienced Teaching Assistants and other experienced school staff who support teaching and learning in a primary, secondary or special school. Optional units will allow learners to specialise in areas such as Special Educational Needs (SEN).

Duration: 1 Year / **Cost:** £1417

Dates & Venue:

Wed 16 Sept 2015 - Penzance
Tue 29 Sep 2015 - Truro
Fri 02 Oct 2015 - Truro
Tue 12 Jan 2016 - Truro
Wed 13 Jan 2016 - Penzance
Fri 15 Jan 2016 - Truro
Wed 20 April 2016 - Penzance

Specialist Support for Teaching & Learning in Schools Advanced Apprenticeship

Specifically designed for experienced Teaching Assistants and other experienced school staff who support teaching and learning in a primary, secondary or special school. The Apprenticeship covers supporting learning activities, assessment for learning, behaviour management and safeguarding children and young people, as well as employment rights and responsibilities, functional skills in Maths, English and ICT and personal learning and thinking skills. Optional units will allow learners to specialise in areas such as Special Educational Needs (SEN).

Duration: 1 year

Teaching English to Speakers of Other Languages (CertTESOL) Trinity Certificate

This is the leading initial teacher training course for those interested in teaching English as a foreign language anywhere in the world. Our course also includes an initial teaching qualification enabling you to teach ESOL in the UK as well as overseas.

Duration: 7 weeks / **Cost:** £ 1417

Dates & Venue:

Fri 11 Sept 2015 - Truro



TRANSPORT & LOGISTICS

Mandatory training for staff working in transport, including van, lorry, bus and coach driving to courses for licensed taxi and hired vehicle drivers.

Driver CPC - Bus & Coach & Large Goods Vehicle

Periodic Driver CPC training became a mandatory requirement of the transport industry from September 2008. Drivers must complete the 5 mandatory training modules to continue driving. The course covers: first aid, driver hours and tachographs (digital and analogue), customer service, customer safety and disability awareness, safe guarding, dealing with accidents and emergencies, safe vehicle loading and handling and defensive driving and economic fuel consumption.

Duration: 5 days or 10 half days / **Cost:** £100 per module

Dates & Venue:

Courses available throughout the year - Truro / Penzance

Introduction to the Role of the Professional Taxi Driver Certificate (Level 2)

We are able to offer this Level 2 certificate to licensed taxi and private hire drivers. Drivers must have this qualification if they wish to apply for local school contracts. The course covers: the regulatory framework, customer service, passengers who require assistance, transporting children and young persons, process routes and fares and safeguarding children and vulnerable adults.

Duration: 7 days / **Cost:** £380.10

Dates & Venue:

Tues 31 March 2015 - Truro

Tailored Training

Tailored Training just for you, where and when your business needs it.

Find out why great Cornish businesses are choosing Truro and Penwith College. Contact us on 01872 242711 or email business@truro-penwith.ac.uk

Because I got my Driver CPC, I got my job at Cory Environmental! The course was brilliant and I took a lot away from it. I feel I could go and get a job anywhere now.

Andy Kingdom
Driver/Loader, Cory Environmental



OUR FACILITIES, FOR YOU

Truro and Penwith College has world class facilities and has recently invested over £10 million in response to the growth of the College's work with businesses in Cornwall.

More and more businesses are choosing to work with the College as their training and apprenticeship partner, training and developing their staff at fantastic new and existing facilities purpose built for businesses and individuals across Cornwall.



Truro College

The blend of modern, industry standard facilities combined with our devoted, expert trainers creates the perfect environment for high quality learning and development.

What's here?

- Centre of Excellence for Engineering
- Construction and Motor Vehicle workshops
- Hair and Beauty salons
- Spires Restaurant and specialist hospitality training facilities
- Sports facilities
- Photography studios, darkroom and media labs
- Art and Design studios
- Music rooms and recording studios
- Bus links to Truro city centre
- Extensive STEM (Science, Technology, Engineering and Maths) facilities
- Designated Higher Education building



Penwith College

Following the significant redevelopment at Penwith College the campus has superb facilities and resources. It is within a stunning coastal location with views over St Michael's Mount and Mounts Bay.

What's here?

