



Fife College

Training & Development

**FLEXIBLE
WORKFORCE
DEVELOPMENT
FUND 2021-22**



As one of Scotland's leading training providers, Fife College delivers a diverse and dynamic range of training solutions.

From one day short courses to SCQF Level 11 qualifications, we can help you choose the programme that best suits your needs, work environment, and learning preference.

Throughout the COVID pandemic Fife College has continued to support the learning and development needs of business via in-person, work-based, e-learning and virtual delivery. We are committed to offering an innovative and relevant portfolio of courses which supports our clients at every stage of their training.

Flexible Workforce Development Fund (FWDF)

Your business is eligible to apply direct to Fife College for funding towards employee training and development. Apprentice Levy paying businesses can secure up to £15,000 of training, whilst SMEs can apply for up to £5,000. The fund aims to help address organisational skills gaps, improve workplace productivity levels, adapt to the impact of Covid-19 and to support the move to Net Zero.

Benefits of FWDF with Fife College:

- Potential to up-skill or re-skill your existing workforce
- An opportunity to engage and motivate your employees
- Access to high quality training
- Third sector organisation are eligible as are volunteer staff

We understand every organisation is as unique as the people that work for it. Our team of Business Development Managers will work to understand your specific challenges, recommend a range of options for you and guide you through the application process.

Applications for the Fund in 2021/22 must be submitted by 31 July 2022, however with limited funding available we recommend that you apply as soon as possible.

Organisations can submit only one application for funding per year. The application stage is open so now is the time to take advantage of the funds available to you to enhance the skills of your workforce and your business.

Contact us by calling us on 0344 248 0132 or email sales@fife.ac.uk

Below is the Fife College portfolio of training courses which you may be able to access via the FWDF. Please note, this is not an exhaustive list, we do consider your specific skill needs and, where appropriate, we will consider training solutions not currently delivered.

Area	Course Title	Course Duration	In-Person Delivery	Virtual Delivery	Work-based	E-Learning	Infill	Group
ACS Domestic	Domestic Medium Pressure Regulators (REGT1)	1 Day	●					●
	Unvented Hot Water Systems	2 Days	●				●	●
	CCN1 / CPA1 - 1 Appliance from CENWAT1, CKR1, LAU1, HTR1 & DAH1 - TRAINING + ASSESSMENT	3.5 Days	●				●	●
	CCN1 / CPA1 - 1 Appliance from CENWAT1, CKR1, LAU1, HTR1 & DAH1 - TRAINING ONLY	1.5 Days	●				●	●
	CCN1 / CPA1 - 3 Appliances from CENWAT1, CKR1, LAU1, HTR1 & DAH1 - TRAINING + ASSESSMENT	5 Days	●				●	●
	Changeover from Natural Gas to LPG - CONGLP1	2 Days	●				●	●
	Domestic Gas Meters (MET1)	1 Day	●					●
	Water Byelaws ASSESSMENT ONLY	½ Day	●				●	●
	ACS Industrial / Commercial	CCCN1, COMCATs 1 and 3 - Commercial Catering Core PLUS Appliances	3 Days	●				●
COMCAT's 1, 3 and 5 – Catering Appliances (Separately)		1 Day	●				●	●
Core Catering Gas Safety inc. Comcats 1 & 3		4 Days	●				●	●
Core Commercial Gas Safety (COCN1)		3 Days	●				●	●
Domestic to Commercial Changeover (CODNCO1)		3 Days	●				●	●
Industrial and Commercial CDGA1, CIGA1 & CORT1		2 Days	●				●	●
Installation First Fix on Commercial Pipework (ICPN1)		2 Days	●				●	●
LP / HP Diaphragm & Rotary Meters (CMET1 / CMET2)		2 Days	●				●	●
Non-Domestic Diaphragm Gas Meters (MET4)		1 Day	●				●	●
Tightness testing and purging (TPCP1 / TPCP1A)		3 Days	●				●	●

