



Bury College Business Solutions

# Training Courses & Business Services 2011/12

The employers' choice. For all your company training needs.



# Welcome

Bury College Business Solutions has a proven track record of successfully delivering high quality training. As one of the largest providers of professional and customised training programmes in the North West, we can offer affordable, flexible and responsive training solutions.

Our training investment may also be supported by our access to free and subsidised training for your employees.

We will work with you to ensure your company has trained staff who can lead, inspire others and increase your business performance. The training your company and employees receive can be personally tailored to meet your business needs.



**We have been recognised by the  
Training Quality Standard for our  
excellence in employer training.**



**Bury College Business Solutions -  
Customer Excellence Award Winner 2011**



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# Benefits of Training

Regardless of size or type of business, training can have a significant impact on performance and the continued success of your business. Your business can benefit from investing in training and skills through:

- Improved quality and productivity
- Increased profitability
- Improved staff retention
- Staying competitive
- A reduction in staff turnover through increased staff loyalty and satisfaction
- Inspiring innovation



# Ten Reasons to Choose Bury College Business Solutions

- 1.** We offer the latest information, advice and guidance on a wide range of industry relevant training courses.
- 2.** Access to government funding opportunities to help with the cost of training.
- 3.** A wide range of training courses including Apprenticeships, vocational qualifications and short courses.
- 4.** A FREE Apprenticeship recruitment and selection service.
- 5.** A specialised team of Business Development Advisors with a wealth of relevant experience.
- 6.** Expert trainers and assessors with up-to-date industry experience.
- 7.** A FREE Organisational Needs Analysis (ONA) to find out your exact requirements and deliver the training that is right for you.
- 8.** A commitment to maintaining the highest standards of training and delivery.
- 9.** A continuous review and development of our training programmes and courses based on our clients' feedback.
- 10.** Close partnership working with Sector Skills Councils to develop a better understanding of the training requirements for your sector.

# Apprenticeships

Apprenticeships are nationally recognised government-backed qualifications that equip people with the practical skills and knowledge they need to fulfil their role and ensure your business is a success.

Your employees learn on the job, build up knowledge and skills relevant to their position within your organisation and gain nationally recognised vocational qualifications. Bury College offers Apprenticeships in 27 different areas.

## Benefits to Employers

A recent study highlighted the key benefits of employing an Apprentice:

- The costs of training are quickly recouped upon completion of the Apprenticeship.
- Recruiting from the external labour market is seen as more expensive.
- Apprentices provide a pool of skilled people to select from for future promotion.

- Apprentices are seen as loyal, more likely to stay with the company and steeped in company values.
- Apprentices bring new ideas and innovation into organisations.

(Source: IER research)

## How do Apprenticeships work?

There is no charge for Apprentices aged 16-18. A one-off certification and registration fee may apply for 19+ Apprentices in 2010-11 (fee changes may vary in 2011-12). A Bury College Apprenticeship is not limited to young people. Adults can be Apprentices too. We can provide an Apprenticeship for anyone aged 16 to 60 in employment.

There are no formal entry qualifications, but some Apprenticeships may require a level of English and/or Maths (please enquire).

Training is flexible with the majority of courses delivered on your own premises, resulting in minimum disruption to the working week. Your Apprentice can start their Apprenticeship at any time throughout the year.

## Are Apprenticeships for new or existing staff?

Whether you have an existing employee already in the job or are seeking to fill a vacancy with an Apprentice, Bury College will provide training relevant to your occupation.

### Existing Staff

Do you have members of staff you want to progress in their job? Do you have staff who need to up skill? Bury College provides learning and development opportunities through the Apprenticeship programme for your existing staff. Allowing your staff the opportunity to develop new skills and lay the foundations for continuing professional development, whilst enhancing existing skills.

### New Staff

We can help fill any vacancy you have with our free recruitment service. We currently have a high number of people of all ages with the enthusiasm and commitment to make a positive contribution to your company. As each candidate goes through a key skills test and interview process, you can be assured of the perfect match for your vacancy.

## Apprenticeships – an alternative to university.

With the demand for university places increasing and the vast rise in tuition fees, advanced or higher Apprenticeships could prove an attractive alternative to higher education. Please enquire for details.

### Diversity in Apprenticeships

Bury College is committed to promoting equality and diversity in Apprenticeships by helping more people from underrepresented groups onto Apprenticeship programmes.

If your business can employ an Apprentice or you have existing employees that could benefit, we would like to hear from you. For more information regarding Diversity in Apprenticeships at Bury College please contact the Bury College Business Solutions team on **0161 765 3650**.

# Bespoke Training Programmes

We have an established track record of delivering high quality tailor-made training courses for all sectors.

Flexibility and customisation are the foundation for our training courses. At Bury College Business Solutions we believe that every business is different. We work in partnership with you to identify your exact needs and develop the training solution that will grow both your customers and your business at a time and place that suits you.

## **Funded and partially funded training**

Bury College Business Solutions has a number of training courses that may qualify for funded or partially funded training. Please enquire for further details.



# Work Skills and Training Courses for unemployed people



**Skills  
Funding  
Agency**

**Are you unemployed or at risk of redundancy?**

**Do you need professional free advice on what to do next?**

**Do you need training to help you get a job?**

Bury College has a wide range of dedicated free\* courses designed to help you gain skills that could help you secure a new job.

\* Terms and conditions apply.

- WorkSkills
- Retail & Customer Service
- Computing & IT
- Literacy and Numeracy
- Self- Employment Skills
- Office Skills & Procedures
- Introduction to Early Years
- Application of Make-up
- Styling Women's Hair
- Food Preparation & Cooking Award
- Hospitality & Catering with Food Safety Level 2
- Food Safety Level 2
- Health & Safety with Infection Control
- First Aid
- Paediatric First Aid
- Introduction to Health & Social Care
- How to set up a home based childcare service

**For enquiries, please call 0161 280 8329.**

# Room Hire, Meeting and Conferencing Facilities

**Business Solutions has a variety of well-equipped meeting and conference rooms available for hire at its excellent location in Bury town centre.**

Whether you are a small business looking to hire a workspace for a few hours or a larger employer looking for a training room, interview room or IT facilities, our business team is committed to delivering the highest level of service, providing professional and technical support.

“ The staff are warm, professional and friendly and go the extra mile to meet our needs. Overall, an excellent training and conference facility which I would recommend. ”

**Nikki Parry**, Training Officer at Mencap.

**The conference and meeting facilities at Business Solutions include:**

- Air-conditioned meeting rooms
- IT suites
- Full reception service
- Conferencing facilities
- Workspace hire with IT resources and Internet connection
- IT and AV equipment
- Video conferencing
- Private car park
- Refreshments and catering

**Prices are dependent on the package you require. Please enquire.**



## Apprenticeships

### Apprenticeship in Accountancy

This Apprenticeship is aimed at providing you with the necessary skills and qualifications required for working within the accounting industry. It is suitable if you are employed within an accountancy firm or in a general office that deals with finances. The Association of Accounting Technicians (AAT) is a nationally recognised qualification in the finance industry that will provide you with the necessary skills to become an Accounting trainee.

#### What qualifications are available?

- AAT Level 2 Apprenticeship in Accounting
- AAT Level 3 Advanced Apprenticeship in Accounting
- AAT Level 4 Higher Apprenticeship in Accounting

## Short Courses

Computerised Accounts courses are offered at three levels. You will be taught through tutor-led scenario based activities, using real work examples, each building on previous skills gained.

**Funding maybe available - please enquire**

### Computerised Accounts Level 1 C & G Pitman (Sage)

This course is aimed at individuals who require training in computerised accounts. Topics include: creating accounts, processing account information (in respect of the sales and purchase ledger), understanding batch control sheets and producing accounting reports such as customer activity reports and supplier detail reports.

**Duration:** 1 evening for 7 weeks

### Computerised Accounts Level 2 C & G Pitman (Sage)

This is an ideal programme for those wishing to progress in the field of computerised accounts. It consists of processing accounting transactions, producing customer and supplier documentation and producing reports such as aged creditor analysis and sales day book summaries for management purposes.

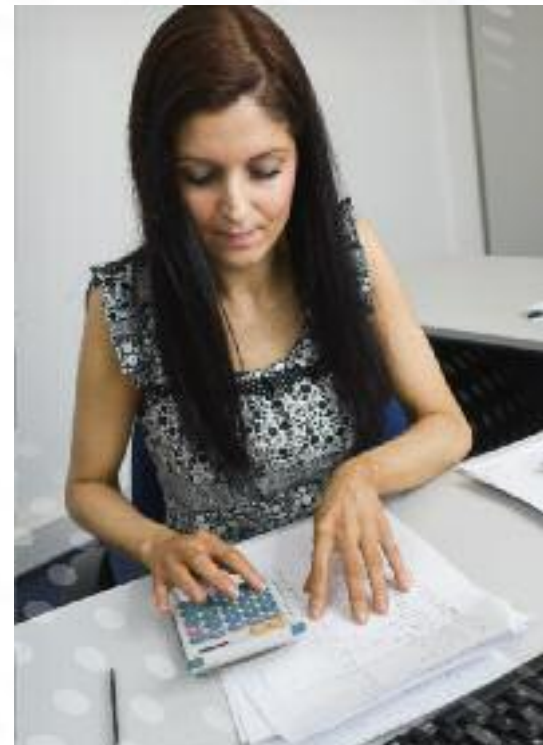
**Duration:** 1 evening for 7 weeks

### Computerised Accounts Level 3 C & G Pitman (Sage)

If you have previously completed the Level 1 and Level 2 qualifications, this course will help you up-skill your accounts software skills. You will gain the ability to demonstrate competence in the practical use of computerised accounts software, enabling you to

produce accurate, professional and well-presented accounts, employing an appropriate range of accounting activities. Topics include; interpreting and processing both routine and non-routine transactions, together with the production of accounting reports such as profit and loss accounts and balance sheets.

**Duration:** 1 evening for 13 weeks



Administration skills are crucial to the effectiveness and efficiency of any organisation, and these qualifications demonstrate a thorough understanding of current theory and practice, which is respected and recognised by practitioners and employers alike.

## Apprenticeships

### Apprenticeship in Business Administration

This Apprenticeship is about playing an important support role within a business or organisation by coordinating the day-to-day tasks and systems that help an office run smoothly.

