

# Professional Training Solutions

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# Your business – Your training needs

Training is not a one size fits all scenario. Training for your workforce can be delivered in a variety of formats. However it is vital that the training your business invests its time and money in benefits both the company and the employee.

A thorough understanding of your training requirements and an evaluation of your training needs will help identify what training, and in which delivery format, would best suit your business.

We are able to offer training based at the College, delivered in the workplace, and in a distance-learning format. We offer off-the-shelf training, as detailed within this guide, where individuals are able to book onto specific courses.

We can also deliver bespoke training courses, which are tailored specifically to suit your business requirements. These bespoke courses can again be delivered in the workplace or within our specialist facilities.

For example, you might have a team of staff who would benefit from improving their numeracy skills to support their success in the workplace. You could explore the option of them attending a maths course delivered at the College.

But if you have a number of staff that need this support a bespoke maths course. It might be better delivered in your workplace. It would reduce your staff's time away, be delivered somewhere they are familiar with, and be more cost effective.

It is important to us that we work closely with businesses to ensure that they are accessing the correct training, in a format which best suits their business need.

**To arrange a training consultation or to discuss your bespoke training needs please contact our team on 0116 224 2240.**

**The National Employer Skills Survey for England (NESS) shows that employers invest £39bn a year in training.**



**"The support from Leicester College has been tremendous. All the trainers and assessors have made an incredible effort to understand our business and have helped educate us in what types of training suit us best."**

**Benson Group**



# Training/Courses

Course fees highlighted in pink = No government funding or fee reductions available for any age or eligibility criteria. Advanced Learner Loans may be available for courses levels 3 to 6.

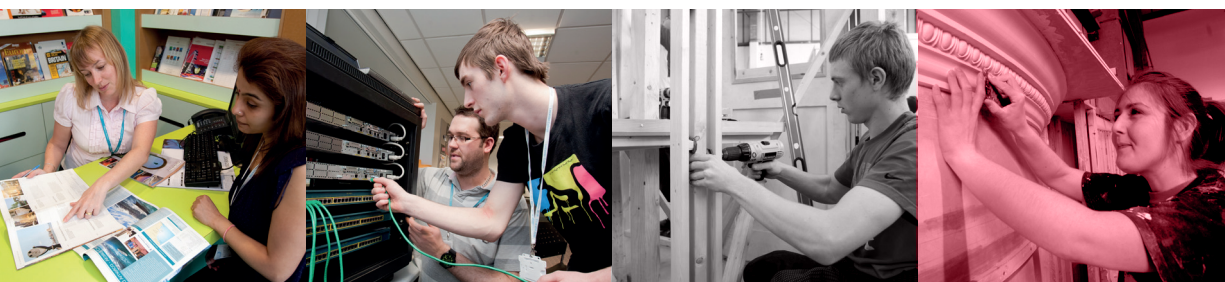
| Code                                  | Course  | Level | Start Date | Fees   |
|---------------------------------------|---|-------|------------|--------|
| <b>Business</b>                       |   |       |            |        |
| C0242                                 | Accurate Minute Taking College Certificate                  | 2     | 20/10/2017 | £120   |
| C0283                                 | Accounting AAT Certificate                                  | 2     | 07/09/2017 | £1,335 |
| C0240                                 | Coaching and Mentoring College Certificate                  | 2     | 16/02/2018 | £120   |
| C0249                                 | Frontline Management Solutions – World Host                 | 2     | 22/09/2017 | £144   |
| C0232                                 | Leadership and Team Skills ILM Award                        | 2     | 14/09/2017 | £500   |
| C0247                                 | Principles of Customer Service – World Host                 | 2     | 20/09/2017 | £102   |
| C0248                                 | Sales Powered by Service – World Host College Certificate   | 2     | 21/09/2017 | £78    |
| C0193                                 | Accounting Diploma  | 3     | 07/09/2017 | £2,573 |
| C0235                                 | Leadership and Management ILM Award                         | 3     | 15/09/2017 | £750   |
| C3415                                 | Principles of Leadership and Management ILM Certificate     | 3     | 01/08/2017 | £250   |
| C0194                                 | Accounting Professional Diploma                             | 4     | 07/09/2017 | £2,573 |
| C5209                                 | Budgeting AAT   | 4     | 21/09/2017 | £450   |
| C0001                                 | Business Higher National Certificate                        | 4     | 26/09/2017 | £4,000 |
| C5215                                 | Decision and Control AAT                                    | 4     | 11/01/2018 | £450   |
| C5216                                 | Personal Tax AAT  | 4     | 26/04/2018 | £450   |
| C0231                                 | Leadership and Management ILM Award                         | 5     | 22/09/2017 | £1,250 |
| C0237                                 | Management and Leadership ILM NVQ Diploma                   | 5     | 01/08/2017 | £2,500 |
| C4376                                 | Leadership and Management ILM Certificate                   | 5     | 01/08/2017 | £250   |
| C3449                                 | Career Guidance Theory (3 unit Pathway) Certificate         | 6     | 01/08/2017 | £1,450 |
| <b>Caring professions</b>             |   |       |            |        |
| C5456                                 | Dementia Awareness Award                                    | 2     | 11/04/2018 | £440   |
| C5318                                 | Introduction to Counselling Skills                          | 2     | 08/05/2018 | £250   |
| C5322                                 | Introduction for Expectant Mothers                          | 2     | 15/01/2018 | £120   |
| C0077                                 | Moving People Safely Award                                  | 2     | 07/09/2017 | £225   |
| C5317                                 | Substance Misuse Awareness                                  | 2     | 10/04/2018 | £250   |
| C5312                                 | Leadership for Children and Young People's Services Diploma | 5     | 20/03/2018 | £2,225 |
| <b>Catering and Health and Safety</b> |   |       |            |        |
| C0434                                 | Food Safety in Catering (group) Award                       | 2     | 01/08/2017 | £70    |
| C0513                                 | NEBOSH National General Certificate                         | 3     | 31/10/2017 | £1,175 |
| C0514                                 | NEBOSH National General Certificate                         | 3     | 01/03/2018 | £1,175 |
| C0436                                 | Supervising Food Safety in Catering (group) Award           | 3     | 01/08/2017 | £262   |