- Construction and Motor Vehicle workshops
- Hair and Beauty salons
- Senara Restaurant and specialist hospitality training facilities
- Music rooms and recording studios
- Sports facilities including new fitness suite
- Art and photography studios
- Easy access to Penzance town centre, bus links and mainline rail services

Newquay Community Learning Centre (Newquay town centre)

The open learning centre is based at The Old Chapel within easy walking distance of the town centre, providing great access to facilities for those based in this area of Cornwall.

What's here?

- Training rooms
- IT suite
- Advice and Guidance



Tregye, Carnon Downs

Set in 13 acres of countryside, Tregye, Carnon Downs provides a unique setting for first-class, undisturbed learning and development. The Tregye campus is a popular location for leadership and management training.

What's here?

- Suite of training rooms
- Therapy and physiotherapy rooms
- Photography studios
- IT suites

HAVEN HOUSE

CONFERENCE & TRAINING CENTRE

Haven House is a new conference and training venue run by Truro and Penwith College situated right in the centre of Truro on Quay Street.

With eleven rooms including a conference suite and two IT suites, as well as training and meeting rooms of all sizes, Haven House can cater for any type of event. Refreshments and catering can be provided and there is a café on site. Rooms can be arranged theatre or board room style to accommodate your needs and Wi-Fi access is available.

Conference Suite

The Du Maurier Conference Suite is a self-contained area with a separate entrance which can be booked by companies/organisations for meetings, courses and events.

The large open space allows for varying functions and can accommodate 50 delegates comfortably. IT equipment is available with computers within the suite as well as projector, speakers and whiteboards.

IT Suites

Our two IT Suites are able to accommodate up to 16 people with a full range of IT facilities.

Meeting Rooms

In addition to our suites we have a range of rooms of varying sizes to meet your conference and meeting requests.

Hire Costs

Daily delegate rate: £24 per delegate (based on a minimum of 10). This includes room hire, lunch and three servings of tea/coffee.

Room only rate:
Half day rate: £75
Full day rate: £120

Room only rate includes the hire of the room, use of presenter's PC, projector and screen. Additional refreshments available on request.

The above information is for room hire. However, should you wish to utilise our facility in conjunction with the provision of a bespoke course, please call our Customer Service Team on 01872 242711 to book an appointment to discuss this further.



Location

Haven House is located opposite the bus station, a 30 second walk from the taxi rank and approximately ten minutes from the train station. In addition, there is a Park and Ride Service based at Threemilestone which brings people into the City Centre and drops them at Victoria Square which is about a five minute walk from Haven House. There are also a number of public car parks nearby including Garras Wharf and Moorfield.

Truro & Penwith College Business

Some of the companies we have recently worked with:

Ann's Cottage
BF Adventure
Blue Flame
Bluebird Care
BT Cornwall
Carbis Bay Hotel
Citröen Penzance
Coastline Housing
CORMAC Solutions Ltd
Cornwall Air Ambulance
Cornwall Care
Cornwall Council
Cornwall Fire and Rescue Service
Cornwall Hospice Care
Cornwall Learning Academy
Cornwall Partnership NHS Foundation Trust
Crowdfunder
CVC Solutions
Daften Engineering
Dales Motors

Devon and Cornwall Police
Disability Cornwall
DP Engineering
Eden Project
Francis Clark
Goonhilly Earth Station
Green Light Care
H Tempest Ltd
Hall for Cornwall
HALO Accountancy
Happy Days Nursery
Hotel Tresanton
Isles of Scilly Council
Little Stars
Mi-Generation
MJ Hairdressing
Newlyn Tyres
Pirate FM
Restormel Engineering
Royal Cornwall Hospital Trust

Rick Stein's Seafood Restaurant
Sam's
Seasalt
Skinner's Brewing Co.
Spectrum
St Aubyn Estates
St Austell Brewery
St Justin Jewellery
Tate St. Ives
The Alverton
The Headland Hotel
The Park Mawgan Porth
Timber Tek
Tregothnan Estate
Trevornick Holiday Park
Uneeka
Warrens Bakery
Web TV Company
WES Engineering
WISKA

Truro & Penwith College Business Business Training Solutions

telephone: 01872 242711

email: business@truro-penwith.ac.uk

web: www.truro-penwith.ac.uk/business

facebook: www.facebook.com/TruroBusiness

twitter: @TruroBusiness & @TruroApprentice