#### What qualifications are available?

- Level 2 Apprenticeship in Business Administration plus a Level 2 Certificate in Principles of Business and Administration
- Level 3 Advanced Apprenticeship in Business Administration plus a Level 3 Certificate in Principles of Business and Administration

## Short Courses

### We offer a range of one-day programmes:

- Presentation skills
- Effective minute taking

- Customer service top tips
- Handling difficult customers
- Manage the manager
- One-to-one IT specific training

### In addition we also offer a wide range of Office IT skills:

- IT Users ECDL (Extra)-(ITQ2) Certificate Level 2
- Access 2007 Basic
- Access 2007 Intermediate
- Access 2007 Advanced
- Excel 2007 Basic
- Excel 2007 Intermediate
- Excel 2007 Advanced
- PowerPoint 2007 Basic
- PowerPoint 2007 Intermediate
- Word 2007 Basic
- Word 2007 Intermediate
- Microsoft Office 2007 Introduction

## Vocational Training

### Business Administration Levels 2, 3 and 4 (QCF)

NVQs in Business and Administration are appropriate for everyone from the entry level 'office junior' who is involved in routine activities through to the head of administration who may have strategic and managerial responsibilities.

## IT Users Certificate Level 2 and 3

Bury College Business Solutions is offering Level 2 and Level 3 ITQ qualifications, which on successful completion will provide you with a recognised qualification that demonstrates your IT competence. Training can be tailored to meet your individual needs and requirements and may be delivered in groups or individually. Funding may be available - please contact us for further details.

**Duration:** 6 months Level 2 and 9 months for Level 3



## Apprenticeships

### Apprenticeship in Children's Care, Learning and Development

Working with children can be one of the most fascinating jobs you can do. You will ensure children are looked after, nurtured, nourished and meet developmental milestones. The course covers topics including supporting children's physical development, preparing and maintaining reassuring environments for children, supporting children's play and communication skills, helping to keep children safe and keeping records and providing information to parents on their child's development.

#### What qualifications are available?

- Level 2 Apprenticeship in Children's Care, Learning and Development
- Level 3 Advanced Apprenticeship in Children's Care, Learning and Development

### Apprenticeship in Playwork

This work-based training programme combines employment with relevant on the job training. Completing an Apprenticeship will help learners gain the essential skills and experience employers want. The course covers a wide range of issues including playwork principles, creating play spaces and supporting play, health, safety and welfare, safeguarding and developing positive relationships.

There are currently two levels of Apprenticeships available at Bury College. Both levels provide the skills needed for a chosen career in playwork. Achieving a Level 2 Apprenticeship also allows the opportunity to progress onto an Advanced Apprenticeship. Delivery of the underpinning knowledge can be in the work place or at College.

#### What qualifications are available?

- Level 2 Apprenticeship in Playwork
- Level 3 Advanced Apprenticeships in Playwork

### Apprenticeship for Teaching Assistants

This Apprenticeship is ideal for anyone who works alongside the class teacher to support teaching and learning within schools. The course covers many aspects of being a Teaching Assistant including providing support for learning activities, contributing to positive relationships, supporting the development and effectiveness of work teams, helping to keep children safe and reflecting on and developing good practice.

#### What qualifications are available?

- Level 2 Apprenticeship for Teaching Assistants
- Level 3 Advanced Apprenticeship in Special Support for Teaching and Learning in Schools

## Short Courses

### Safeguarding Level 1

This course provides the knowledge and understanding required for safeguarding the welfare of young people in an early years setting. It addresses legislation, emergency procedures and responding to concerns about bullying or abuse.

**Duration:** 1 day or 3 hours over 2 sessions

### Safeguarding Level 2

This course is for those who have already completed a Level 1 course and need to gain an advanced knowledge of Child Protection, including working towards becoming a Designated Person or Child Protection Officer, manager or policy writer. This course is designed for individuals who work with children in either a paid or voluntary capacity. It relates to the issues surrounding safeguarding children by exploring the concepts of child vulnerability, child protection and significant harm; coupled with the individual and organisational responsibilities of protecting children from abuse.

**Duration:** 1 day or 3 hours over 2 sessions

### SENCO

This course provides learners with the knowledge and competence required to work as a special needs co-ordinator in an early years setting.

**Duration:** 9 hours

## Engaging Parents in Supporting their Child's Learning, Development and Behaviour

This course provides parents with strategies to promote the learning, development and behaviour of their children.

**Duration:** 3 hours per week for 15 weeks

## Creative Crafts for Nursery Art

This qualification provides opportunities to develop skills and techniques to support children in their creative activities.

**Duration:** 3 hours per week for 10 weeks

## Promoting Positive Behaviour and Responding to Challenging Behaviour

This course is designed to provide learners with the knowledge and skills required to promote positive behaviour in children and young people and to respond appropriately to incidences of challenging behaviour.

**Duration:** 3 hours for 6 weeks

## Transition to Playwork from Early Years

This qualification has been developed for early years practitioners who want to broaden their knowledge and work in play work settings.

**Duration:** 3 hours for 10 weeks

## An Introduction to an Early Years Setting

This course is suitable for parents and volunteers wishing to participate in an early years setting. Delegates will gain an understanding of childcare, the value of play, management and organisation in a early years setting and roles and responsibilities.

**Duration:** 2.5 hours for 20 weeks

## How to Set Up a Home Based Childcare Service

This course is for aspiring childminders and nannies. On completion they will gain an understanding of how to set up a home based childcare service. It covers legislation, marketing, financial planning, safeguarding, play, home based routines and supporting positive behaviour.

**Duration:** 3 hours for 8 weeks

## Paediatric First Aid

This course is aimed at individuals working with babies and young children and will provide learners with the relevant knowledge needed to look after and care for them. It is also suitable for individuals working towards an NVQ in Childcare and Education, teachers, au-pairs, playgroup staff and childminders. It is designed to equip candidates with relevant knowledge, along with confident coping strategies to deal with babies and young children.

**Duration:** 2 days or 4 evenings

## Vocational Training

### Foundation Degree in Early Years Childhood Studies

This course is essential for individuals currently working with young children in early years, or individuals with a substantial voluntary role in the sector. It will provide a strong foundation in the theories and background knowledge of early years. You will apply practical scenarios from your working life and use them to reflect on how you can improve the services you provide to children and families.

**Duration:** 2 years

## Vocational Training

### Foundation Degree for Teaching Assistants

This course is designed for those working or volunteering as a Teaching Assistant in schools. The course covers; planning, delivery and assessment of learning, theory and practice of learning, inclusive education, supporting language, literacy, science and numeracy. Teaching takes place through a mix of lectures, tutorials and work- based learning.

**Duration:** 3 years

### CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services

This qualification provides you with the skills and knowledge needed to manage, practice and lead others in children and young people's services or in adult health and social care provision. The course has six pathways depending on your job role. A wide range of topic areas are therefore covered including communication, safeguarding and equality and diversity. The content of these courses mirrors that on

the Apprenticeship programmes and therefore requires 12 hours voluntary work in an early years setting and weekly attendance at College for a 2 hour class.

### We also offer the following industry specific qualifications for full-time learners:

- Caring for Children CACHE Foundation Award Level 1
- CACHE Level 2 Diploma in Childcare and Education
- CACHE Level 3 Diploma in Childcare and Education

### For part-time learners who volunteer or work a limited number of hours in a childcare setting we offer:

- CACHE Level 2 Children and Young Peoples Workforce (Part-Time)
- CACHE Level 3 Children and Young Peoples Workforce (Part-Time)
- CACHE Level 2 Supporting Teaching and Learning in Schools (Part-time)
- CACHE Level 3 Supporting Teaching and Learning in Schools (Part-time)
- CACHE Level 2 Playwork (Part-time)



## Apprenticeships

### Apprenticeship in Construction

Construction is a multi-billion pound industry that develops and builds anything from housing estates to bridges. Few industries are as wide-ranging, or offer so many different career pathways and opportunities. Successful completion of the above will allow you to apply for the Construction Site Certification Scheme card (CSCS).

The course covers many aspects of Bricklaying including handling and storing of site materials, the setting out and construction of masonry structures, place and finish non-specialist concrete, repair and maintain masonry structures and domestic drainage.

#### What qualifications are available?

- NVQ Level 2 in Trowel Occupations (Construction) including a Technical Certificate in Bricklaying

#### You may also be interested in:

- NEBOSH National Certificate in Construction - please enquire for details
- Apprenticeship in Electrical Installation - **see page 18**



## Apprenticeships

### Apprenticeship in Creative and Media (Photography Assistant)

Learn core practical skills that will allow you to create a strong understanding of the world of commercial photography. You will be trained by industry professionals who have successful careers in their field and work within a dynamic and ever-changing industry.

The course covers many aspects of being a photography assistant within a wide range of routes such as portrait, product, lifestyle/fashion and architectural including preparing sets, how to compose, take and process photos including the use of software-based postproduction skills, manage files and libraries, copyright issues and intellectual property and setting up lighting and accessories.

#### What qualifications are available?

- Level 3 Advanced Apprenticeship in Digital Imaging – Photography Assistant

#### You may also be interested in:

- Apprenticeship in IT Professionals - **see page 30**

## Short Courses

We offer a range of one-day programmes:

- Adobe Photoshop
- Web Design
- Basic Digital Photography



Learn skills to provide excellent customer service. These can be applied to various job roles across many sectors including retail, government and financial services.

## Apprenticeships

### Apprenticeship in Customer Service

This Apprenticeship teaches you the skills to provide excellent customer service, and can be applied to hundreds of job roles across many different sectors. Customer service duties will vary between sectors, but in most cases you'll be making sure that customers are dealt with in a positive, reliable and pleasant way – for example by offering advice, answering questions or handling complaints.

The course covers developing customer relationships, resolving customer problems, delivering a reliable customer service and promoting additional products or services.

#### What qualifications are available?

- Level 2 Apprenticeship in Customer Service including Level 2 Technical Certificate in Customer Service
- Level 3 Advanced Apprenticeship in Customer Service including Level 3 Technical Certificate in Customer Service

### Apprenticeship in Contact Centre

The contact centre industry is one of the fastest growing in the UK. Contact Centre Apprentices could work for a number of businesses across a range of sectors. This Apprenticeship is ideal if you want to work in sales, information retrieval, or account management.

The course covers contact centre systems and technology, customer care, interpersonal and written communication, remote support for products or services, developing personal and organisational effectiveness and use of information technology.

#### What qualifications are available?

- Level 2 Apprenticeship in Contact Centre Operations

### Apprenticeship in Retail

Retail covers a host of businesses from market stalls and independent shops to national chains and large superstores. This Apprenticeship covers a range of skills that can be used across this vast sector. You could be assisting customers on the sales floor of a high street store handling purchases or you could be working in a specialist department. The course covers many aspects of retail including stock storage, management and order processing, preparing products for sale, visual merchandising and selling goods, customer services and developing and maintaining productive working relationships.

#### What qualifications are available?

- Level 2 Certificate/Diploma in Retail Skills

## Short Courses

### We offer a range of one-day programmes:

- Customer service top tips
- Handling difficult customers
- Going the extra mile
- Successful sales

## Vocational Training

### Level 2 Retail Skills

The level 2 qualification is suitable for people who carry out a range of retail activities. This qualification is competence based. This means that it is linked to the candidate's ability to competently perform a range of tasks connected with their work.