A discount of 10% will be offered to any learners enrolling on a second or subsequent full-cost course in the same academic year. This discount is not available on courses which qualify for Advanced Learner Loan funding or HE courses.

# Training/Courses

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| Code                           | Course   | Level | Start Date | Fees   |
|--------------------------------|--|-------|------------|--------|
| <b>Computing</b>               |  |       |            |        |
| C5464                          | Computer Games Programming College Certificate   | 2     | 27/04/2018 | £300   |
| C4122                          | CompTIA A+   | 2     | 07/02/2018 | £675   |
| C4123                          | CompTIA Network+   | 2     | 14/09/2017 | £495   |
| C5467                          | Introduction to ASP.Net Web Forms College Certificate  | 2     | 01/08/2017 | £270   |
| <b>Construction</b>            |  |       |            |        |
| <b>Built Environment</b>       |  |       |            |        |
| C0368                          | CAD Manufacturing Award  | 2     | 06/09/2017 | £800   |
| C0011                          | Construction in the Built Environment Higher National Certificate                              | 4     | 15/09/2017 | £2,000 |
| C0013                          | Building Engineering Services Higher National Certificate                                      | 4     | 13/09/2017 | £2,000 |
| C0014                          | Building Engineering Services HNC  | 4     | 13/09/2017 | £2,000 |
| C3385                          | Construction and the Built Environment (BSE) HND   | 5     | 06/09/2017 | £2,666 |
| C3903                          | Construction and Built Environment (Top Up) HND  | 5     | 15/09/2017 | £2,500 |
| <b>Carpentry and Joinery</b>   |  |       |            |        |
| C0335                          | Carpentry and Joinery Diploma  | 2     | 06/09/2017 | £2,255 |
| C3858                          | Site Carpentry Diploma   | 3     | 05/09/2017 | £3,590 |
| <b>Electrical Installation</b> |  |       |            |        |
| C3956                          | Basic Electrical Installation  | 2     | 01/08/2017 | £500   |
| C0510                          | Electrical Installation Diploma  | 2     | 05/09/2017 | £2,155 |
| C0357                          | Electrical Installation Diploma (Evening)  | 3     | 05/09/2017 | £3,500 |
| C0497                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 01/08/2017 | £795   |
| C3634                          | Portable Appliance Testing   | 3     | 01/08/2017 | £340   |
| C3895                          | 17th Edition Wiring Regulations Award  | 3     | 01/08/2017 | £375   |
| C5478                          | 17th Edition Wiring Regulations Award  | 3     | 18/09/2017 | £375   |
| C5479                          | 17th Edition Wiring Regulations Award  | 3     | 13/11/2017 | £375   |
| C5480                          | 17th Edition Wiring Regulations Award  | 3     | 15/01/2018 | £375   |
| C5481                          | 17th Edition Wiring Regulations Award  | 3     | 26/02/2018 | £375   |
| C5482                          | 17th Edition Wiring Regulations Award  | 3     | 16/04/2018 | £375   |
| C5483                          | 17th Edition Wiring Regulations Award  | 3     | 14/05/2018 | £375   |
| C5484                          | 17th Edition Wiring Regulations Award  | 3     | 12/09/2017 | £375   |
| C5485                          | 17th Edition Wiring Regulations Award  | 3     | 14/11/2017 | £375   |
| C5486                          | 17th Edition Wiring Regulations Award  | 3     | 09/01/2018 | £375   |
| C5487                          | 17th Edition Wiring Regulations Award  | 3     | 24/04/2018 | £375   |





