Edinburgh College

VIRTUAL PROFESSIONAL TRAINING PROSPECTUS

January 2021 Update

For the future you want

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Edinburgh College
Follow us on LinkedIn for the latest news on our professional courses.

WELCOME

Audrey Cumberford MBE
CEO and Principal

Welcome to Edinburgh College's Virtual Professional Training Prospectus for term 2020/21. In this brochure, you will find a range of courses delivered via online solutions to support organisations from a multitude of business sectors across Edinburgh and the Lothians to upskill, reskill and develop their people.

As Scotland's largest College and the only one serving Scotland's capital and wider region we are responsible for the delivery of vocational, technical and professional education, qualifications and skills training in a region that accounts for over 12% of the total population of Scotland.

We also have an important responsibility to the many businesses in our region, large and small. We currently work with almost 2,000 local businesses to support their ongoing success, growth and improved productivity. To do this we develop a deep understanding of the training and development needs of our business partners and, design bespoke training programmes aligned to their core values to upskill and reskill their staff – ensuring their workforce continues to be equipped with the skills they need to perform at the highest level in their roles.

This Virtual Professional Training Prospectus showcases the wide variety of courses and expertise your business can tap into to maximise productivity and aid the professional development of your colleagues.

Our courses are created in collaboration with, and accredited by, industry – ensuring your people receive the optimum level of training delivered by experts in their field.

Whatever your organisation and its goals, Edinburgh College aims to continue to be the 'go to' College partner for training and development for businesses.

For more information visit
edinburghcollege.ac.uk/training

Equality, Diversity and Inclusion

Edinburgh College is committed to equality of opportunity and to a culture that respects difference. We are committed to providing an inclusive ethos and environment, where everyone feels welcome, supported and respected.

We believe that, as an employer and public body, we can play a leading part in the promotion of equality and diversity more widely. We recognise that equality of access to education is crucial in unlocking many significant opportunities in life. We aim to help remove barriers and advance equality for groups who experience disadvantage in our society.

For more information visit
edinburghcollege.ac.uk/Welcome/Governance/Governance-Office/Equality-Diversity-and-Inclusion

Enquire now

for more information visit **edinburghcollege.ac.uk/training**

call **0131 297 9000** email **enterprise@edinburghcollege.ac.uk**

RETRAINING AND RESKILLING

Employers across all sectors face unprecedented challenges in the coming months. Some may have lost skilled employees, whilst others are now having to review their business needs as they adapt to the changing environment.

Training and development, reskilling and upskilling, will play a key role in the economic recovery of the Scottish economy. Reviewing your Training Needs Analysis and Skills Gap Analysis will be vital at this time in order to ensure that your employees refresh their business critical skills, whilst developing new skills to help your business adapt and emerge stronger than before.

Strong Management and Leadership skills, Change and Project Management, Personal Resilience and Mental Health Awareness, are some of the key skills that will be required, complementing the technical skills and competencies that will help shape the future of our economy.

Edinburgh College has expertise in working with employers, from small private businesses to large public sector organisations, to develop bespoke training programmes and deliver professional qualifications tailored to their unique business needs and skills requirements. Training can be delivered online and in blended learning formats.

Case Study

Edinburgh College helps Blackwood care for its people

Blackwood homes | care | support

Blackwood Homes and Care, which provides high-quality care and support services, as well as accessible and bespoke housing for people with a range of disabilities and housing needs, has benefitted from Mental Health and Resilience Training during the ongoing pandemic.

Blackwood approached Edinburgh College to discuss its training needs, and following consultation with the College's expert trainers and its Training and Development team– has enrolled some of its employees on to Mental Health and Wellbeing Workshops.

The workshops, which were delivered initially in a traditional training setting, have been added to the College's suite of Professional Virtual Training – with teaching carried out online.

The Blackwood team have benefitted from studying modules including: 'Mental health and wellbeing, and our values and attitudes'; 'What is stress and our values and attitudes to stress'; 'Recognising the signs and symptoms of stress'; and 'Techniques to provide initial support to ourselves and for others experiencing stress'.

Emma Scatterty, Digital Skills Trainer at Blackwood Homes and Care said: "Edinburgh College's Training and Development team have been fantastic to work with – they have always been responsive and happy to identify and source the best solutions for our training needs.

"Next, we are planning to run virtual versions of some of the College's Digital Skills courses. This means we are able to continue to offer a wide training programme to employees in spite of current restrictions."

> "The College and its trainers have been very quick to adapt to this new working environment, where many of our staff are at home. As a result, we have been able to continue offering online Mental Health and Wellbeing workshops to our employees, which have been very well received in these difficult times."

Emma Scatterty
DIGITAL SKILLS TRAINER AT BLACKWOOD HOMES AND CARE

TRAINING WITH THE COLLEGE

Organising training with Edinburgh College is made simple by our dedicated support staff and experienced lecturers.

When training with the College, the first step is to meet with a Business Development Advisor from our Commercial Development team. These members of staff are experts in working with employers across Scotland to identify skills gaps in their organisations and to build packages of relevant training courses for their staff. An initial discussion may include ideas the employer has about required training, documentation of a skills analysis which has been carried out, and suggestions from the Business Development Advisor about similar training taking place in other organisations.

Following this discussion, your dedicated Advisor will provide you with a proposal of training and costs. They will also inform you of any funding opportunities available through the College and provide assistance in applying for these. Many employers also find it useful at this stage to speak directly with a College trainer or lecturer to discuss the technical details of the proposed training and how the training can be adapted to reflect the needs of your organisation. Our staff are very experienced in their fields and will work with you to ensure your training package suits your requirements.

Once training has been agreed, your Business Development Advisor will become the Account Manager for your training, giving you a fixed point of contact with the College. This ensures that your training runs smoothly from beginning to end and ensures smooth communication throughout your training programme..

Your training will be run by one of our experienced lecturers or trainers who you will have had the chance to speak to beforehand. Training will take place in a virtual space which suits both your organisation and the trainer. Once face-to-face becomes possible again, training may also take place at your business premises or at a College campus.