Area	Course Title	Course Duration	I	D	V	D	W	E	I	G
Automotive Courses	IMI Accreditation LV Inspection Technician	Various	●							●
	IMI Level 2 Award in MOT Testing (classes 4 & 7)	5 Days	●						●	●
	IMI Level 3 Award in MOT Test Centre Management	2 days	●						●	●
	IRTEC Inspection Technician Bus & Coach or Large Commercial Vehicle or Heavy Vehicle Trailer	1.5 Days	●							●
	L1 Award in Electric/Hybrid Vehicle Awareness	1 Day	●							●
	L2 Award in Electric/Hybrid Vehicle Hazard Management for Emergency and Recovery Personnel	2 Days	●							●
	L2 Award in Electric/Hybrid Vehicles Routing Maintenance Activities	2 days	●						●	●
	L3 Award in Automotive Refrigerant Handling (EC 842-2006)	1 Day	●							●
	L3 Award in Electric/Hybrid Vehicle System Repair & Replacement	2 Days	●						●	●
MOT Bay Hire/VT8 Assessment	Various	●							●	
Building Services - Gas	Gas Safety Management Level 3	4 Days	●						●	●
Built Environment	Advanced Revit Course	E-learning						●	●	●
	Autodesk Revit Architecture Advanced User Course	12 Sessions (evenings)	●						●	●
	Autodesk Revit Architecture Certified User Course	12 Sessions (evenings)	●						●	●
	Autodesk Revit MEP Course	E-learning						●	●	●
	Autodesk Revit Structure Course	E-learning						●	●	●
	Executive Guide to BIM	E-learning						●	●	●
Continuous Improvement	Business Improvement Techniques Programme	6 Sessions (½ Days)	●	●						●
	Creating an Engaging End to End Customer Experience	1 Day	●	●						●
	Introduction to Lean	1 Day	●	●					●	●
	Introduction to Root Cause Analysis and Problem Solving	1 Day	●	●					●	●
CPD Courses	Assertiveness	1 Day	●	●					●	●
	Bid and Tender Training	1 Day	●	●					●	●
	Coaching	1 Day	●	●					●	●
	Courageous Conversations	1 Day	●	●					●	●
	Dealing with and Handling Change	1 Day	●	●					●	●
	Delivering Customer Service Excellence	1 Day	●	●					●	●
	Developing High Performing Teams	1 Day	●	●					●	●
	Developing Your Personal Resilience	1 Day	●	●					●	●
	Effective Business Writing	1 Day	●	●					●	●
	Employability Skills	2 Days	●	●					●	●
	Equality and Diversity in the Workforce	1 Day	●	●					●	●
	Making the Environment Work	2 Days	●	●					●	●
	Mediation	1 Day	●	●					●	●
	Mentoring	1 Day	●	●					●	●
	Negotiation Skills	1 Day	●	●					●	●
	Operational Excellence	1 Day	●	●					●	●
	Positive Behaviours and Effective Communication	1 Day	●	●					●	●
	Presentation Skills	1 Day	●	●					●	●
	Report Writing	1 Day	●	●					●	●
	Resilient Home Working	1 Day	●	●					●	●
	Successful Selling	1 Day	●	●					●	●
	Telephone Skills	1 Day	●	●					●	●
	Unconscious Bias	1 Day	●	●					●	●
Working Smarter with your Time	1 Day	●	●					●	●	
Writing Effective emails	½ day or 1 day	●	●					●	●	

Area	Course Title	Course Duration	I	D	V	D	W	E	I	G	
Electrical	18th Edition Wiring Regulations Course (City & Guilds 2382)	3.5 Days	●						●	●	
	Electric Vehicle Charging Equipment Installation (City & Guilds 2919)	2 Days	●						●	●	
	Electrical Equipment Maintenance & Testing (City & Guilds 2377)	2 Days	●						●	●	
	Initial Verification of Electrical Installations (City & Guilds 2391-50)	4 Days	●						●	●	
	Periodic Inspection and Testing (City & Guilds 2391-51)	4 Days	●						●	●	
	Initial Verification and Periodic Inspection and Testing (City & Guilds 2391-52)	6 Days	●						●	●	
	Safe Isolation of Low Voltage Electrical Installations	1 Day	●							●	
	Finance	AAT Advanced Diploma in Accounting	1 Year	●	●					●	●
AAT Foundation Certificate in Accounting		1 Year	●	●					●	●	
AAT Professional Diploma in Accounting		1 Year	●	●					●	●	
Budgeting		1 Day	●	●					●	●	
Health and Wellbeing	Managing Mental Health	1 Day	●	●						●	
	Mental Health : Having Meaningful Conversations at Work	½ day or 1 day	●	●					●	●	
	Mental Health in the Workplace	1 Day	●	●						●	
Health, Safety and Environmental Training	Accident Investigating and Reporting	1 Day	●							●	
	Asbestos Awareness and Management	½ Day	●	●					●	●	
	COSHH Assessment	1 Day	●	●					●	●	
	Display Screen Equipment	1 Day	●	●					●	●	
	Introduction to Environmental Principles and Best Practice	1 Day	●	●					●	●	
	Introduction to Fire Safety Principles	1 Day	●	●					●	●	
	IOSH Introduction to Risk Assessment	1 Day	●	●					●	●	
	IOSH Leading Safely	1 Day	●							●	
	IOSH Managing Contractors	1 Day	●	●					●	●	
	IOSH Managing Safely	4 Days	●	●			●		●	●	
	IOSH Managing Safely Refresher	1 Day	●	●						●	
	IOSH Working Safely	1 Day	●	●			●		●	●	
	Manual Handling & Lifting (objects)	½ Day	●							●	
	NEBOSH Health & Safety Management for Construction (UK)	13 Days	●						●	●	
	NEBOSH / HSE Introduction to Incident Investigation	1 Day	●						●	●	
	NEBOSH Certificate in Environmental Management	8 Days	●						●	●	
	NEBOSH Diploma in Occupational Health & Safety	E-learning (exc exam)						●			
	NEBOSH Health and Safety at Work Award	3 Days	●						●	●	
	NEBOSH International General Certificate in Occupational Health & Safety	E-learning (exc exam)						●			
	NEBOSH International Technical Certificate in Oil & Gas Operational Safety	E-learning (exc exam)						●			
	NEBOSH National Certificate in Fire Safety	7 Days	●						●	●	
	NEBOSH National General Certificate in Occupational Health & Safety	13 Days	●					●	●	●	
	NEBOSH Safety Simplified	3 Days	●						●	●	
	Oil & Chemical Spill Response	1 Day	●							●	
	Hospitality	Allergen Awareness	½ Day	●	●						●
		Barista Masterclass	1 Day	●	●						●
		Chocolate & Patisserie	6 Sessions (Evenings)	●						●	●
		Knife Skills	1 Day	●							●
		REHIS Elementary	1 Day	●	●			●		●	●
		REHIS Intermediate	22 Hours					●			●
Serving Alcoholic Beverages		1 Day	●	●						●	