**Duration:** 6 months

#### Also available - please enquire:

- Level 2 Customer Service
- Level 3 Customer Service

**You may also be interested in our Management Courses - See page 33**

Gain an Electrical qualification with Bury College Business Solutions. Our courses will provide candidates with recognised qualifications that meet industry standards.

## Apprenticeships

### Apprenticeship in Electrical Installation

As an Electrical Installation Apprentice you will need a keen interest in technology, good analytical skills to work out what's causing a device to fail, and practical skills to fix it.

The course covers many aspects of Electrical Installation including electrical science and principles, diagnosing and correcting electrical faults, wiring systems and ensuring safe electrical site working.

#### What qualifications are available?

- Level 3 Advanced Apprenticeship in Electro Technical Services including Technical Certificates – City and Guilds Level 2 & 3 Certificate in Electro Technical Services

**You may also be interested in an Apprenticeship in Construction – See page 15**

## Short Courses

### Testing Responsibilities City & Guilds 2377 - 12 Inspection and Testing of Electrical Equipment

This course is for those wishing to undertake the practical inspection and testing of electrical equipment. Candidates will demonstrate knowledge of equipment construction, inspection, combined inspection and testing, the use of instruments and recording of data and equipment.

**Duration:** 1 day for 2 weeks

### Management Responsibilities City & Guilds 2377 – 11 Management of Electrical Equipment Maintenance

This essential training is aimed at experienced electricians and electrical engineers responsible for managing the inspection and testing of portable electrical appliances. Candidates will gain knowledge of law and legislation, in-service inspection and testing procedures, including documentation responsibilities and training.

**Duration:** 1 day for 2 weeks

### City & Guilds 2382 – 10 17th Edition Wiring Regulations (Full Course)

This qualification is aimed at practising electricians with relevant experience and is intended to ensure that they comply with the format, content and applications of the requirements for electrical installations. The qualification covers topics such as protection for safety, selection and erection of equipment, and inspection and testing to meet the standards of the IEE Wiring Regulations.

**Duration:** 1 evening for 10 weeks or 1 day for 5 weeks

### City & Guilds 2382 – 20 17th Edition Wiring Regulations (1 day update)

This course is for those who have already achieved City & Guilds 2381. Candidates who have not achieved the 16th edition related to BS 7671 since the 2001 edition will need to take the full 2382 - 10 qualification. Any learner who can demonstrate that they have a full formal City & Guilds qualification, which references BS 7671 since the 2001 edition, can access this update course.

**Duration:** 1 day

## City & Guilds 2391 - 10 Certificate for the Inspection and Testing of Electrical Installations

This course covers the theory and practice of the inspection, testing and certification of electrical installations. It is open to anyone that has a good working knowledge of BS 7671 and current practical experience of inspection and testing of low voltage installations. Topics include: statutory duties and safe working practices, requirements for inspection, testing and certification, inspection and testing, guidance and recommendations, demonstration of tests and hands-on experience.

The National Inspection Council for Electrical Installation Contracting (NICEIC) recommends that all Qualified Supervisors and Operatives that have direct responsibility for, or are involved in inspection and testing should gain the 2391 Certificate.

**Duration:** 1 day for 4 weeks or 1 evening for 8 weeks

## City & Guilds Level 3 Award in the Installation and Maintenance of Small Scale Solar Photovoltaic Systems

This qualification consists of an additional 4 units and is delivered in 3 days. These units include:

- The knowledge required to plan and prepare for, install and handover of grid connected solar photovoltaic systems.
- The occupational competence required to plan and prepare for, install and handover of grid connected solar photovoltaic systems.
- The knowledge required to inspect, service and maintain (including fault diagnosis and rectification) solar photovoltaic systems.
- The occupational competence required to inspect, service and maintain (including fault diagnosis and rectification) solar photovoltaic systems.

Learners must possess an N/SVQ 3 in Electrical Installation (Buildings and Structures) or equivalent earlier certification that provides evidence of competence. In addition, if not included in the above current certification: BS 7671: 2008 Requirements for Electrical Installations (17th Edition) Certification

**Duration:** 3 days

## City & Guilds Level 3 Award in Understanding the Fundamental Principles and Requirements of Environmental Technology Systems

This course consists of 1 unit and it will give attendees a fundamental knowledge of microrenewable energy and water conservation technologies.

**Duration:** 2 days



Are you aware that First Aid is a legal requirement for all employers? Bury College Business Solutions offers First Aid courses at a range of levels, providing learners with the practical skills and confidence required to deal with first aid emergencies. Our training courses are a combination of theoretical knowledge and practical sessions, providing each delegate with a well-balanced training experience written and designed to promote confidence.

## Which course is for me?

The HSE suggests the following numbers of First Aid personnel to be available at all times people are at work;

Occupational Area	Numbers employed at one location	Suggested number of first aiders	Suggested course
Low Hazard e.g. Office, Shops, Libraries	Less than 25	At least 1 appointed person	1 Day Basic First Aid
	25-50	1 trained first aider	3 Day First Aid at Work
	More than 50	1 additional first aider for every 100 employees	3 Day First Aid at Work
Higher Hazard e.g. Engineering, Construction, Warehousing	Less than 5	At least 1 appointed person	1 Day Basic First Aid
	5-50	1 trained first aider	3 Day First Aid at Work
	More than 50	1 additional first aider for every 100 employees	3 Day First Aid at Work

## Short Courses

### Basic First Aid College Certificate

This course is aimed at individuals who want to develop their skills in basic first aid. Successful completion will help candidates to understand the role of the first aider, assess emergency situations and administer appropriate first aid.

**Duration:** 1 day

### First Aid at Work HSE

Why not include First Aid in your business planning for the year ahead? On completion of training, successful candidates should be able to administer emergency first aid to a casualty. Candidates should also recognise the presence of major illness and provide appropriate first aid e.g. perform the recovery position. This qualification will also enable individuals to perform Cardio Pulmonary Resuscitation (CPR) as necessary.

**Duration:** 1 day for 3 weeks or 3 consecutive days

### Paediatric First Aid College Certificate

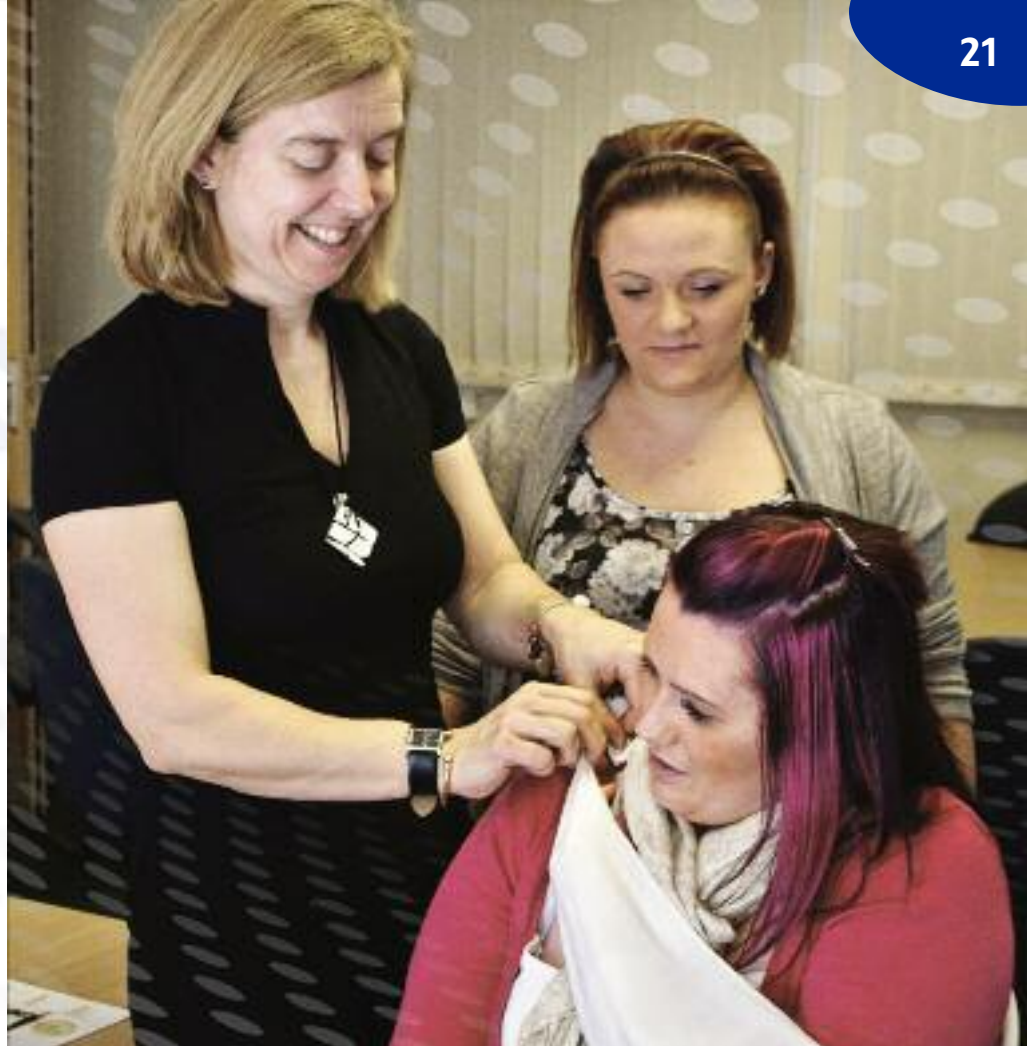
This course is designed to equip candidates with the relevant knowledge needed to look after and care for babies and young children. Once achieved this certificate is valid for three years. Topics include: special needs of infants and children, behavioural characteristics, guidelines on seeking medical aid, preventing disease transition during and after an emergency, primary assessment, bleeding/wounds, choking and burns.

**Duration:** 1 day for 2 weeks

## First Aid at Work Refresher HSE

This course offers a refresher of all subjects taught on the 3 day statutory First Aid course. It is aimed at First Aiders who are within 3 months of expiry of their First Aid at work certificate.

**Duration:** 2 days



# Hair and Beauty

The Hair and Beauty sector is competitive and driven by changing fashion and advances in technology. Client expectations are high for the latest trend and cutting edge styles. Bury College Business Solutions has an extensive range of Apprenticeships and Short Courses to ensure your employees are equipped with the skills and training they need for your salon to stand out from the rest.

## Apprenticeships

### Apprenticeship in Hairdressing

The Level 2 Apprenticeship covers all the basics of Hairdressing. Advanced Apprentices take their learning a step further by developing their cutting and colouring skills so they can carry out all the latest fashion techniques.

#### What qualifications are available?

- Level 2 Apprenticeship in Hairdressing
- Level 3 Advanced Apprenticeship in Hairdressing

### Apprenticeship in Barbering

Are your stylists interested in developing unique skills and creating new trends in male hairdressing? Bury College has launched a brand new Barbering

Apprenticeship. This Apprenticeship is designed to complement the Level 2 Hairdressing qualification. If you have a member of staff who is qualified to a Level 2 in Hairdressing, we can offer them the opportunity to up-skill with a Level 2 qualification in Barbering in just 4-6 months. This can be delivered in the workplace, offering minimal disruption.