Training Delivery

Our virtual training can be delivered in a variety of ways to suit your business:

Virtual Learning - Delegates take a "digital seat" and enjoy engaging training remotely streamed from our expert lecturers and associates. Assessments and course work are submitted digitally. This type of delivery is available for bespoke and scheduled training.

CLASSES + PRACTICAL WORK + ASSESSMENT = ONLINE & LIVE STREAMED

Blended Learning - Trainees will enjoy learning via remotely streamed tutorials. Assessments and practical work will take place on campus. The health and safety of our students is of paramount importance therefore strict social distancing and hygiene measures will be followed according to the latest government health and safety advice. This type of delivery is only available for scheduled training courses.

CLASSES = ONLINE & LIVE STREAMED
PRACTICAL WORK + ASSESSMENT = IN PERSON*

We also deliver training in person*:
Full-time - 3.5 days per week
Part-time - 1-2 days per week
Block Release - up to 5 days per week for an set duration. (For example, 4 days a week for 1 month).

**Dependant on current government health and safety advice*

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for more information visit **edinburghcollege.ac.uk/training**

call **0131 297 9000** email **enterprise@edinburghcollege.ac.uk**

TYPES OF TRAINING

Edinburgh College can offer a bespoke training solution for your business, allowing you to build and mould your training package around the needs of your employees and organisation.

Bespoke Employer Training

Edinburgh College can offer a bespoke training solution for your organisation, allowing you to build and mould your training package around the development needs of your people and organisation.

Each employer has distinct requirements when it comes to workforce development and Edinburgh College strives to reflect this in the way that we work with you to develop bespoke training plans and courses. This means that your Learning and Development team will be able to choose from 'off-the-shelf' courses, courses adapted to address specific difficulties you may be experiencing, and new bespoke courses created entirely according to your needs. Many accredited programmes such as Institute of Leadership and Management (ILM) and Chartered Management Institute (CMI) courses can also be adapted to better address your organisation's needs.

Our curriculum staff and trainers are educational and professional experts in their fields and are eager to work with and support employers. When creating a training package with Edinburgh College, you will have the opportunity to discuss specific requirements with our staff and benefit from their knowledge and expertise. This allows our lecturers and trainers to advise you on course content and to create customised course materials which will directly address the training requirement in hand.

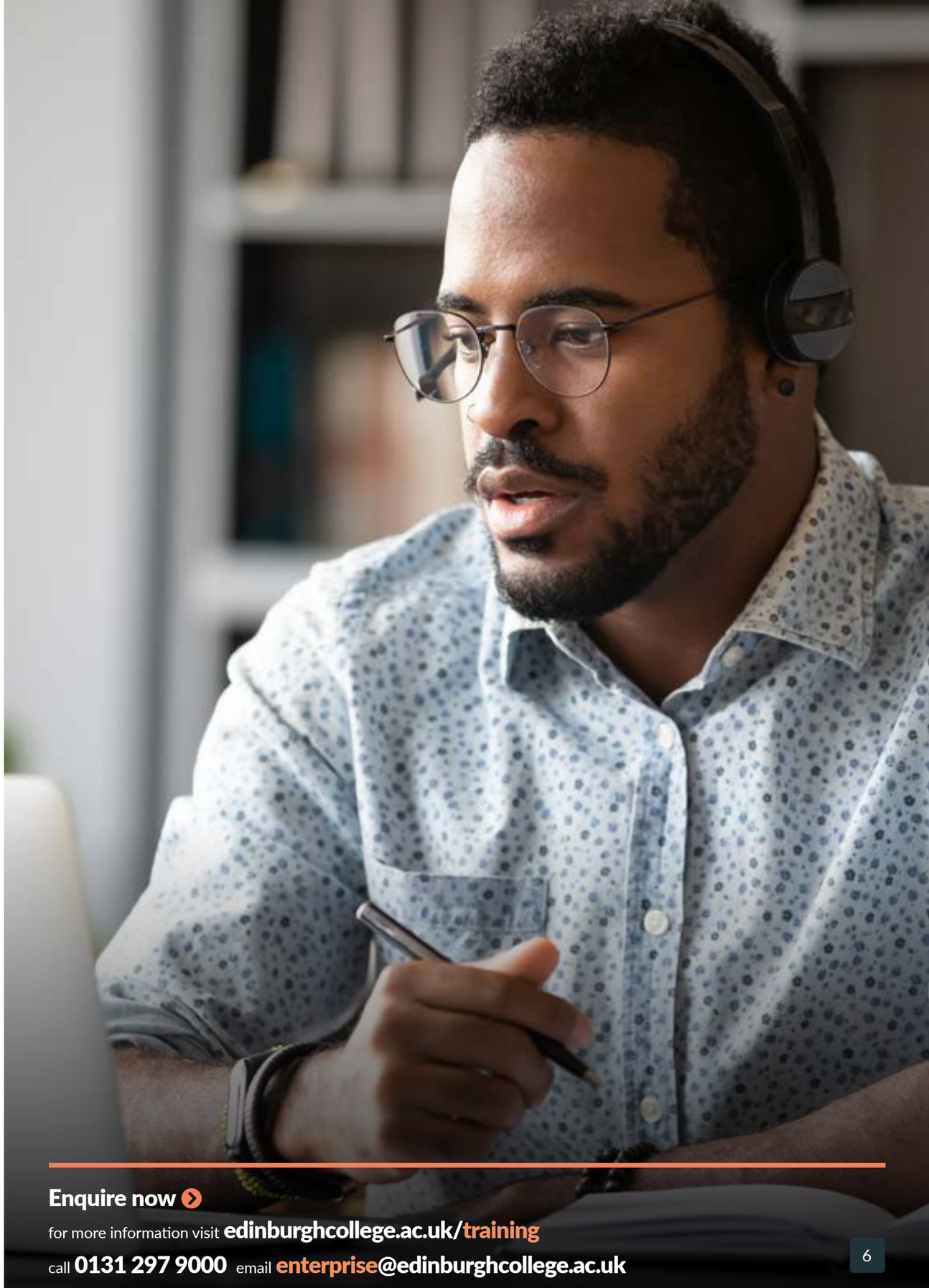
Our delivery models are flexible and designed to suit the needs of employers. Responding to the current challenges we are facing due to the coronavirus outbreak, the majority of our courses are now available virtually and can be delivered according to your preferences. For large cohorts of learners, a webinar may be preferable whilst an interactive style may be better suited to smaller groups. Although face-to-face learning is not currently possible, we will offer this and a blended model of learning when safe to do so. One-to-one coaching is also available in a range of formats including telephone and video-conferencing.