Area	Course Title	Course Duration	I	D	V	D	W	E	I	G
Industry Skills Courses	Abrasive Wheels (Fixed & Portable)	½ Day	●							●
	CNC Programming Lathe (Fanuc)	12 Sessions (½ Days)	●						●	●
	Counterbalance Forklift Training (On-site)	Various	●							●
	EN9606 Supplementary Fillet Weld Test	1 Day	●							●
	Geometric Dimensioning and Tolerancing	½ Day	●							●
	Introduction to Practical MIG Welding Skills	1 Day	●							●
	Ladder Inspection (On-site)	½ Day	●							●
	Manual Milling or Turning	6 Sessions (½ Days)	●						●	●
	Rack Inspection (On-site)	½ Day	●							●
	Welding Approval Test	1 Day	●						●	●
	Welding Assessment	1 Day	●						●	●
	Welding Skills (MIG/MAG)	14 Sessions (Evenings)	●						●	
	Welding Skills (TIG)	14 Sessions (Evenings)	●						●	
	Welding Training / Skills	1 Day	●						●	●
	Working at Height and Safety Harness Use	1 Day	●							●
	IPC	IPC J-STD-001 - Operator (CIS) Certification/Recertification	3 Days	●			●			●
IPC J-STD-001 - Trainer (CIT) Certification		4 Days	●			●			●	●
IPC J-STD-001 - CIT Recertification		3 Days	●			●			●	●
IPC J-STD-001 - CIS /CIT Challenge Testing		1 Day	●			●			●	●
IPC/WHMA-A-620 - CIS Certification / Recertification		3 Days	●			●			●	●
IPC/WHMA-A-620 - CIT Certification		4 Days	●			●			●	●
IPC/WHMA-A-620 - CIT Recertification		3 Days	●			●			●	●
IPC/WHMA-A-620 - CIS/CIT Challenge Testing		1 Day	●			●			●	●
IPC-7711/7721 - CIS Certification / Recertification		3 Days	●			●			●	●
IPC-7711/7721 - CIT Certification		4 Days	●			●			●	●
IPC-7711/7721 - CIT Recertification		3 Days	●			●			●	●
IPC-7711/7721 - CIS/CIT Challenge Testing		1 Day	●			●			●	●
IPC-A-610 - CIS Certification / Recertification		3 Days	●			●			●	●
IPC-A-610 - CIT Certification		4 Days	●			●			●	●
IPC-A-610 - CIT Recertification		3 Days	●			●			●	●
IPC-A-610 - CIS/CIT Challenge Testing		1 Day	●			●			●	●
IT Courses	Analysing and Presenting Data with Excel	1 Day	●	●					●	●
	Introduction to Computer Skills	1 Day	●	●					●	●
	Introduction to Power BI	1 Day	●	●					●	●
	Master Class Formulas and Functions	½ day or 1 day	●	●					●	●
	Master Class Summarising with lists	½ day or 1 day	●	●					●	●
	Microsoft Automating Administration with PowerShell	5 days	●	●					●	●
	Microsoft Azure Administration	4 days	●	●					●	●
	Microsoft Excel Charts, Graphs and Dashboards	1 Day	●	●					●	●
	Microsoft Excel Introduction/ Intermediate/ Advanced	1 Day	●	●					●	●
	Microsoft Outlook Introduction/ Intermediate	1 Day	●	●					●	●
	Microsoft PowerPoint	1 Day	●	●					●	●
	Microsoft Word Introduction/ Intermediate/ Advanced	1 Day	●	●					●	●
	Visual Basics for Application	2 days	●	●					●	●