#### What qualifications are available?

- Level 2 Apprenticeship in Barbering

### Apprenticeship in Beauty Therapy

This Apprenticeship is aimed at employees who have completed Beauty Therapy at Level 2 and have a desire to work within the Beauty Therapy industry at a higher level.

#### What qualifications are available?

- Level 3 Advanced Apprenticeship in Beauty Therapy

### Apprenticeship in Nail Services

This Apprenticeship covers a range of creative skills used in Nail Services, such as cleaning, decorating, extending and pampering nails.

#### What qualifications are available?

- Level 2 Apprenticeship in Nail Services
- Level 3 Advanced Apprenticeship in Nail Services

## Short Courses

### Creative Long Hair Design College Certificate

A short one day course to develop your creative long hair skills. The course will include current commercial looks and also creative fashion designs using innovative techniques. The course is taught by a long hair specialist with vast salon and stage experience. You will need a minimum of Level 2 Hairdressing or at least two years industry experience. Grips, pins, pads, etc will be provided. You may need to bring basic equipment and provide your own model.

**Duration:** 1 day

### Gents Creative Hair Design College Certificate

This course is designed to develop your artistic cutting skills, increase salon business and offer clients innovative hair designs. A minimum of Level 2 Hairdressing/Barbering or at least two years industry experience is required. Doodle design clippers and cut throat razors will be provided. You may need to bring basic equipment and provide your own model.

**Duration:** 1 day

## Brazilian Blow Dry College Certificate

A short one day course to develop your styling skills, increase salon business and offer clients the Brazilian Blow Dry experience. The course will include knowledge and understanding of the Brazilian Blow Dry keratin smoothing system, demonstration of technique and use of the system. A minimum of Level 2 Hairdressing or at least two years industry experience is required. You may need to bring basic equipment and provide your own model.

**Duration:** 1 day

## Introduction to Micro-dermabrasion College Certificate

A one day course to introduce the principles of the micro-dermabrasion technique as a mechanical exfoliating or skin peeling facial and body service. This course is aimed at qualified beauty therapists.

**Duration:** 1 day

## Level 3 Award in Micro-dermabrasion City & Guilds

This course will develop your knowledge of the principles of micro-dermabrasion techniques as a mechanical exfoliating or skin peeling facial and body service and is aimed at beauty therapists.

**Duration:** 3 hours over 4 weeks

## Introduction to Body Massage College Certificate

This course is aimed at anyone who has an interest in body massage and would like to develop some basic skills. The course will include theory of body massage techniques and practical application of the skills.

**Duration:** 1 day

## Level 3 Award Body Massage College Certificate

This course is designed to develop your body massage skills. The course will include theory of body massage techniques and practical application of the skills.

**Duration:** 3 hours over 14 weeks

## Level 3 Award in Permanent Lashes City & Guilds

This course will provide qualified beauty therapists with the opportunity to develop skills and knowledge with the application of permanent individual lashes. The day will consist of the theory of application and then a practical session and is aimed at qualified beauty therapists

**Duration:** 3 hours over 3 weeks

## Introduction to Indian Head Massage College Certificate

This course is suitable for hairdressers, beauty therapists and complementary therapists.

**Duration:** 1 day

## Level 3 Award in Indian Head Massage City & Guilds

This course is designed to develop massage skills for use on the head, neck, shoulder and upper arm and is suitable for hairdressers, beauty therapists and complementary therapists.

**Duration:** 3 hours over 8 weeks

## Introduction to Stone Therapy College Certificate

This course will introduce you to the use of stone therapy within beauty and complementary therapy treatments. The course covers the use of hot and cold stone therapy techniques in theory and practice. With further study, there is the potential to achieve a Level 3 Award in Stone Therapy. This course is suitable for Level 2 students and qualified beauty and complementary therapists.

**Duration:** 1 day

## Level 3 Award in Stone Therapy City & Guilds

This course will introduce you to the use of stone therapy within beauty and complementary therapy treatments. The course covers the use of hot and cold stone therapy techniques in theory and practice. The course is suitable for Level 3 students and qualified beauty and complementary therapists.

**Duration:** 3 hours over 4 weeks



## Apprenticeships

### Apprenticeship in Health and Social Care

Health and Social Care is a vast service sector. It is essential for effective care delivery that workers across the sector keep their knowledge and skills up to date, and remain motivated in their roles. The courses cover many aspects of Health and Social Care including communication, the role of the social care worker, implementing person-centred approaches in health and social care and safeguarding.

#### What qualifications are available?

- Apprenticeship Level 2 in Health and Social Care
- Advanced Apprenticeship Level 3 in Health and Social Care

## Vocational Training

### Also available - please enquire:

- Level 2 Health and Social Care
- Level 3 Health and Social Care

**You may also be interested in CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services**

**Please see page 14 for details**

## Short Courses

### We offer a range of one-day programmes:

- Deaf Awareness
- Safeguarding
- Dementia Training
- Manual Handling
- Infection Control
- Healthy Foods
- Special Diets
- Kosher Foods



Ensure your staff receive fundamental food hygiene training with one of our Food and Drink courses. Awarded by the Chartered Institute of Environmental Health (CIEH) or the British Institute of Inn-keeping Awarding Body (BIAB), our qualifications are recognised by the food and drink sector, providing individuals with essential skills required for the industry.

## Apprenticeships

### Apprenticeship in Catering and Hospitality

If you are practical, creative and socially outgoing with a passion for food, working within the fast paced catering and hospitality industry could be the ideal career for you. The course covers many aspects of Catering and Hospitality including food hygiene and health and safety, working within various sections of a professional kitchen, preparation of starters, main courses and desserts, serving food and drink in a professional restaurant, instruction in customer care.

#### What qualifications are available?

- Apprenticeship Level 2 in Catering and Hospitality
- Advanced Apprenticeship Level 3 in Catering and Hospitality

### Apprenticeship in Cleaning and Support Skills

Cleaning and caretaking is an essential role for any business. Improve your skills in the latest cleaning techniques with the Bury College Cleaning and Support Skills Apprenticeship. The course covers cleaning washrooms and replenishing supplies, cleaning, maintaining and protecting semi-hard and hard floors, cleaning and maintaining soft floors and furnishings, cleaning high risk areas, deep cleaning equipment and surfaces and carrying out maintenance and minor repairs.

#### What qualifications are available?

- Level 2 Apprenticeship in Cleaning and Support Skills

## Short Courses

### Food Safety in Catering Level 2 CIEH

The Level 2 Food Safety qualification is designed for anyone working in a catering, manufacturing or retail environment where food is prepared, cooked and handled. Procedures and skills gained on this course will be of use in the workplace and at home.

**Duration:** 1 day or 1 evening for 2 weeks

### Award for Personal Licence Holders (APLH Level 2)

This qualification is compulsory for individuals who are planning to enter the licenced retail sector. The course is awarded by the BIAB, a professional body for the licenced retail sector. Topics include: Roles, legal responsibilities and functions of licencing authorities, the application process, the content and purpose of operating schedules, the rule and duties of the designated premises supervisor, the specific prohibitions for the sale of alcohol, the strengths of alcoholic drinks.

**Duration:** 1 day



Ensure your staff receive fundamental food hygiene training with one of our Food and Drink courses. Awarded by the Chartered Institute of Environmental Health (CIEH) or the British Institute of Inn-keeping Awarding Body (BIAB), our qualifications are recognised by the food and drink sector, providing individuals with essential skills required for the industry.

## Which course is for me?

Whether you are an operative, supervisor, someone with health and safety as part of your role or a health and safety manager looking to develop your career, we have a course to suit your training requirements.

	Job Role			
	Director	Management	Supervisor	Operative
<b>NEBOSH/IOSH Accredited Courses</b>				
NEBOSH National General Certificate	✓	✓		
NEBOSH National Certificate in Construction Health & Safety	✓	✓		
IOSH Managing Safety		✓	✓	
IOSH Working Safely				✓
<b>Risk Assessment Training</b>				
Risk Assessment			✓	✓
Basic Fire Awareness			✓	✓
The Control of Substances Hazardous Health		✓	✓	✓
<b>Moving and Handling</b>				
Manual Handling			✓	✓
<b>Management of Occupational Health &amp; Safety</b>				
Behavioural Safety Culture	✓	✓	✓	✓
Accident Investigation		✓	✓	
CIEH Level 2 Health & Safety				✓
<b>First Aid</b>				
Paediatric First Aid		✓	✓	✓
First Aid Awareness			✓	✓
HSE First Aid at Work			✓	✓

## Short Courses

### IOSH Managing Safely

The IOSH Managing Safely course is aimed at individuals who are required to manage safely and effectively in compliance with both their organisation's policy and best practice in health and safety. Topics include; understanding your legal responsibilities and health and safety management systems, the ability to carry out practical risk assessments and identify key legal requirements for health and safety, knowledge of the process and benefits of investigating accidents, ability to prepare a business case for managing safely.

**Duration:** 4 days

### IOSH Managing Safely - Re-certification

Ever-changing legislation increases the need for renewing the IOSH Managing Safely certification every three years. This course is designed for all those whose IOSH Managing Safely qualification is now due for renewal. Delegates will benefit from an update in legislation, reinforcement of key messages and additional topics.

**Duration:** 1 day

### NEBOSH National General Certificate in Occupational Safety and Health

The NEBOSH National General Certificate is the most widely held health and safety qualification in the UK. It helps managers, supervisors and employees from all types of organisations gain a broad understanding of key health and safety issues. Many people undertake this qualification as a first step in a career in health and safety as it provides a valuable overview and sound basis for further professional study. The NEBOSH Certificate enables the holder to apply for membership of the Institution of Occupational Safety and Health (IOSH) at Technician level (Tech IOSH).

The syllabus has three units, each of which is assessed separately:

NGC1 Management of Health and Safety  
NGC2 Controlling Workplace Hazards  
NGC3 Health and Safety Practical Application

**Duration:** 5 days NGC1 and 6 Days NGC2 and NGC3

### NEBOSH National Certificate in Construction Health and Safety

This course is ideal if you have construction management responsibilities and for those who are required to provide routine, day-to-day advice on health, safety and welfare in construction work. Those concerned with the management of buildings, facilities managers, CDM coordinators or those who need

to ensure that contractors are working safely would also benefit.

If you've already passed NGC1 you can enter the three-week construction course (above) in its second week and convert your result into a NEBOSH National Certificate in Construction Health and Safety. The syllabus has three units covering general health and safety issues within the construction environment as well as specific construction industry issues.