Edinburgh College will work with you to ensure that the combination of courses, course content and delivery model is the right fit for your organisation, providing you with an entirely customised training plan.

Scheduled Training courses

Edinburgh College is an accredited centre for the delivery of a range of Professional Qualifications (CIPD, CMI, ILM, CIM, AAT, SAGE, NEBOSH, IOSH). Designed to enhance your career prospects across a number of business and management areas including Management & Leadership, Human Resource Management, Learning & Development, Digital Marketing, Accounting and Health & Safety, you will also gain invaluable skills and learning to help you contribute to your organisation's business recovery plans.

Courses are scheduled for delivery on a part-time basis during the academic year. The delivery format for these qualifications is changing to a combination of virtual and blended learning styles for the new academic year 2020/2021, to accommodate current social distancing restrictions, whilst continuing to offer you high quality professional learning opportunities together with individuals from other organisations and business sectors.



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FUNDING OPTIONS

The Flexible Workforce Development Fund (FWDF)

Since 2017-18 the Scottish Government has allocated £10m per year to the Flexible Workforce Development Fund (FWDF). Eligible employers can use the FWDF to address priority skills gaps in their organisation by accessing up to £15,000 in funding to create tailored training programmes with Edinburgh College. Edinburgh College is the largest regional college in the country and therefore has access to the largest fund to contribute toward the cost of training. All UK Apprenticeship Levy paying organisations with staff in Scotland can access the fund to upskill their Scottish-based staff. Already several thousand people have benefitted from the fund and the training through Edinburgh College. The courses available range in subject from practical technical courses to management development, soft skills, mental health and wellbeing. All of the training can be delivered either onsite at client's premises or at one of our campuses situated in and around Edinburgh.

Applications for the Flexible Workforce Development Fund 20/21 are now open. Contact us to sign up now.

Follow this link for more information:
edinburghcollege.ac.uk/fwdf

Press on this image to watch our video explaining the Flexible Workforce Development Fund (YouTube)

SME Fund

More employers across Edinburgh and the Lothians can now tap into funding to provide upskilling and reskilling opportunities for their staff through the Edinburgh College Flexible Workforce Development Fund.
With up to £5,000 of funding available.

Find out more information here:
edinburghcollege.ac.uk/newsandevents/upskilling-and-reskilling-opportunities-for-employees-with-edinburgh-college/

Innovation Grants

Standard Innovation Vouchers

This opportunity is open to all SMEs, social enterprises and third sector organisations in Scotland. There are two types of Standard Innovation Vouchers:

Product/Process/Service Innovation Voucher – to support outward innovation to develop a new product, process or service.

Workforce Innovation Voucher – to support inward innovation to develop a company's internal workforce such as new or enhanced workplace processes, innovative workplace practices and innovative business expertise.

The value of a Standard Innovation Voucher is up to £5,000, which covers the academic project costs. The company contributes an equal value in cash or in-kind (such as staff time, materials or equipment) or a combination of both.

Edinburgh College is keen to develop partnerships with businesses across all sectors to support innovation that will benefit the company and the Scottish economy.

We have experience of completing successfully combined projects between Engineering and Creative Industries to support growth of Scottish businesses. Our Creative Industries hold expertise within Sound Engineering, Digital Design, 3D printing, Gaming technology, Cybersecurity, and Web/App Development.

Visit the Interface website or contact the EC team to discuss potential projects:

Follow this link for more information:
interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers

Enquire now

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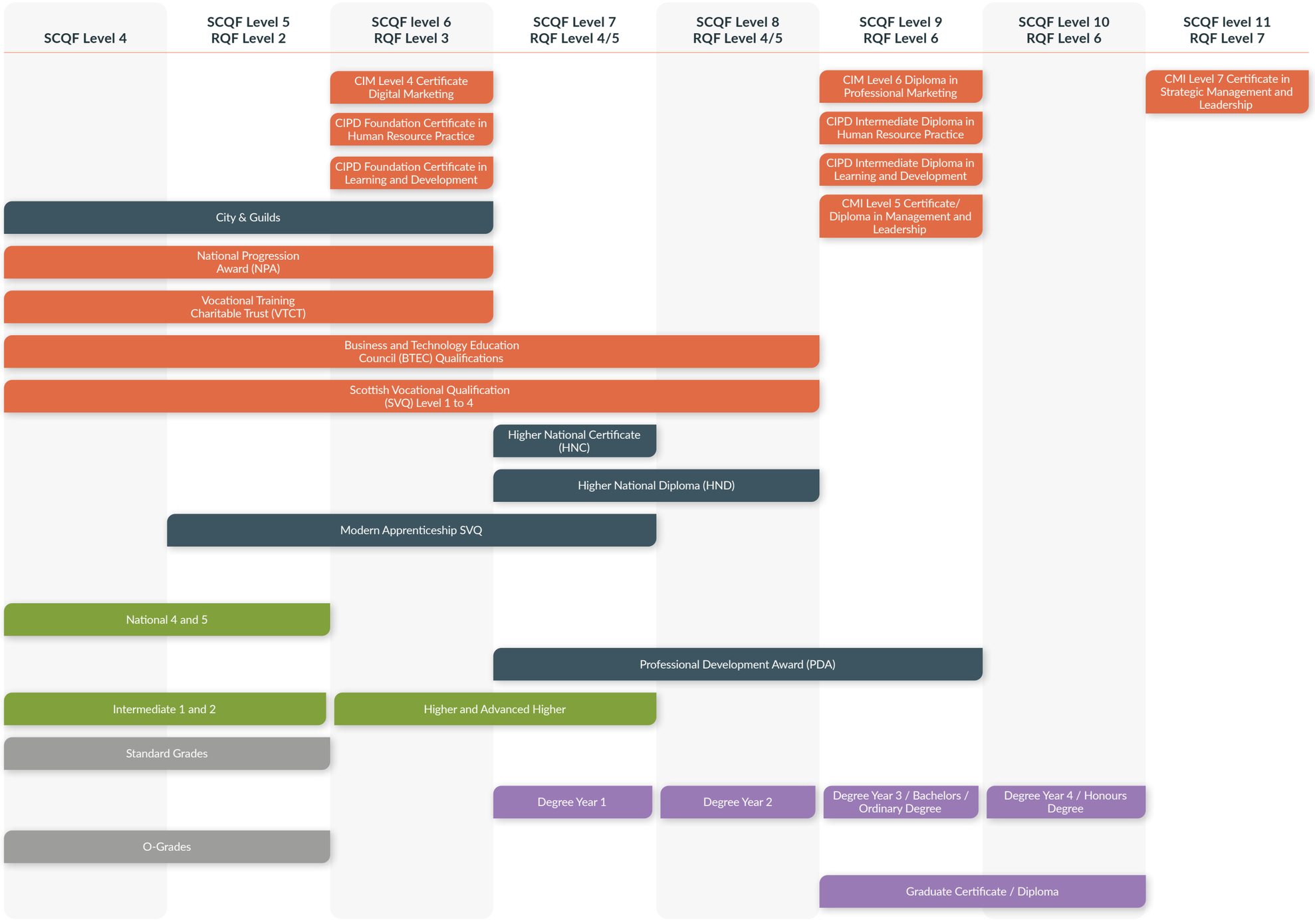
QUALIFICATIONS