Area	Course Title	Course Duration	I	D	V	D	W	E	I	G
Management	Bespoke Management & Leadership Development Programme	6 months	●	●						●
	CIPD Associate Diploma in People Management	9-12months	●	●					●	●
	CIPD Foundation Certificate in People Practice	9 months	●	●					●	●
	CMI SCQF Level 11 Strategic Management and Leadership	1 Year	●	●					●	●
	CMI SCQF Level 8 Management and Leadership	9 months	●	●					●	●
	Conducting an Investigation	1 Day	●	●						●
	Developing Leaders of the Future (Middle Managers)	2 Days	●	●						●
	Developing the Strategic Manager (Senior Managers)	2 Days	●	●						●
	Finance for Non-Finance Managers	1 Day	●	●					●	●
	Handling Meetings	1 Day	●	●						●
	Holding Meetings Remotely	1 Day	●	●						●
	ILM Level 3 Award Effective Coaching	6 Sessions (Evenings)	●	●					●	●
	ILM Level 3 Award Management and Leadership	6 Sessions (Evenings)	●	●					●	●
	Interviewing skills	1 Day	●	●						●
	Leading Remotely	1 Day	●	●						●
	Managing & Leading the Team (First Line Managers)	2 Days	●	●						●
	Managing Performance of Staff	1 Day	●	●						●
	Managing Remote Teams	1 Day	●	●						●
Managing the Millennials	1 Day	●	●						●	
Team Building with DICS/MBTI	Bespoke	●	●						●	
On Demand Training	Disciplinarys and Grievances	1 Day	●							●
Project Management	APM Project Fundamentals Qualification	2 Days	●	●					●	●
	APM Project Management Qualification	5.5 Days	●	●					●	●
	PRINCE2 Project Management - Foundation	3 Days	●	●					●	●
	PRINCE2 Project Management - Foundation & Practitioner	5 Days	●	●					●	●
	PRINCE2 Project Management - Foundation to Practitioner Conversion	2 Days	●	●					●	●
SVQ	Business and Administration SCQF Level 5, 6, and 8	6-18 months					●		●	
	Business Improvement Techniques SCQF Level 5	9-12 months					●		●	
	Care Services Leadership & Management SCQF Level 10	1 - 2 Years					●			
	Customer Service at SCQF Level 5 & 6	6-12 months					●		●	
	Engineering (Multiple Disciplines) SCQF Level 6 & 7	2 Years					●			
	Food & Drink Operations SCQF 6	12-18 Months					●		●	
	Hospitality SCQF Level 5 & 6	6-18 months					●			
	Laboratory and Associated Technical Activities SCQF Level 6	1 - 2 Years					●			
	Learning and Development at SCQF Level 7 & 9	12-18 months					●		●	
	Management SCQF Level 7, 9, 11	12-18 months					●		●	
	Social Services (Children and Young People) SCQF Level 7 & 9	1 - 2 Years					●			
	Social Services and Health Care SCQF Level 6, 7 & 9	1 - 2 Years					●			
	Spirits Operations SCQF level 6	12-18 Months					●		●	
Supply Chain Management SCQF Level 7 & 9	12-18 months					●		●		
Trainer Skills	Assessor: L&D9DI Award	6 Months					●		●	
	Planning and Delivering Learning Sessions to Groups (SQA)	5 days	●						●	
	Train the Trainer	2 Days	●						●	
	Verifier: L&D11 Award	6 Months					●		●	

“I really enjoy the learning experience I get with Fife College; the lecturers make it easy and fun to learn and expand your knowledge.”

- Autism Practitioner

“I’ve thoroughly enjoyed Fife College sessions. Materials always sent in advance so that you can look over prior to learning. Facilitators have been engaging bringing learning outcomes to life - very positive discussions. Finally, it’s nice to get into groups and collaborate!”

- Services Manager

“I have found the sessions very informative and thought provoking. The tutors have been fantastic at online learning and make you feel like you’re in the room with them.”

- Clerical Officer

“After consultation with Fife College, we chose a course called “Positive Behaviours and Effective Communication”, which the college delivered in March 2021. The course aims to leave delegates with a clear plan of improving their communication skills, enabling them to achieve the right results with the right people at the right time.”

- Group Operations Manager

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