**Duration:** 7 days for NGC2 and NGC3

### Basic Fire Awareness

This course will provide employees with the necessary basic understanding of fire and fire procedures to assist the organisation with its legal obligations. The course is designed to provide a very cost effective way of training your staff with the minimum disruption to your work. This course meets the minimum requirements under the Regulatory Reform Order. Topics include, fire procedures in the workplace, responding to the fire alarm, responding to an outbreak of fire.

**Duration:** 3 hours

### Introduction to COSHH

This course will give delegates an understanding and introduction to the Control of Substances Hazardous to Health Regulations. Delegates will learn how to undertake and record a COSHH assessment and identify the actions required when dealing with hazardous substances.

**Duration:** 3 hours

## Manual Handling

If you are a supervisor or manager, this course is designed to get you up to speed on the practical action needed to handle health and safety in your team: Topics include: Assessing and controlling risk, identifying hazards, investigating accidents, understanding your responsibilities, measuring performance and protecting the environment.

**Duration:** 3 hours

## Health & Safety in the Workplace Level 2 CIEH

This course is designed to ensure employees are aware of their own safety and the safety of other individuals in the workplace. The qualification will therefore benefit anyone in a work environment. Successful completion will provide learners with knowledge in the following areas; legislation, health, safety, welfare, risk assessment, manual handling, hazardous substances, ergonomics and workstation design, transport and vehicles, and noise and vibration.

**Duration:** 1 day

## Risk Assessment

Risk assessments form the lynchpin of health and safety management and this course puts the emphasis on practical exercises, meaning that delegates will leave with the ability to perform risk assessments in their own organisations. The learning outcomes include:

an understanding of the practical application of risk assessment techniques, hazard identification techniques and the ability to categorise and evaluate risk, an understanding of the requirements for monitoring and reviewing risk assessments, a thorough understanding of the specific requirements of lone, pregnant and young workers.

**Duration:** 3 hours

## Behavioural Safety

This course will provide delegates with practical guidance on instigating a sustainable change in workplace behaviour. Those seeking to gain a clear and practical understanding of how effective behaviour change can be achieved to promote a positive health and safety culture would benefit from this short course.

**Duration:** 3 hours

## Accident Investigation

Effective accident investigation is not only a moral and legal duty, it also represents sound commercial sense, as identifying and addressing the root causes of accidents guards against future incidents. The learning outcomes include: A broad understanding of accident investigation, readily applicable accident investigation procedures, how to collect, analyse and communicate data, a robust understanding of RIDDOR, an understanding of strategies to ensure the organisation learns from safety failure.

**Duration:** 3 hours



# Information Technology

We have a wide range of courses on offer to help you gain knowledge that will be useful both at work and at home.

## Apprenticeships

### Apprenticeship for IT Users

This Apprenticeship is designed to help and support you in a role where you are required to use IT intensively. The course covers use of IT systems, using IT to exchange information, operating a computer, word processing software and spreadsheet software.

#### What qualifications are available?

- Level 2 Apprenticeship for IT Users
- Level 3 Advanced Apprenticeship for IT Users

### Apprenticeship in IT Professionals

This Apprenticeship is ideal if you are interested in IT hardware systems. It includes all aspects of support, fault finding, configuration, repair and introductory networking. The course covers basic computer hardware, installation of hardware components, installation of software, hardware maintenance and networking.

#### What qualifications are available?

- Level 2 Apprenticeship in ICT Professional Competence plus Technical Certificate Award in ICT Systems and Principles for Apprentices

- Level 3 Advanced Apprenticeship in ICT Professional Competence plus Technical Certificate Award in ICT Systems and Principles for Advanced Apprentices.

## Short Courses

### ECDL (Part 1 Essentials) ECDL (Part 2 Extras)

ECDL is a Europe-wide qualification that enables individuals to demonstrate their IT competencies at work. The course is designed to cover the key concept of computing and its applications, the use of IT in the workplace and in society in general. It is broken down into seven units, covering various aspects of Microsoft.

**Duration:** 1 eve for 35 weeks

### Beginners Computing

This course is designed to enable individuals to gain a basic understanding of how to use a computer. The qualification is flexible and allows you to demonstrate your knowledge using a wide range of computer software packages.

**Duration:** 1 eve for 5 weeks

#### Also available - please enquire:

- One-to-one IT training

## Vocational Training

### ITQ Qualifications

Bury College Business Solutions is also offering Level 1, Level 2 and Level 3 ITQ qualifications, which on successful completion will provide you with a recognised qualification that demonstrates your IT competence. Training can be tailored to meet your individual needs and requirements and may be delivered in groups or individually. Funding may be available - please contact us for further details.

**Duration:** 6 months Level 2 and 9 months for Level 3

**You may also be interested in our range of Office & IT Courses - See page 11**



Did you know that only 6% of the World's population are English native speakers and that 75% speak no English at all? Bury College Business Solutions offers a wide range of courses giving you the skills you need to communicate with people from other cultures around the world.

## Short Courses

### Spanish for Beginners College Certificate

Broaden your horizons by learning another language. Join our Spanish language course and learn topics such as basic greetings, food, personal details, directions and much more.

**Duration:** 1 eve for 8 weeks

### Spanish Intermediate College Certificate

If you already have a Level 1 Spanish qualification and are able to take part in simple conversations on familiar topics, this course will help you improve your fluency in the language. You will extend your Spanish vocabulary and learn how to talk, read and write about past incidents and future intentions.

**Duration:** 1 eve for 8 weeks

**In addition to the above we also offer a language course in Urdu – please enquire.**

### Customised Courses

We can customise any of our language courses to meet your specific requirements.

### One-to-One Tuition

This method of teaching is suitable if you have little time to study and need to make the most of your lessons with a tutor.

### Conversation Courses

This course is aimed at individuals who already understand a foreign language and want to improve their speaking skills. We offer beginner and advanced level courses. To book onto these courses an interview is required and you must have a GCSE qualification or equivalent.

### Basic Sign Language College Certificate

Sign language is a visual means of communication that uses gestures, facial expression and body language. Our courses teach British Sign Language (BSL). BSL is the first or preferred language of an estimated 70,000 deaf people in the UK.

The course has been designed for beginners to become deaf aware and acquire the basic ability to communicate with deaf people in a variety of situations. Topics include: Deaf people and the community, communication methods used by deaf people, communication with a deaf person, hobbies and interests, sport, towns and cities and holidays.

**Duration:** 1 evening for 7 weeks

### Intermediate Sign Language College Certificate

**Duration:** 1 evening for 7 weeks



# Manufacturing

## Apprenticeships

### Apprenticeship in Manufacturing

An Apprenticeship in Performing Manufacturing Operations demonstrates your knowledge of the manufacturing industry and processes, and gives you the tools to advance your manufacturing career.

#### What qualifications are available?

- NVQ Level 2 in Performing Manufacturing Operations

## Vocational Training

### Performing Manufacturing Operations (PMO) Level 2

NVQ Level 2 learners are able to demonstrate their skills in areas such as organising their own work and controlling manufacturing operations. To complete this level, learners must successfully achieve 2 mandatory units and 4 optional units.

**Duration:** Please enquire

### Level 2 Certificate Proficiency in Food Industry Skills

This is a nationally recognised qualification that reflects best practice in the workplace. It will provide staff with a qualification that demonstrates that they are able to work to a set of national standards. The programme reflects 'best practice' and is based on the national occupational standards written as units of competence. By staff completing this programme it shows a commitment to quality and investment in staff by the company and enables employees to gain a nationally recognised qualification.

**Duration:** Please enquire

### Business Improvement Techniques (BIT) Level 2 and 3

Business Improvement Techniques (BIT) is a work-based competency qualification. The main objective of the qualification is to improve business performance, with a central theme throughout of improving business activity by continuous improvement. This enables companies and organisations to reduce their waste/costs, improve their productivity and ultimately increase their competitiveness.

The Level 2 award has been designed for people who are involved in business improvement within a team, or new employees who have undertaken some business improvement training and are now acquiring experience within a team and wish to demonstrate their competencies for assessment purposes.

The Level 3 award has been designed for people who are employed as supervisors, team leaders or facilitators and are responsible for carrying out business improvement activities.

**Duration:** Please enquire



Successful business today depends on the effectiveness of its leaders and managers. Efficient managers benefit their business by retaining a motivated, performing workforce, improving productivity and gaining a competitive advantage.

## Apprenticeships

### Apprenticeship in Management

On the Advanced Apprenticeship in Management, you'll be able to understand the theories of management and how to source, understand, present and explain work related figures and calculations. The course covers; selecting objective and providing support for team members, implementing changes, managing conflict in a team, leading and managing a team.

#### What qualifications are available?

- NVQ Level 3 Advanced Apprenticeship in Management

### Apprenticeship in Team Leading

This Apprenticeship can be applied across a broad range of sectors and job roles. Team Leaders are essential to the success of any business, so the skills gained on this Apprenticeship are transferable and valuable.

On your Apprenticeship in Team Leading, you'll learn the theories of team leading and how business works. You'll manage your own workload; lead others; work effectively with other people and learn how to get your point across through talking and discussion with others. The course covers managing resources, providing leadership, plan, allocate and monitor work of a team, resolving customer problems and conflict in a team and supporting service improvements.

#### What qualifications are available?

- NVQ Level 2 Apprenticeship in Team Leading plus a Level 2 Certificate in Team Leading principles.

## Short Courses

### Essential Management

This workshop is for new managers or those with limited experience to develop new skills to manage a team more effectively. This workshop aims to provide you with an overview of essential management skills needed to lead teams to success. It will provide new and existing team leaders with ideas to develop their current motivation and negotiation skills.

**Duration:** 6 hours

### Managing Tasks and Maximising Results

This workshop is designed to help you develop your skills in time management to achieve more effective results in less time. It will provide you with the

skills to increase work effectiveness and productivity, achieve greater control of your daily activities and overcome stress.

**Duration:** 3 hours

### Effective Communication Skills

The workshop will help you to raise self-awareness and improve your communication skills. Candidates will learn to identify their own individual style, learn how to adapt it to different situations and how to listen effectively to build rapport.

**Duration:** 3 hours

### Impact of Body Language

Body language awareness can provide you with an edge when negotiating. If you can read key signs from the people you are dealing with, you can discover things that can help you reach a better deal.

**Duration:** 3 hours

### Positive Impressions

In today's competitive business world it is more important than ever for people and companies to make a positive impression. Whether it's for interviews, presentations or managers; creating a positive impression is important for you and businesses. This workshop can help you understand the impact of image as a communication tool and understand the impact that personal image has in the workplace.

**Duration:** 3 hours

## Managing Change

This workshop will help you identify key priorities and develop your skills to initiate and manage that change. You will also gain an understanding of the change process and people's emotional reactions to it, develop coping strategies for yourself and others and learn best practice for leading teams through change.

**Duration:** 3 hours

## Assertion without Aggression

Some colleagues and people we meet at work and in everyday life are impatient, rude, stressed, de-motivating, and often just unaware of how their behaviour impacts on others. Participants learn exceptional skills to deal with difficult people in a direct but non-confrontational way.