University qualifications
School qualifications
Redundant grades
College curriculum qualifications
Professional College qualifications

In Scotland, courses are assessed through the Scottish Qualifications Framework (SCQF). Within the UK, courses are assessed through the Regulated Qualifications Framework (RQF). The levels in both of these frameworks are not always aligned. This map illustrates the equivalent levels of each framework.

Follow this link for more information:
edinburghcollege.ac.uk/Quicklinks/Qualifications-Explained



OUR CAMPUSES

Edinburgh College has campuses in each corner of the city and an increasing online presence, providing flexibility for students and employers. Although our physical campuses are currently closed for safety reasons, we look forward to welcoming you to one of them in the future. Our digital space remains open with an extensive virtual training portfolio, making workforce development possible now and in the future.

Cramond

Firth of Forth

Leith

Portobello

EDINBURGH CITY CENTRE

Princes Street

Meadows

Southside

Liberton

City Bypass

Dalkeith

Granton Campus

- Bike - Storage available
- Bus (Lothian) - 8, 14, 16, 24, 27, 29, X29, 38, 47 and 113
- Car - Car parking with permit
- Liftshare - Share journey with others

Milton Road Campus

- Bike - Storage available
- Bus (Lothian) - 5, 44, X44 and 113
- Car - Car parking with permit
- Liftshare - Share journey with others
- Train - Brunstane stop

Sighthill Campus

- Bike - Storage available
- Bus (Lothian) - 2, 12,20,21,22, 35 and 300, 400
- Car - Car parking with permit
- Liftshare - Share journey with others
- Train - Edinburgh Park stop
- Tram - Bankhead Avenue stop

Midlothian Campus

- Bike - Storage available
- Bus (Lothian) - 29, 49 and 139
- Car - Car parking with permit
- Liftshare - Share journey with others
- Train - Eskbank stop

For more information about Liftshare visit **edinburghcollege.liftshare.com**

For more information visit **edinburghcollege.ac.uk/ourcampuses**

TRAINING PORTFOLIO

Please browse our training portfolio. We have a wide range of accredited courses spanning different industries. These courses are available as scheduled courses or bespoke courses to meet your business needs. Follow the links in the course table to find out full details on each course. This training portfolio contains examples of the recurring courses that we deliver. If you have a specific training request or query, please contact us to discuss how we can assist you in delivering this.

Bespoke training

If you wish to discuss a custom training package with us, please contact our team.

Call: **0131 297 9000**
Email: **enterprise@edinburghcollege.ac.uk**

Blended Learning

You can find more information for these courses by visiting the courses page on our website. From here delegates can apply directly for their chosen course.

Enquire now

for more information visit **edinburghcollege.ac.uk/training**

call **0131 297 9000** email **enterprise@edinburghcollege.ac.uk**

COMPUTING

Our Computing subject area, has a range of different training disciplines for delegates including Cyber Security, Networking, Web Design, Adobe Creative Cloud Training and Desktop Support. Our courses span from skills for beginners to advanced classes for IT professionals.

Course Name	Short Description	Training Delivery
Adobe Illustrator	Delegates will learn how to use the software in order to create and edit graphics, logos and other design elements.	Bespoke Virtual Learning
Adobe InDesign	This short bespoke course lead by client's needs will enable delegates to create and edit professional looking printing materials	Bespoke Virtual Learning
Adobe Photoshop	This short bespoke training will allow delegates to learn how professionally adjust images including adding effects and text	Bespoke Virtual Learning
Adobe Premiere Pro	This short bespoke course will enable delegates to learn how edit video for professional, broadcasting standards	Bespoke Virtual Learning
Audio Video Creative Course	This 2-4 day bespoke course offers practical experience in how to manage media content. This training will enable delegates to design, create and edit create videos for social media	Bespoke Virtual Learning
Data Science with Computer Programming NPA Level 5	This course will introduce participants to the widely recognised programming language of Python while developing crucial data science skill.	Bespoke Virtual Learning
Data Science with Computer Programming NPA Level 6	This course further develops participant's knowledge of the programming language Python while further developing crucial data science skill.	Bespoke Virtual Learning
Microsoft Excel - Introduction	Suitable for beginners, this course will teach the basic functions of Microsoft Excel. Delegates will come away with an understanding of the basic tools in Excel and practical experience of using these.	Bespoke Virtual Learning
Microsoft Excel - Intermediate	The Intermediate Excel course will allow delegates to build on their existing knowledge of MS Excel and develop new techniques to use spreadsheets effectively.	Bespoke Virtual Learning
Microsoft Excel - Advanced	This course is suitable for individuals who are experienced in using Microsoft Excel and will provide them with new techniques to build on this knowledge. All of our bespoke Excel courses can be tailored to the needs and existing abilities of delegates.	Bespoke Virtual Learning
Microsoft Word - Introduction	Suitable for beginners, this course will teach the basic functions of Microsoft Word. Delegates will come away with an understanding of the basic tools in Word and practical experience of using these.	Bespoke Virtual Learning
Microsoft Word - Intermediate	The Intermediate Word course will allow delegates to build on their existing knowledge of MS Word and develop new techniques to use the software effectively.	Bespoke Virtual Learning
Microsoft Word - Advanced	This course is suitable for individuals who are experienced in using Microsoft Word and will provide them with new techniques to build on this knowledge. All of our bespoke Word courses can be tailored to the needs and existing abilities of delegates.	Bespoke Virtual Learning