# Training/Courses

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| Code                           | Course   | Level | Start Date | Fees |
|--------------------------------|--|-------|------------|------|
| <b>Construction</b>            |  |       |            |      |
| <b>Electrical Installation</b> |  |       |            |      |
| C5488                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 04/09/2017 | £795 |
| C5489                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 23/10/2017 | £795 |
| C5490                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 29/01/2018 | £795 |
| C5491                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 23/04/2018 | £795 |
| C5491                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 23/04/2018 | £795 |
| C5492                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 21/05/2018 | £795 |
| C5493                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 13/09/2017 | £795 |
| C5494                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 29/11/2017 | £795 |
| C5495                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 28/02/2018 | £795 |
| C5496                          | Initial Verification Periodic Inspection Testing and Certification of Electrical Installations | 3     | 23/05/2018 | £795 |
| C5500                          | Portable Appliance Testing   | 3     | 28/09/2017 | £340 |
| C5501                          | Portable Appliance Testing   | 3     | 01/02/2018 | £340 |
| C5502                          | Portable Appliance Testing   | 3     | 21/11/2017 | £340 |
| C5501                          | Portable Appliance Testing   | 3     | 01/05/2018 | £340 |
| <b>Plastering</b>              |  |       |            |      |
| C3885                          | Floor and Wall Tiling - Professional Approaches to Home Maintenance Tasks                      | 1     | 07/11/2017 | £250 |
| C5470                          | Plastering Trade Skills  | 1     | 17/04/2018 | £299 |

"The pre-employment programme is a must-do, as it provides access to some fantastic opportunities."

**Erika Hovarth,**  
Customer Assistant,  
Lidl

**89% of**  
employers said that  
training from Leicester  
College had positively  
impacted their business



A discount of 10% will be offered to any learners enrolling on a second or subsequent full-cost course in the same academic year. This discount is not available on courses which qualify for Advanced Learner Loan funding or HE courses.

# Training/Courses

Course fees highlighted in pink - No government funding or fee reductions available for any age or eligibility criteria. Advanced Learner Loans may be available for courses levels 3 to 6.

| Code                | Course   | Level     | Start Date | Fees   |
|---------------------|--|-----------|------------|--------|
| <b>Construction</b> |  |           |            |        |
| <b>Plumbing</b>     |  |           |            |        |
| C0383               | ACS Core Gas Safety Reassessment Training two Days       | Pre-entry | 01/08/2017 | £155   |
| C0370               | CKR1 Assessment Gas Cooking Appliances                   | 3         | 01/08/2017 | £205   |
| C0371               | HTR1 Assessment Gas Fires and Water Heaters              | 3         | 01/08/2017 | £205   |
| C0372               | ACS Met 1 Assessment                                     | 3         | 01/08/2017 | £205   |
| C0374               | DAH1 Assessment Gas Ducted Air Heaters                   | 3         | 01/08/2017 | £205   |
| C0378               | Gas ACS CCN1 (Core Re-Assessment)                        | 3         | 01/08/2017 | £340   |
| C0379               | ACS CCN1 Plus 3/4 Elements (Re-Assess)                   | 3         | 01/08/2017 | £475   |
| C0380               | BPEC/Core Gas Safety CCN1 Assessment Certificate         | 2         | 01/08/2017 | £440   |
| C0382               | Gas ACS Elements (Reassessment) Extra Certificate        | 3         | 01/08/2017 | £165   |
| C0389               | Unvented Hot Water Storage Systems Certificate           | 3         | 01/08/2017 | £170   |
| C0390               | BPEC Water Regulations Training                          | 3         | 01/08/2017 | £210   |
| C0392               | Gas CONGLP1 (Initial Assessment)                         | 3         | 01/08/2017 | £250   |
| C0393               | Combustion Perform Analysers Assessment CPA1 Certificate | 3         | 01/08/2017 | £110   |
| C0394               | CONGLP1 - Training                                       | 3         | 01/08/2017 | £100   |
| C0395               | CONGLP1 Reassessment Changeover Assessment Certificate   | 3         | 01/08/2017 | £195   |
| C0399               | BPEC Domestic Gas Foundation Certificate of Achievement  | 2         | 05/09/2017 | £2,250 |
| C0508               | Plumbing Diploma Evening                                 | 2         | 30/08/2017 | £2,430 |
| C0704               | Gas Central/Water Heating Boilers CENWAT                 | 3         | 01/08/2017 | £205   |
| C0705               | Unvented Hot Water Reassessment                          | 3         | 01/08/2017 | £140   |