**Duration:** 3 hours

## Attracting and Recruiting the Right Staff

Recruitment can be a costly exercise for any business and an important function for any manager. This workshop introduces the key stages of recruitment, enabling a consistent, fair and systematic approach. It also covers how to attract the correct candidate, where to advertise and what to say in adverts.

**Duration:** 3 hours

## Influencing & Persuading

This course enables delegates to work through practical strategies and tactics to deal with the communication challenges of their job role. This course can benefit you by developing your assertiveness, confidence, influencing and persuasion skills. Delegates attending have improved their self esteem and gained the confidence to address vital communication issues.

**Duration:** 3 hours

## Vocational Training

### ILM Level 2 Award in Team Leading

This ILM accredited course takes place one day a week over five weeks and is aimed at practising or aspiring team leaders. It is designed to cover the basic knowledge of the various responsibilities and functions of a team leader and the limits of their authority and accountability. It is assessed via assignments and observation.

#### The course includes the following units:

- Develop yourself as a team leader
- Managing yourself
- Workplace communication
- Briefing the work team

**Duration:** 5 days

## NVQ Certificate Level 2 in Team Leading

This qualification is assessed in the workplace and covers the fundamentals of team leading in a practical setting. It is suitable for people who are entering management or who have the ability and the opportunity to demonstrate recognisable management skills, for example, organising and communicating information, working with others and leading teams.

Team leaders must be responsible for the work output of a team and are required to plan the work of team members, provide feedback to team members, identify, report and reduce risks to safety, work effectively with both those inside and outside their team and organise and lead team briefings.

The course includes mandatory units (listed below):

- Manage your own resources
- Provide leadership for your team
- Develop productive working relationships with colleagues
- Ensure your own actions reduce risks to health and safety

Optional units available

**Duration:** Flexible - up to 6 months

## ILM Level 3 Award in First Line Management

The Award is a concise qualification which gives an introduction to the basic skills, knowledge and understanding required by today's first line manager. The mandatory unit 'Solving Problems and Making Decisions' is designed to develop practical techniques for tackling managerial problems and making decisions from gathering and interpreting information through to the effective communication of outcomes.

**Duration:** 3 hours over 10 weeks

## ILM Level 3 Certificate in First Line Management

The Certificate provides a more comprehensive programme that builds and broadens the skills and knowledge gained in the Award (please note candidates may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here organisational change is explored, providing participants with a deeper understanding of this critical workplace issue and providing them with the tools to plan for and deal with organisational upheaval. The crucial skill of time management is also explored in the fourth mandatory unit for the Certificate.

**Duration:** 3 hours over 20 weeks

## Vocational Training

### NVQ Level 3 in Management

The NVQ Level 3 in Management is assessed in the workplace and is suitable for existing and developing managers. It will help to build skills in a variety of management areas and is broadly aimed at first line managers who are responsible for the control of activities and work output of small teams. The qualification is intended to be one stage in a progression to leading in first line, middle and senior management. The course includes mandatory units (listed below):

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

Optional units available

**Duration:** Flexible - up to 9 months

### ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers

A concise qualification made up of three mandatory units which introduce the key aspects of coaching in the workplace.

**Duration:** 3 hours over 8 weeks

### ILM Level 3 Award in Leadership and Management Skills

The ILM Award in Leadership and Management Skills is a concise qualification consisting of three mandatory units. Learners are taken through problem solving and decision making techniques in the first unit, explore leadership styles in the second unit, and finally in the third unit of this qualification learners look at motivating and developing teams.

**Duration:** 3 hours for 10 weeks

### ILM Level 3 Certificate in Leadership and Management Skills

The Certificate in Leadership and Management Skills builds and broadens the understanding gained in the Award (please note learners may join the Certificate directly and are not required to undertake the Award as prerequisite). Here, learners take the same three mandatory units as in the Award then complete three optional units from a wide selection. From 'Writing for business' to 'Working with costs and budgets' the Certificate in Leadership and Management Skills can be fully tailored to meet the varying needs of learners across all employment sectors.

**Duration:** 3 hours for 10 weeks

## ILM Level 4 Award in Leadership and Management Skills

A concise qualification that has been designed to provide practising or aspiring middle managers with a solid foundation for their formal development. The course is made up of two mandatory units: Understanding the management role and developing management skills. Topics will cover core research, analysis and group work skills, which are essential to learners' job roles.

Please note funding may be available.

**Duration:** 3 hours over 10 weeks

## ILM Level 4 Certificate in Leadership and Management Skills

The ILM Level 4 Certificate in Leadership and Management Skills is made up of four mandatory units, totalling fourteen credits, plus eight credits from a wide choice of optional units. The mandatory units concentrate on understanding leadership and the management role, plus planning and developing leadership through practical activities. Optional units allow candidates to concentrate on those skills most relevant to their development needs and include: Delegating authority in the workplace and managing meetings.

**Duration:** 3 hours over 10 weeks

## NVQ Level 4 in Management

The NVQ Level 4 in Management is suitable for middle managers with operational responsibilities. It is aimed at those individuals who not only have responsibility for staff, but may also have a degree of responsibility for the organisation.

The course includes mandatory units (listed below) plus optional units:

- Manage your own resources and professional development
- Provide leadership in your area of responsibility
- Allocate and monitor the progress and quality of work in your area of responsibility
- Ensure health and safety requirements are met in your area of responsibility

**Duration:** 12 months

## NVQ Level 4 Diploma in Customer Service

This qualification is aimed at candidates working in a senior role within an organisation that treats customer service as a priority. It is suitable for people who have a role that is clearly linked to customer service or have a general management role that includes aspects of customer service. Units include, Demonstrate understanding of customer service management, follow organisational rules, legislation and external regulation when managing customer service.

**Duration:** 12 months

## NVQ Business Administration Level 4 Diploma

The Level 4 qualification is intended for individuals who are working at a senior level with considerable responsibility for the management of systems and resources, working with an extensive degree of autonomy. The individual's role will involve developing and monitoring facilities and resources to maintain an administrative service within the organisation. Their duties will include: managing an office facility, managing contracts, negotiating and agreeing budgets, monitoring and reviewing the implementation of corporate objectives, strategies and policies, informing and facilitating corporate decision making, creating and managing information systems, chairing meetings. This qualification is very flexible in its structure enabling the organisation and individual to choose the optional units which best suit their work situation and job role.

**Duration:** 12 months

## ILM Level 5 Certificate in Coaching and Mentoring in Management

The ILM Level 5 Certificate in Coaching and Mentoring in Management aims to provide practising managers with the knowledge, skills and confidence to perform effectively as coaches or mentors as part of their normal work role. The qualification is made up of three mandatory units which enable participants to

understand, develop and demonstrate knowledge and skills in the workplace, as well as coaching and mentoring.

**Duration:** 8 weeks

## ILM Level 5 Award in Leadership and Management Skills

The ILM Level 5 Award in Leadership and Management Skills has been designed to give practising or aspiring middle managers a solid foundation for their formal development in this role.

This is a concise qualification made up of two mandatory units: In the first unit, understanding the management role, participants explore the nature of the middle management role and critically evaluate their own managerial ability. In the second mandatory unit, participants will assess their leadership capability and performance, explore leadership styles within their organisation, the commitment and motivation of their teams and their own ability to motivate teams to meet organisational goals.

**Duration:** 10 weeks

## ILM Level 5 Certificate in Leadership and Management Skills

The ILM Level 5 Certificate builds on the leadership and management skills gained in the Award through a choice of additional units covering a variety of leadership and management topics. (Please note participants are not required to undertake the Award as a prerequisite and may join the Certificate directly). From 'Developing the manager as a critical thinker' to 'Making professional presentations' the Certificate in Leadership and Management Skills can be tailored to meet the varying needs of participants across all employment sectors.

**Duration:** 3 hours over 20 weeks

## ILM Level 5 Award in Management

The ILM Level 5 Award in Management is a concise qualification designed to develop basic middle management skills and knowledge. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The final element of the unit explores the evaluation of personal development opportunities.

**Duration:** 3 hours over 12 weeks

## ILM Level 5 Certificate in Management

The ILM Level 5 Certificate in Management builds on and broadens the areas covered in the Award in a flexible and practical way (please note learners may join the Certificate directly and are not required to undertake the Award as a prerequisite). Here, managing improvement is explored, both in terms of organisational and personal improvement. 'Developing the reflective manager' concentrates on the analysis of personal strengths and weakness and how to work through problems using creative techniques. The crucial skill of 'making a financial case' is also explored in the fourth mandatory unit for the Certificate.

**Duration:** 3 hours over 20 weeks

## University Courses

Bury College has for many years offered a wide range of full-time and part-time university qualifications. Our university courses are practically based and designed to meet the varying needs of employers and learners alike.

University courses are delivered in partnership with the University of Bolton and offer excellent progression routes onto full degrees or higher professional qualifications.

## HNC in Business

The HNC in Business Studies is a practical and vocational course that can provide you with the basis for your career development in the business world. On successful completion of the course you may progress to further study at degree level. You will learn about key aspects of business including finance, operations and IT, using real business problems and case studies. You will also have the opportunity to study specific business sectors such as marketing, human resources, planning, organisation and employee relations.

**Duration:** 2 years

## Foundation Degree in Business Management (FdA)

This course prepares you for a career in the business sector or support your development if you already work in a business environment. This practical course provides you with the applied skills and knowledge in a range of business management areas including marketing, finance, managing people and organisational behaviour. A placement is a required part of the course and the College can help you find an appropriate placement, if you require assistance.

**Duration:** 2 years

## CIPD Leadership & Management

This course is designed for practising or aspiring HR professionals and those wanting to pursue a career in Human Resource Management. The qualification is a component part of the CIPD Professional Development Scheme.

**Duration:** 12 months

## Graduate Certificate in Learning and Development Practice

This course is aimed at individuals involved in learning and development in organisations, those working as independent trainers and training administrators. It is also suitable for managers with responsibility for learning and development and those who are completely new to, or aspiring to, a career in learning and development.

**Duration:** 12 months

## Certificate in Human Resource Practice

The Certificate in Human Resource Practice is a Level 3 qualification and is the foundation course in the CIPD's library of HR qualifications. This course is the starting point if you want to develop your skills, knowledge and career in HR.

**Duration:** 12 months

## Graduate Certificate in Human Resource Management

The Graduate Certificate in Human Resource Management is for undergraduate students and replaces the CIPD Leadership and Management. It is a degree level qualification (Level 6) run in partnership with the University of Salford. The course offers practical knowledge, which will give you the skills to meet the academic rigour of the HR profession in the 21st century. In recognition of this, successful students are invited to a graduation event.