The definition of each training delivery can be found on page 4.

CREATIVE INDUSTRIES

Our Creative Industries faculty offers a variety of courses which help prepare students to stand out from the crowd in their chosen field, be it Art and Design, Broadcast Media and Photography, Music and Sound Production, Performing Arts or Computing. It is the home of fantastic creative spaces such as: music performance and production studio The Music Box, the multi-media learning centre CRE:8 and performing arts based PASS Theatre.

Performing Arts Studio Scotland (PASS) at Edinburgh College is Scotland's largest performing arts training provider. Courses include, Acting, Dance, Technical Theatre, Theatre Costume, Musical Theatre and Make-Up Artistry. All of our classes are taught by lecturers who have extensive industry experience. Our part-time and evening commercial courses in Pattern Cutting, NPA Make Up skills and Introduction to Make-Up Artistry Special Effects are designed for flexible learning at all levels.

Our industry partners include:
Red Carpet FX, Girl Meets Brush, Stuart Bray (TV and Film special effects artist, Scottish Opera, The Lyceum Theatre, Dundee Rep Theatre.

Course Name	Short Description	Training Delivery
Introduction to Special Effects Make Up	This 9-week course in Semester 1 provides candidates with a basic knowledge of special effects make-up, focusing on practical activity, research skills and portfolio building.	Blended Learning (Granton)
Makeup Skills NPA	This qualification provides candidates with skills in the key aspects of makeup. This NPA focuses on specific makeup styles including young, mature and corrective techniques.	Blended Learning (Granton)
Pattern Making Cutting Level 1	This course will give an in-depth grounding in the basics of pattern cutting while also teaching you the techniques needed to launch a professional career in this inspiring field.	Blended Learning (Granton)

The definition of each training delivery can be found on page 4.

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ENTERPRISE & COMMERCE

Our Enterprise and Commerce faculty offers a vast range of courses in the professional areas of business, marketing, accounting, finance, legal services and human resource management. Our courses are designed to prepare candidates for the ever-evolving modern business world, assisting our learners in the development of essential key skills to realise their full potential. Our portfolio contains courses shaped to aid students in the creation of tangible management and entrepreneurial skills covering areas such as effective communication, negotiation, leadership, business law and understanding finance. We understand the high value placed on digital skills in the modern workplace therefore current technology is integrated into all of our courses to further advance the employment prospects of our learners. We believe that up-to-date knowledge is key for preparing students for the workplace. Our network of industry contacts can give candidates the opportunity to gain experience and advice from a variety of employment sectors.

Course Name	Short Description	Training Delivery	SCQF Level
AAT AQ16 Level 5 Foundation Certificate in Accounting	This course will teach you core accounting knowledge and skills needed to progress into either employment or further study.	Scheduled Virtual Learning	5
AAT AQ16 Level 6 Advanced Diploma in Accounting	This course will be provided with the specialist knowledge and skills required to progress into employment in an accounting or finance role or to apply for further study of accountancy and finance.	Scheduled Virtual Learning	6
AAT AQ16 Level 8 Professional Diploma in Accounting	The purpose of this qualification is to enhance skills developed from the AAT Advanced Diploma in Accounting qualification, enabling you to maximise your opportunities in their current or new employment.	Scheduled Virtual Learning	8
Data Science with Administration NPA Level 4	This course is designed to support achievement of the NPA Data Science. The course content covers the requirements for all three outcomes of Data Science and Data Citizenship.	Bespoke Virtual Learning	4
Data Science with Business NPA Level 4	The course focuses on marketing, with emphasis on how marketing is used effectively in both small and large organisations.	Bespoke Virtual Learning	4
Data Science with Business NPA Level 5	The course focuses on marketing, with emphasis on how marketing is used effectively in both small and large organisations. This course will give students an insight into what data is, and how data has been developing over the years.	Bespoke Virtual Learning	5
Data Science with Finance NPA Level 4	This course will introduce how data is used in finance, and how its analysis helps individuals, businesses and the government make informed decisions.	Bespoke Virtual Learning	4
Domestic Conveyancing PDA	This course meets all the training requirements for this cross-section of the legal sector, mapping to the general and relevant domain-specific competences from the Law Society of Scotland.	Scheduled Virtual Learning	8
Family Law PDA	This course aims to recognise learners continuing professional development as a paralegal in this area and to develop the relevant specialist, practical skills and knowledge they will need as a paralegal.	Scheduled Virtual Learning	8
Preparation for Accounts	This course is designed to provide learners with an introduction to bookkeeping, accounting and related disciplines.	Full-time/(Virtual Learning option coming soon)	5
Preparation for Legal Services	This course is designed to introduce you to a wide range of law subjects. You will develop essential skills and knowledge which are vital to supporting your future career in legal administration or in a business or profession where awareness of legal principles would be particularly valuable.	Full-time/(Virtual Learning option coming soon)	6

The definition of each training delivery can be found on page 4.

HEALTH & SAFETY

Health and Safety has never been so important for businesses than in the COVID-19 crisis. Health, safety and welfare are paramount and health and safety professionals and managers have a vital role to play in ensuring the wellbeing and safety of their colleagues.