## Digital Arts and Music

|       |  |   |            |        |
|-------|--|---|------------|--------|
| C5289 | Music Performance Higher National Certificate        | 4 | 11/09/2017 | £2,000 |
| C5290 | Music Technology Higher National Certificate         | 4 | 11/09/2017 | £2,000 |
| C0031 | Photography HNC                                      | 4 | 06/09/2017 | £2,000 |
| C0026 | Graphic Design and E-media Foundation Degree         | 5 | 07/09/2017 | £2,666 |
| C0748 | BA (Hons) Professional Studies (Creative Industries) | 6 | 27/09/2017 | £2,666 |

## Engineering

|       |   |   |            |        |
|-------|---|---|------------|--------|
| C0680 | CAM and CNC City and Guilds Award                             | 2 | 11/09/2017 | £850   |
| C0685 | 2D CAD City and Guilds Award                                  | 2 | 12/09/2017 | £850   |
| C0681 | CAM and CNC City and Guilds Award                             | 3 | 12/09/2017 | £850   |
| C0684 | Manufacturing Engineering BTEC Diploma                        | 3 | 05/09/2017 | £5,421 |
| C0033 | Mechanical/Electrical Engineering Higher National Certificate | 4 | 26/09/2017 | £2,667 |



# Training/Courses

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| Code                     | Course   | Level | Start Date | Fees   |
|--------------------------|--|-------|------------|--------|
| <b>Teacher Training</b>  |  |       |            |        |
| C0721                    | Mentoring NCFE Award   | 2     | 01/08/2017 | £395   |
| C0706                    | Preparing to Teach in Education and Training   | 3     | 18/01/2018 | £395   |
| C0710                    | Preparing to Teach in Education and Training   | 3     | 20/01/2018 | £395   |
| C0711                    | Preparing to Teach in Education and Training   | 3     | 21/03/2018 | £395   |
| C0713                    | Preparing to Teach in Education and Training   | 3     | 22/03/2018 | £395   |
| C0722                    | English for Language and Literacy Teaching Award   | 3     | 01/11/2017 | £395   |
| C0723                    | Mathematics for Numeracy Teaching Award  | 3     | 03/11/2017 | £395   |
| C3020                    | Preparing to Teach in Education and Training   | 3     | 12/09/2017 | £395   |
| C3052                    | Preparing to Teach in Education and Training   | 3     | 03/02/2018 | £325   |
| C3875                    | E-Learning and Digital Technology Award  | 3     | 28/09/2017 | £325   |
| C3876                    | E-Learning and Digital Technology Award  | 3     | 09/01/2018 | £325   |
| C0735                    | English (Literacy or ESOL) University Subject Specialist Diploma   | 5     | 06/10/2017 | £1,500 |
| C3880                    | Professional Graduate Certificate in Education and Training (PGCE) or University Diploma in Education and Training | 5/6   | 21/09/2017 | £4,500 |
| C3881                    | Professional Graduate Certificate in Education and Training (PGCE) or University Diploma in Education and Training | 5/6   | 22/09/2017 | £2,500 |
| C3882                    | Professional Graduate Certificate in Education and Training (PGCE) or University Diploma in Education and Training | 5/6   | 19/09/2017 | £2,500 |
| <b>Distance Learning</b> |  |       |            |        |
| C2396                    | Emergency First Aid Award  | 2     | 01/08/2017 | £55    |
| C4634                    | Team Leading Certificate   | 2     | 01/08/2017 | £0     |
| C4635                    | Business Administration Knowledge Certificate  | 2     | 01/08/2017 | £0     |
| C4636                    | Principles of Customer Services Certificate  | 2     | 01/08/2017 | £0     |
| C5203                    | Recognising and Supporting Equality and Diversity at Work Award  | 2     | 01/08/2017 | £30    |
| C5206                    | Understanding Employment, Business and Enterprise Award  | 2     | 01/08/2017 | £30    |

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# Funding personal and professional development

## A quick overview of Advanced Learner Loans

If you are aged 19 or over and want to study a new qualification at Leicester College, now could be the perfect time thanks to the Advanced Learner Loan.