**Duration:** 12 months



## Apprenticeships

### Apprenticeship in Oral Healthcare (Dental Nursing)

Dental Nurses must be registered with the General Dental Council. An Advanced Oral Healthcare Apprenticeship is equivalent to the National Examining Board for Dental Nurses (NEBDN) certification and offers you the opportunity to gain experience and a nationally recognised qualification that meets the requirements of the General Dental Council. The course covers contributing to the production of dental images and providing chairside support during:

- assessment of patient's oral health
- conservation treatment
- endodontics
- extractions and minor oral surgery
- prosthetic treatment

#### What qualifications are available?

- Advanced Apprenticeship Diploma in Dental Nursing Level 3

## Vocational Training

### Certificate in Oral Health Education

This course is work based and suitable for qualified dental nurses who work within a dental practice and

have full support from their employer. It enables qualified dental nurses to provide oral health and diet advice to patients under supervision of a dental surgeon.

**Duration:** 2 hours over 17 weeks



## Apprenticeships

### Apprenticeship in Sports and Recreation

Sports and Recreation Apprenticeships are suitable for anyone wishing to start a career in the leisure industry, or for those already employed who are looking to build upon existing skills. The course covers:

#### Level 2:

- Planning and delivery of fitness sessions
- Evaluating fitness sessions
- Reviewing and adapting fitness programmes suitable to the needs of the client

#### Level 3:

- Anatomy and Physiology for health and exercise
- Evaluate exercise and physical activity programmes
- Design, manage and adapt a personal training programme for clients

#### What qualifications are available?

- NVQ Diploma Level 2 in Exercise and Fitness
- NVQ Diploma Level 3 in Personal Training



## Apprenticeships

### Apprenticeship in Warehousing

This Apprenticeship deals with the movement and storage of goods, and is an essential part of logistics operations. As a Warehousing and Storage Apprentice you could learn to receive and store goods. You may also pick stock and prepare for dispatch, process and order goods and operate plant or machinery to transport loads. The course covers contributing to maintaining a safe and secure working environment; processing goods including ordering, storage and dispatch; handling and resolving problems; developing customer relationships and operating plant or machinery to transport loads.

#### What qualifications are available?

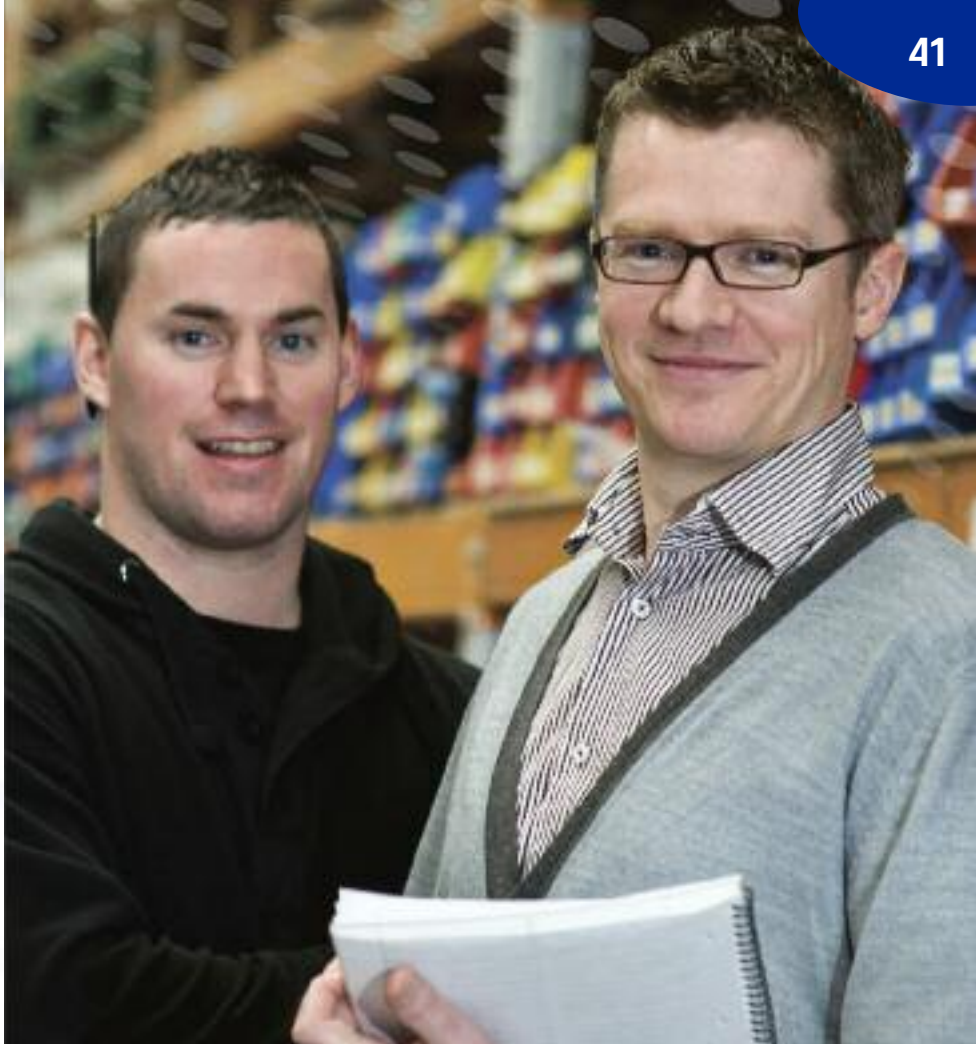
- Apprenticeship Level 2 in Warehousing and Storage.

## Vocational Training

### NVQ Level 2 and 3 in Warehousing

The NVQ in Warehousing and Logistics is a work based qualification designed for people employed in a warehousing and storage setting. The main objective of the award is to give employees an opportunity to develop their skills, knowledge and understanding of the logistics sector.

**Duration:** 6 months for Level 2, 9 months for Level 3



# Dates, Times and Prices

From October 2011

For Apprenticeship information, please refer to pages 4 and 5

Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
<b>Accounting and Finance</b>					
Computerised Accounts Level 1 (Sage)	Mon	6.00pm - 9.00pm	31/10/11	1 eve for 8 weeks	£205
Computerised Accounts Level 2 (Sage)	Tues	1.30pm - 4.30pm	29/11/11	1 session for 8 weeks	£255
	Mon	6.00pm - 9.00pm	23/01/12	1 eve for 8 weeks	£255
Computerised Accounts Level 3 (Sage)	Tues	1.30pm - 4.30pm	21/02/12	1 session for 13 weeks	£345
<b>Childcare</b>					
Safeguarding Level 1	Various times/dates to suit individual/employer		Please enquire	Flexible	£50
Safeguarding Level 2	Various times/dates to suit individual/employer		Please enquire	Flexible	£70
SENCO	Various times/dates to suit individual/employer		Please enquire	Flexible	£55
Engaging parents in supporting their child's learning, development and behaviour	Thurs	6.00pm - 9.00pm	4/10/11 23/02/12	3 hours/week for 15 weeks	£275
Creative Crafts for Nursery Art	Mon	6.00pm - 9.00pm	03/10/11 09/01/12	3 hours/week for 10 Weeks	£195
Promoting Positive Behaviour and Responding to Challenging Behaviour	Wed	6.30pm - 8.30pm	05/10/11 11/01/12	2 hours/week for 10 weeks	£200
Transition to Playwork from Early Years	Mon Thurs	6.00pm - 9.00pm	03/10/11 02/02/12	3 hours/week for 10 weeks	£250
An Introduction to an Early Years Setting	Thurs	6.00pm - 8.30pm	20/02/12	2.5 hours/week for 20 weeks	£325
How to Set Up a Home Based Childcare Service	Tues	6.00pm - 9.00pm	17/01/12	3 hours/week for 8 Weeks	£175
Paediatric First Aid	Sat	10.00am - 4.30pm	19/11/11 04/02/12 14/04/12	1 day for 2 weeks	£90
	Thurs	6.00pm - 9.00pm	03/05/12	1 eve for 4 weeks	£90
	Mon	2.30pm - 8.30pm	Please enquire	34 weeks	£1390
Foundation Degree in Teaching Assistants	Thurs	2.30pm - 8.30pm	Please enquire	34 weeks	£1112

Continued

For more information contact us on:

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Email: [business.solutions@burycollege.ac.uk](mailto:business.solutions@burycollege.ac.uk)

Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
CACHE Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services	Mon	6.00pm - 8.30pm	17/10/11 09/01/12	36 weeks	£1525
Caring for Children CACHE Foundation Award Level 1			For details of this course please enquire		
CACHE Level 2 Diploma in Childcare and Education			For details of this course please enquire		
CACHE Level 3 Diploma in Childcare and Education			For details of this course please enquire		
CACHE Level 2 Children and Young Peoples Workforce (Part-Time)	Mon	6.30pm - 8.30pm	Please enquire	36 weeks	£920 ( <b>£105</b> )
CACHE Level 3 Children and Young Peoples Workforce (Part-Time)	Mon	6.30pm - 8.30pm	Please enquire	36 weeks	£1475 ( <b>£125</b> )
CACHE Level 2 Supporting Teaching and Learning in Schools (Part-time)	Mon	6.30pm - 8.30pm	Please enquire	36 weeks	£675 ( <b>£105</b> )
CACHE Level 3 Supporting Teaching and Learning in Schools (Part-time)	Mon	6.30pm - 8.30pm	Please enquire	36 weeks	£655 ( <b>£105</b> )
CACHE Level 2 Playwork (Part-time)	Mon	6.30pm - 8.30pm	Please enquire	36 weeks	£675 ( <b>£86</b> )

### Electrical

Testing Responsibilities City & Guilds 2377 - 12 Inspection and Testing of Electrical Equipment	Mon	9.30am - 4.30pm	28/11/11 11/06/12	1 day for 2 weeks	£235
Management Responsibilities City & Guilds 2377 - 11 Management of Electrical Equipment Maintenance			For details of this course please enquire		
City & Guilds 2382 - 10 17th Edition Wiring Regulations (Full Course)	Tues	9.30am - 4.30pm 6.00pm - 9.00pm	17/01/12 17/04/12	1 day for 5 weeks 1 eve for 10 weeks	£495
City & Guilds 2382 - 20 17th Edition Wiring Regulations (1 day update)	Fri	9.00am - 5.00pm	03/02/12 15/06/12	1 Day	£205
City & Guilds 2391 - 10 Certificate for the Inspection and Testing of Electrical Installations	Fri Thurs	9.30am - 4.30pm 6.00pm - 9.00pm	14/10/11 29/03/12	1 day for 4 weeks 1 eve for 8 weeks	£475
City & Guilds Level 3 Solar Electrical Award in Environmental Technologies	Tues	Please enquire	Jan 2012	Please enquire	Please enquire
City & Guilds Level 3 Solar Electrical Certificate in Environmental Technologies	Tues	Please enquire	Jan 2012	60 hours	Please enquire