The NEBOSH diploma is a rounded qualification for a potential health and safety professional it prepares them technically but importantly teaches them to understand business needs and how to communicate and influence colleagues at all levels of the organisation.

Managers are having to complete increased numbers of risk assessments and implement changes and train staff - all key features of the IOSH Managing Safely and NEBOSH certificate courses. The NEBOSH certificate provides a higher level of training, providing them with an opportunity to step up to diploma level.

Classes can be delivered in the college or clients premises. Using a variety of means e.g.

- Class teaching involves lecturing and discussions but where possible we try to gives real hands on experience using equipment. Also marked work to help learners prepare for examinations and assignments.
- Enhanced distance learning is not just a learning delivery mode, it is so much more, it includes: one-to-one help from a dedicated lecturer, workshops, meetings face-to-face and/or online and assignments with feedback.
- Bespoke courses can be standard courses adapted to your work environments or courses developed from scratch specific to your requirements.
- The COVID-19 crisis has meant that some virtual training has had to take place, this is being developed all the time, to recreate the interactive class experience.
- Edinburgh College Health and Safety courses are accredited by IOSH (Institution of Occupational Safety & Health) and NEBOSH (National Examination Board in Occupational Health & Safety). Edinburgh College has been awarded the Silver status by NEBOSH and is one of earlier providers of courses, building many years' experience in provision of courses.

Edinburgh College aim is for learners to enjoy learning about health and safety, recognise its benefits - helping them to improve the workplace for themselves and colleagues.

Course Name	Short Description	Training Delivery
IOSH Working Safely	This course is designed for employees at any level within a manual job (e.g. factory or construction worker) who require a basic grounding in health and safety.	Bespoke Virtual Learning/Part-time
IOSH Managing Safely	This course is designed for managers who want to further their training in health and safety.	Bespoke Virtual Learning/Blended Learning (Sighthill)/Part-time
NEBOSH National General Certificate Occupational Health & Safety	This course is designed for supervisors and managers who work in a medium to the high-risk environment and is ideal if you require basic knowledge of occupational health and safety.	Bespoke Virtual Delivery/Blended Learning (Sighthill)/Part-time
NEBOSH National Diploma Occupational Health & Safety	The NEBOSH National Diploma is the leading qualification for those who are already working in health and safety and wish to obtain formal recognition or for those who are taking on extra health and safety responsibilities as part of their job.	Bespoke Virtual Delivery/Blended Learning (Sighthill)/Block Release

The definition of each training delivery can be found on page 4.

iosh Approved training provider 1084

nebosh LEARNING PARTNER GOLD

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HEALTH & SOCIAL CARE

Edinburgh College serves professionals looking for qualifications to progress within their chosen career, we have a range of SVQ, PDA, NPA and soft skill courses in areas such as Counselling, Social Services, Mental Health and Practical Skills.

Edinburgh College can support your organisation with the delivery of social services SVQs to ensure you meet the requirements set by the Scottish Social Services Council (SSSC). We can build a package to support you over the coming years to ensure you meet these requirements effectively whilst maintaining the quality of learning. Our training is flexible to meet the needs of your staff whether it be a nightshift observation or an evening induction. We can accommodate large groups across multiple locations and you will be designated an account manager who will be your main link to Edinburgh College.

Course Name	Short Description	Training Delivery
Autism Awareness	This course will promote awareness of the autism spectrum and how it is experienced by different individuals. It will also teach delegates to recognise indicators of autism and consider attitudes towards autism.	Bespoke Virtual Learning
Building Resilience	This course provides delegates with an understanding of the term 'resilience' and provides practical advice on building their own resilience to cope in challenging circumstances.	Bespoke Virtual Learning
Building Resilient Teams	This workshop supports organisations and managers to promote employee wellbeing and improve responses to workplace stress.	Bespoke Virtual Learning
Dementia Awareness	Delegates on this course will gain an awareness of dementia and how this can affect people. Delegates will also learn practical skills to work with or support people with dementia.	Bespoke Virtual Learning
Disability Awareness	This course provides an overview of barriers that disabled people may experience and how to overcome these in your place of work.	Bespoke Virtual Learning
Menopause Awareness	Delegates on this course will gain a better understanding of the symptoms of menopause and how to cope with these, both in a personal capacity and in the workplace.	Bespoke Virtual Learning
Mental Health Awareness	This course raises awareness and promotes understanding of mental health, stress and wellbeing. Delegates will gain an understanding of how to recognise signs that someone may be mentally unwell and respond in the workplace.	Bespoke Virtual Learning
Mental Health for Managers	Aimed at managers of all levels, this course supports leaders in creating an organisation which promotes employee wellbeing.	Bespoke Virtual Learning
Stress in the Workplace	This workshop raises awareness of stress in the workplace and provides participants with the skills and confidence to provide initial support to someone experiencing stress.	Bespoke Virtual Learning
Suicide Intervention	This course provides an overview of the prevalence of suicide and the myths that surround it. Delegates will also learn practical ways to recognise signs of suicide and provide initial support to people who may be thinking about suicide.	Bespoke Virtual Learning
Understanding Depression and Anxiety	Depression and anxiety are two of the most common mental health issues in Scotland. This course will unpack these terms and provide practical tools to support people who may be suffering with these. This workshop can be split into two separate and more detailed sessions.	Bespoke Virtual Learning

The definition of each training delivery can be found on page 4.

HEALTH & SOCIAL CARE SVQ COURSES

Course Name	Short Description	Training Delivery	SCQF
Care Services Leadership and Management SVQ 4	This qualification is suitable for those working in management roles within the care sector.	Bespoke Virtual Learning	10
Social Services (Children and Young People) SVQ 2	This qualification is suitable for support workers in early years settings.	Bespoke Virtual Learning	6
Social Services (Children and Young People) SVQ 3	This qualification is suitable for practitioners in early years settings and residential units. To satisfy registration requirements for residential units, individuals must also have a HNC in Social Services.	Bespoke Virtual Learning	7
Social Services (Children and Young People) SVQ 4	This qualification is suitable for managers and senior leaders employed in the childcare sector.	Bespoke Virtual Learning	9
Social Services and Healthcare SVQ 2	This qualification is suitable for support workers and care assistants who care for adults.	Bespoke Virtual Learning	6
Social Services and Healthcare SVQ 3	This qualification is suitable for supervisors and senior carers employed in the health and social care sector.	Bespoke Virtual Learning	7
Social Services and Healthcare SVQ 4	This qualification is suitable for managers or senior leaders employed in the health and social care sector.	Bespoke Virtual Learning	9

The definition of each training delivery can be found on page 4.