These loans help you to cover the cost of your course fees – whether that's a full or part-time course or training at Levels 3 to 6. And you won't even have to start paying it back until you're earning over £21,000 a year.

### Who is eligible for an Advanced Learner Loan?

You can apply for this loan if you are:

- aged 19 or above on the first day of your course
- studying or training on an eligible course at Level 3\* to 6
- a resident of the UK/EU for the past three years.

\*If you are 19 to 23 and are studying your first full level 3, you may be able to get a grant to help pay for your course.

Further information about Advanced Learner Loans can be found online on Leicester College's website [leicestercollege.ac.uk](http://leicestercollege.ac.uk)

"When I was looking to train my staff I knew that Leicester College could provide that training and I knew from first-hand experience that it would be to a high standard."

Impact Ducting

95% of employers said that they would recommend Leicester College



# Which is the right training?

This table explains the different levels of qualification offered within this guide. It provides examples of which employees would benefit from which training.

|                      |  |   |
|----------------------|--|---|
| Level<br><b>8</b>    | Recognises leading experts or practitioners in a particular field.   |   |
| Level<br><b>7</b>    | Appropriate for senior professionals and managers who can demonstrate a high level of specialist professional knowledge.                       |   |
| Level<br><b>6</b>    | Appropriate for people working as knowledge-based professionals or those in management positions dealing with complex problems and situations. | Level 6 is training at honours degree level |
| Level<br><b>5</b>    | Involves the demonstration of high levels of knowledge and work expertise, and competence in managing and training others.                     |   |
| Level<br><b>4</b>    | Appropriate for people working in technical and professional jobs and those who manage and develop others.                                     |   |
| Level<br><b>3</b>    | Appropriate for people wishing to go to university, working independently or supervising and training others.                                  | Equivalent to A levels                      |
| Level<br><b>2</b>    | Appropriate for many job roles. Involves building knowledge and skills in relation to a subject area of work.                                  | Level 2 is equivalent to GCSE/O level       |
| Foundation Learning  | Involves activities which relate to everyday situations and may be linked to job competence.   |   |
|                      | Involves building basic knowledge and skills across all occupations.   |   |
| Short and/or Bespoke | Training tailored to your needs.   |   |

# Commercial Room Hire

Leicester College hires out classrooms and seminar rooms to external clients. One of our larger seminar rooms accommodates up to 40 people, in theatre-style layout. At the front of the room there is a smartboard with PC and a projector, which makes the room suitable for presentations, lessons, and seminars. Any external lettings queries regarding the use of our classrooms and seminar rooms can be accommodated where availability allows, and followed up with a quote and booking agreement.

**To make an enquiry, please contact the Resource Utilisation team for Leicester College, on 0116 224 4140, or via our webform at [leicestercollege.ac.uk/contact-us](http://leicestercollege.ac.uk/contact-us)**

## Sue Townsend Theatre

The outstanding Sue Townsend Theatre provides an exciting and intimate live venue in the heart of Leicester. This iconic theatre is one of the most established and respected performance venues in Leicester, with a rich history in the performing arts.

The venue is available for hire, and would make an ideal location to host corporate AGMs, meetings and conferences.

The main auditorium is home to a 250-seat theatre, with professional, lighting and sound technology equipment.

The theatre also has a bar area, plus break-out space on the first floor.

**For further details please call 0116 224 2240**

**"We were really pleased with the venue and the staff were friendly, responsive and helpful."**

**The Leicester Amateur Operatic Society.**



### **Abbey Park Campus**

Painter Street  
Leicester  
LE1 3WA

### **St Margaret's Campus**

St John Street  
Leicester  
LE1 3WL

### **Freemen's Park Campus**

Welford Road  
Leicester  
LE2 7LW

📞 For all enquiries call **0116 224 2240**

💻 visit **leicestercollege.ac.uk** or

✉ email **info@leicestercollege.ac.uk**

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