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Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
<b>First Aid</b>					
<b>Basic First Aid College Certificate</b>	Tues	9.30am - 4.30pm	15/11/11 13/03/12 02/07/12	1 day	£80
<b>First Aid at Work HSE</b>	Mon Wed, Thurs & Fri	9.30am - 4.30pm	16/11/11 22/02/12 16/05/12	3 days	£215
<b>Paediatric First Aid College Certificate</b>	Sat	10.00am - 4.30pm	22/10/11 19/11/11 04/02/12 14/04/12	1 day for 2 weeks	£90
<b>First Aid at Work Refresher HSE</b>	Thurs	6.00pm - 9.00pm	03/05/12	1 eve for 4 weeks	£90
For details of this course please enquire					

<b>Hair and Beauty</b>					
<b>Creative Long Hair Design College Certificate</b>	Various - please enquire		Please enquire	10 months	Please enquire
<b>Gents Creative Hair Design College Certificate</b>	Tues	9.30am - 4.00pm	08/11/11, 15/11/11 06/03/12, 13/03/12 08/05/12, 15/05/12	1 day	£125
<b>Brazilian Blow Dry College Certificate</b>	Mon	9.00am - 4.00pm	13/02/12	1 day	£125
<b>Introduction to Micro-dermabrasion College Certificate</b>	Please enquire	10.00am - 4.00pm	Please enquire	1 day	£125
<b>C&amp;G Level 3 Award in Micro-dermabrasion</b>	Wed	5.00pm - 8.00pm	09/11/11	3 hours/week for 4 weeks	Please enquire
<b>Introduction to Body Massage College Certificate</b>	Please enquire	10.00am - 4.00pm	Please enquire	1 day	£125
<b>Level 3 Award Body Massage</b>	Wed	5.00pm - 8.00pm	09/11/11	3 hours/week for 3 weeks	Please enquire
<b>C&amp;G Level 3 Award in Permanent Lashes</b>	Mon	5.00pm - 8.00pm	07/11/11	3 hours/week for 3 weeks	Please enquire
<b>Introduction to Indian Head Massage College Certificate</b>	Please enquire	10.00am - 4.00pm	Please enquire	1 day	£125
<b>C&amp;G Level 3 Award in Indian Head Massage</b>	Mon	5.00pm - 8.00pm	07/11/11	3 hours/week for 8 weeks	Please enquire
<b>Introduction to Stone Therapy College Certificate</b>	Please enquire	10.00am - 4.00pm	Please enquire	1 day	£125
<b>C&amp;G Level 3 Award in Stone Therapy</b>	Wed	5.00pm - 8.00pm	09/11/11	3 hours/week for 4 weeks	Please enquire

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Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
<b>Health and Social Care</b>					
Deaf Awareness			For details of this course please enquire		
Safeguarding			For details of this course please enquire		
Dementia Training			For details of this course please enquire		
Infection Control			For details of this course please enquire		
Healthy Food			For details of this course please enquire		
Special Diets			For details of this course please enquire		
Kosher Foods			For details of this course please enquire		
<b>Hospitality, Catering and Cleaning</b>					
Food Safety in Catering Level 2 CIEH	Thurs Mon Mon Tues	9.30am - 4.30pm	24/11/11 23/01/12 19/03/12	1 day	£60
Food Safety in Catering Level 2 CIEH	Thurs Tues	6.00pm - 9.00pm	04/10/11	1 Eve for 2 weeks	£60
Food Safety in Catering Level 2 CIEH	Thurs Tues	6.00pm - 9.00pm	01/12/11 07/02/12	1 Eve for 2 weeks	£60
Award for Personal Licence Holders (APLH Level 2)	Thurs	9.30am - 5.00pm	17/11/11	1 day	£145
<b>Health and Safety in the Workplace</b>					
IOSH Managing Safely	Tues Thurs Tues	9.30am - 4.30pm	10/01/12 01/03/12 12/06/12	1 day for 4 weeks	£380
IOSH Managing Safely - Re-certification	Various - please enquire		Please enquire	Please enquire	Please enquire
NEBOSH NGC1 Management of Health and Safety	Thurs	9.30am - 4.30pm	08/03/12	1 day for 5 weeks	£495
NEBOSH NGC2 & 3 Hazards	Thurs	9.30am - 4.30pm	03/11/11 03/05/12	1 day for 6 weeks	£550
NEBOSH National Certificate in Construction Health and Safety	Wed	9.30am - 4.30pm	19/10/11 25/04/12	1 day for 7 weeks	£595
Basic Fire Awareness	Please enquire	Please enquire	Please enquire	3 hours	£35
Introduction to CoSHH	For details of this course please enquire				
Manual Handling	Please enquire	Please enquire	Please enquire	3 hours	£40
Health & Safety in the Workplace Level 2 CIEH	Tues Thurs Wed	9.30am - 4.30pm	15/11/11 16/02/12 25/04/12	1 day	£70
					<b>Continued overleaf</b>
<b>For more information contact us on:</b>		<b>Telephone:</b> 0161 765 3650	<b>Website:</b> <a href="http://www.bcsolutions.co.uk">www.bcsolutions.co.uk</a>	<b>Email:</b> <a href="mailto:business.solutions@burycollege.ac.uk">business.solutions@burycollege.ac.uk</a>	

Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
Risk Assessment	Please enquire	Please enquire	Please enquire	3 hours	£35
Behavioural Safety			For details of this course please enquire		
Accident Investigation			For details of this course please enquire		

### Information Technology

ECDL (Part 1 Essentials) (Part 2 Extras)	Tues	6.00pm - 8.00pm	01/11/11	1 eve for 35 weeks	£399
Computing for Beginners	Tues	6.00pm - 8.00pm	Please enquire	1 eve for 5 weeks	Please enquire

### Languages

Spanish for Beginners College Certificate	Tues	6.00pm - 8.00pm	11/10/11	1 eve for 8 weeks	£110
Spanish Intermediate College Certificate	Tues	6.00pm - 8.00pm	24/01/12	1 eve for 8 weeks	£135
Basic Sign Language College Certificate	Thurs	6.00pm - 8.00pm	03/11/11	1 eve for 7 weeks	£110
Intermediate Sign Language College Certificate	Thurs	6.00pm - 8.00pm	19/01/12	1 eve for 7 weeks	£135

### Management

Essential Management			For details of this course please enquire*		
Managing Tasks and Maximising Results			For details of this course please enquire*		
Effective Communication Skills			For details of this course please enquire*		
Impact of Body Language			For details of this course please enquire*		
Positive Impressions			For details of this course please enquire*		
Managing Change			For details of this course please enquire*		
Assertion without Aggression			For details of this course please enquire*		
Attracting and Recruiting the Right Staff			For details of this course please enquire*		
Influencing & Persuading			For details of this course please enquire*		
ILM Level 2 Award in Team Leading	Wed	6.00pm - 9.00pm	Please enquire	7 weeks	£240*
ILM Level 3 Award in First Line Management	Mon	6.00pm - 9.00pm	Please enquire	1 eve for 10 weeks	£265*
ILM Level 3 Certificate in First Line Management	Mon	6.00pm - 9.00pm	Please enquire	1 eve for 34 weeks	£960*
ILM Level 3 Award in Workplace Coaching for Team Leaders and First Line Managers			For details of this course please enquire*		
ILM Level 3 Award in Leadership and Management Skills	Tues	6.00pm - 9.00pm	04/10/11 17/01/12 22/05/12	1 eve for 10 weeks	£350*

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Course Title	Day	Time	Start Date	Duration	Fee (Reduction)
ILM Level 3 Certificate in Leadership and Management Skills	Tues	6.00pm - 9.00pm	04/10/11 17/01/12 22/05/12	1 eve for 10 weeks	£350*
ILM Level 4 Award in Leadership and Management Skills			For details of this course please enquire*		
ILM Level 4 Certificate in Leadership and Management Skills			For details of this course please enquire*		
ILM Level 5 Certificate in Coaching and Mentoring in Management			For details of this course please enquire*		
ILM Level 5 Award in Leadership and Management Skills			For details of this course please enquire*		
ILM Level 5 Certificate in Leadership and Management Skills			For details of this course please enquire*		
ILM Level 5 Award in Management	Thurs	6.00pm - 9.00pm	06/10/11 24/05/12	1 eve for 12 weeks	£450*
ILM Level 5 Certificate in Management	Thurs	6.00pm - 9.00pm	19/01/12	1 eve for 20 weeks	£600*
HNC in Business	Mon/Wed	Evening	Please enquire	28 weeks	£267 per module*
Foundation Degree in Business Management (FdA)			For details of this course please enquire*		
CIPD Leadership & Management			For details of this course please enquire*		
Graduate Certificate in Learning and Development Practice	Wed	3.00pm - 7.00pm	14/09/11	30 weeks	£1010*
Certificate in Human Resource Practice	Thurs day	3.00pm - 7.00pm	15/09/11	30 weeks	£895*
	Thurs eve	5.00pm - 9.00pm	15/09/11	30 weeks	£895*
Graduate Certificate Human Resource Management	Thurs	5.00pm - 9.00pm	15/09/11	30 weeks	£1600*

\*Funding maybe available for Management Training - Please enquire for details

#### Oral Healthcare (Dental Nursing)

Certificate in Oral Health Education	Tues	6.00pm - 8.00pm	10/01/12	2 hours/week for 17 weeks	£720
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## Disclaimer

All information contained within this brochure is correct at the time of going to press. However, due to the constant reviewing and updating of our courses, some details may change. Although every effort is made to provide all the teaching, examination, assessment and other services detailed in this publication, Bury College cannot guarantee the provision of such programmes, services, facilities and fees. Bury College reserves the right to amend, withdraw, alter or amalgamate any of the courses, locations and facilities detailed within at any time. Should circumstances require such amendments, Bury College undertakes to use all reasonable steps to minimise the resultant disruption to those services and most importantly to students. Date of Publication: October 2011.

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# What our employers say...

“ Having our staff undertake training with Bury College demonstrates our commitment and support to the development of our most important business assets. The end result is a far more confident, enthusiastic and happy workforce. ”

**Graham Jones**, Managing Director,  
Professional Cleaning Group

“ When we initially contacted Bury College about offering an Apprenticeship at Thornleigh Salesian College we received excellent information about our role and theirs in the Apprenticeship process. We are very pleased with Bury College and would certainly recommend them. ”

**Sharon English**, HR Manager, Thornleigh Salesian College

“ The assistance and support that Atrium Telecom has received from Bury College Business Solutions has been second to none and has helped our Apprentices complete the course. Atrium Telecom Ltd is a committed employer which believes in the training and development of our staff and will continue to use Bury College Business Solutions for all future staff training and development needs. ”

**Kevin Bewsick**, Company Director,  
Atrium Telecom





The employers' choice. For all your company training needs.

Bury College Business Solutions  
Link House • 35 Walmersley Road • Bury • BL9 5AE  
Tel: **0161 765 3650** • Fax: **0161 762 0608**

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