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HOSPITALITY

The Scottish Hospitality Industry is hugely important to our economy and professional training makes sure all staff are practising the latest legislation and requirements.

Hospitality courses include Food Hygiene, HACCP (Hazard Analysis and Critical Control Point), accredited by REHIS (Royal Environmental Health Institute Scotland).

Most roles in hospitality require a record and understanding of food hygiene, whether you are working in a kitchen environment or at management level, having a food hygiene qualification is important for your employment and development.

We also provide Personal Licence Holder qualifications, required for all employees who sell alcohol in Scotland. Anyone who authorises the sale of alcohol to the public (as per the legal requirement in Scotland) is required to have a suitable qualification such as the BIIAB Scottish Certificate for Personal Licence Holders.

Although we provide Hospitality courses we also create customised Hospitality training programmes tailored to business requirements. Please complete the customised training form on this page if you wish to discuss creating a tailored training programme for your employees.

Course Name	Short Description	Training Delivery
REHIS Elementary Food Hygiene	This course is aimed at anyone working within a food handling environment including catering/licensed trade food production and processing industries and also those in caring and voluntary situations involving food preparation or handling.	Bespoke Virtual Learning
REHIS Intermediate Food Hygiene	This course is ideal for those who handle food and are responsible for others. This course will help implement a safe system for food hygiene in your place of work.	Bespoke Virtual Learning

The definition of each training delivery can be found on page 4.

LEADERSHIP, MANAGEMENT, MARKETING & HUMAN RESOURCES (CIPD)

Edinburgh College offers a wide range of professionally accredited courses from the following professional bodies: The Chartered Institute of Personnel Development (CIPD), the Chartered Institute of Marketing (CIM), the Institute of Leadership and Management (ILM) and the Chartered Management Institute (CMI).

We can offer flexible learning opportunities for you to re-train, upskill or for a career change. All of our courses will allow you to build your knowledge, skills and professional confidence and use current research, intelligence and application methods.

Our professional courses are delivered by subject matter experts, so you can immediately apply industry best practice.

On successful completion of these courses you will be able to apply for membership of these professional bodies which will enhance your CV and future career prospects.

Course Name	Short Description	Training Delivery	SCQF Level
CIM Level 4 Certificate in Professional Digital Marketing	This course has been developed for those working in marketing and are looking to progress their career. This new qualification will give you the practical skills and knowledge to devise and implement tactical marketing activities and campaigns	Bespoke Virtual Learning/Blended Learning (Sighthill)	6
CIM Level 6 Diploma in Professional Marketing	This course is aimed at those working in an operational, supervisory or management role who wish to develop their knowledge of digital techniques and their application to a number of marketing-related projects.	Bespoke Virtual Learning/Blended Learning (Sighthill)	9
CIPD Foundation Certificate in Human Resource Practice	Aimed at aspiring or existing HR practitioners, this certificate course will provide you with a range of relevant practical skills to enhance your employment and promotion prospects.	Bespoke Virtual Learning/Blended Learning (Sighthill)	6
CIPD Foundation Certificate in Learning and Development	Aimed at existing or aspiring learning and development practitioners, this certificate course will provide you with a wide range of relevant and practical skills to enhance your employment and promotion prospects.	Bespoke Virtual Learning/Blended Learning (Sighthill)	6
CIPD Intermediate Diploma in Human Resource Management	This course is aimed at HR practitioners that are looking to further develop their career in this area and further develop their HR management knowledge and skills.	Bespoke Virtual Learning/Blended Learning (Sighthill)	9
CIPD Intermediate Diploma in Learning and Development	Aimed at HR supervisors and managers, this course provides the perfect platform to develop your learning, knowledge and skills in your current job role.	Bespoke Virtual Learning/Blended Learning (Sighthill)	9

CIM Accredited Study Centre

CIPD Approved centre

CMI Chartered Management Institute

ilm Approved Centre

Course Name	Short Description	Training Delivery	SCQF Level
CMI Level 5 Certificate in Management and Leadership	This course is designed for middle managers and those aspiring to become senior. This course will develop your leadership skills and you will gain up-to-date knowledge and understanding in a range of related topics including; recruitment, managing stakeholders, decision making and performance management.	Bespoke Virtual Learning/Blended Learning (Sighthill)	9
CMI Level 5 Diploma in Management and Leadership	This course is designed for middle managers and those aspiring to become senior management. This course will develop your leadership skills and you will gain up-to-date knowledge and understanding in a range of related topics including; recruitment, managing stakeholders, decision making and performance management.	Bespoke Virtual Learning/Blended Learning (Sighthill)	8/9
CMI Level 7 Certificate in Strategic Management and Leadership	This course has been developed for directors and senior managers who have the responsibility to translate organisational strategy into effective performance, this qualification in Strategic Management and Leadership require the manager to focus on the implementation of their organisational strategy.	Bespoke Virtual Learning/Blended Learning (Sighthill)	11
ILM Level 3 Award or Certificate in Leadership and Management	This course is aimed at employees who have some management responsibilities but have not engaged with formal leadership and management training. It will be useful for junior managers and supervisors in order to pick up the skills and understanding needed to deal with management responsibilities and move your career forward with confidence.	Bespoke Virtual Learning	6
ILM Level 5 Award or Certificate in Leadership and Management	This course is designed for project managers, department heads, and other practising middle managers. It gives you an opportunity to develop your skills, knowledge and experience, whilst improving your performance and helping you prepare for senior management responsibilities.	Bespoke Virtual Learning	9

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MANAGEMENT SOFT SKILLS

Course Name	Short Description	Training Delivery
Assertiveness Skills	This course provides gives an overview of the difference between assertive, aggressive and passive behaviour and provides participants with practical skills on how to be assertive in the workplace.	Bespoke Virtual Learning
Becoming an Effective Leader	Suitable for practising or aspiring middle managers, this course develops knowledge and understanding of effective leadership enabling participants to understand and evaluate their ability to lead others.	Bespoke Virtual Learning
Change Management	Aimed at employees of all levels, this course identifies factors of change and explores the resistance they are often met with. Participants will gain a number of strategies for managing change in their workplace.	Bespoke Virtual Learning
Coaching and Mentoring	This workshop enables participants to develop a framework and the necessary skills for effectively coaching and mentoring others at work.	Bespoke Virtual Learning
Communication Skills	Participants will learn about the principles of effective communication and practical skills in how to use the most appropriate communication method in specific situations.	Bespoke Virtual Learning
Conflict Management	Delegates will learn what conflict is, how it arises and how to deal with it effectively in this short course.	Bespoke Virtual Learning
Customer Experience	This course teaches delegates how to identify and build an understanding of their customer base, and how to use this knowledge to improve the customer experience.	Bespoke Virtual Learning
Customer Service Excellence	This course is designed to bring delegates' focus firmly on the provision of the best customer service possible and to establish a desire to strive to constantly improve customer service in their organisation.	Bespoke Virtual Learning
Dealing with Difficult Situations	Participants will learn essential tips and techniques on how to become more confident and professional when dealing with 'difficult' people and challenging situations at work.	Bespoke Virtual Learning
Delegation Skills	Participants will be provided with a range of tools and templates to help them learn how to delegate tasks and how to use effective delegation as a key development tool to motivate and challenge their people.	Bespoke Virtual Learning
Effective Meetings	This course provides delegates with the skills to set up, lead and participate in effective meetings whether they take place in person or online.	Bespoke Virtual Learning
Effective Teams	Suitable for all team members, this workshop facilitates great team performance by equipping participants with knowledge and skills to put into practice in their own team environment.	Bespoke Virtual Learning
Emotional Intelligence	Participants on this training course will come away with an understanding of the essence of Emotional Intelligence (EI) and its importance, particularly in regard to management, leadership and working relationships in general.	Bespoke Virtual Learning
Equality and Diversity	This is a short awareness session designed to provide participants with awareness of workplace issues of equality, diversity and respect.	Bespoke Virtual Learning
Influencing Skills	This course will provide participants with an understanding of the different influencing styles and strategies which can be used to influence key stakeholders effectively.	Bespoke Virtual Learning
Interviewing and Recruitment	This course will give candidates a clear understanding of their personal interviewing style and the benefits of conducting interviews which target the relevant competencies for their organisation.	Bespoke Virtual Learning
Leadership and Management Development	Our courses in Leadership & Management Development are made bespoke to your organisation, providing new managers with the skills to lead, manage and coach their employees to success.	Bespoke Virtual Learning
Leading and Motivating	The purpose of this training course is to understand the need for teams to have a sense of vision and purpose that reflects the organisation's, and the role that effective communication, motivation and individual and team development play in enabling this to happen.	Bespoke Virtual Learning

Course Name	Short Description	Training Delivery
Managing Difficult Conversations	Delegates on this course will learn techniques to effectively deal with difficult conversations with customers, business contacts and colleagues. This course can be adapated for delivery to managerial or non-managerial staff.	Bespoke Virtual Learning
Managing Remote Teams	This course is aimed at line managers looking to get the most out of their remote teams. It includes aspects such as managing workloads and deliverables, ensuring consistency and providing structure in a remote team.	Bespoke Virtual Learning
Managing Performance	This workshop focuses on two key aspects of Performance Management, namely Leadership and Management, and Coaching for Performance.	Bespoke Virtual Learning
Mentoring	This course provides an understanding of the mentoring function and its role in the business, and skills in order to put mentoring into practice in the organisation.	Bespoke Virtual Learning
Minute Taking	Participants will learn the skills of minute taking including how to work together with the chair of a meeting and a range of techniques in order to ensure accurate recording.	Bespoke Virtual Learning
Negotiation Skills	This course provides delegates with knowledge on how to negotiate and achieve the right deal for you and your clients or customers.	Bespoke Virtual Learning
One to One Development Coaching	Coaching gives you a platform to discuss your personal development on a one to one basis and develop your professional skills at the level that is right for you.	Bespoke Virtual Learning
Presentation Skills	This workshop will give candidates the skills, confidence and knowledge to deliver effective presentations. Candidates will be able to develop presentations with tailored content, use visual aids, present effectively, and handle difficult questions.	Bespoke Virtual Learning
Problem Solving and Decision Making	Aimed at first line managers, this training course will enable participants to solve a wide range of problems and make decisions effectively and confidently.	Bespoke Virtual Learning
Project Management Skills	This workshop provides individuals with knowledge on how to plan, manage and close successful projects, whilst encouraging them to apply this knowledge to their own work.	Bespoke Virtual Learning
Returning to Work in the New Normal	This workshop prepares staff for the return to their workplace, whether that be an office environment or other. Participants will be prepared for the transition by considering key topics such as safety, wellbeing, communication, and dealing with change.	Bespoke Virtual Learning
Sales Skills	On this course, delegates will learn how to get great results when selling face-to-face, on video calls, or by telephone.	Bespoke Virtual Learning
Social Media Skills	Outlining the key social media channels and their features, this course will provide an understanding of how social media can be used effectively for your business needs and how to protect your organisation on social media.	Bespoke Virtual Learning
Supervisory Skills	This course provides delegates with an understanding of the role of the supervisor and key skills involved including performance management, effective communication and change management.	Bespoke Virtual Learning
Time Management	Aimed at employees of all levels, this course develops knowledge and understanding of time management skills. Participants will be encouraged to identify ways in which to apply time management strategies to their own work.	Bespoke Virtual Learning
Train the Trainer	This course provides candidates with the skills to design, deliver and evaluate effective group training sessions.	Bespoke Virtual Learning

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