



Course Guide

WHY CHOOSE B&FC FOR BUSINESS?

B&FC for Business delivers a vast range of training solutions to drive effective leadership and management across organisations. Specialist disciplines such as accounting and human resource management are also available, providing coveted professional industry accreditation.

A successful track record of employer partnership working and curriculum innovation at regional and national level is underpinned by an experienced team of industry specialists. With current business sector challenges including an ageing workforce and rapidly evolving technology you can be sure we will equip your workforce with the expertise they need to drive your organisation's future productivity and growth.

**B&FC FOR
BUSINESS**

AUTOMOTIVE

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ACCIDENT REPAIR TECHNICIAN	ENGINEERING AND MANUFACTURING	3	£12,000.00	24
AUTOCARE TECHNICIAN	ENGINEERING AND MANUFACTURING	2	£12,000.00	30
LIGHT VEHICLE	TRANSPORTATION OPERATIONS AND MAINTENANCE	2	£6,000.00	18
LIGHT VEHICLE	TRANSPORTATION OPERATIONS AND MAINTENANCE	3	£6,000.00	18
MECHANICAL, ELECTRICAL AND TRIM	TRANSPORTATION OPERATIONS AND MAINTENANCE	2	£5,000.00	18
MECHANICAL, ELECTRICAL AND TRIM	TRANSPORTATION OPERATIONS AND MAINTENANCE	3	£5,000.00	18
MOTOR VEHICLE SERVICE AND MAINTENANCE TECHNICIAN (LIGHT VEHICLE)	ENGINEERING AND MANUFACTURING	3	£18,000.00	36
VEHICLE BODY PAINT	TRANSPORTATION OPERATIONS AND MAINTENANCE	2	£5,000.00	18
VEHICLE BODY PAINT	TRANSPORTATION OPERATIONS AND MAINTENANCE	3	£6,000.00	18
VEHICLE BODY PANEL	TRANSPORTATION OPERATIONS AND MAINTENANCE	2	£6,000.00	18
VEHICLE BODY PANEL	TRANSPORTATION OPERATIONS AND MAINTENANCE	3	£6,000.00	18
VEHICLE DAMAGE ASSESSMENT	TRANSPORTATION OPERATIONS AND MAINTENANCE	3	£2,500.00	15
VEHICLE DAMAGE MECHANICAL, ELECTRICAL AND TRIM (MET) TECHNICIAN	ENGINEERING AND MANUFACTURING	3	£15,000.00	36
VEHICLE DAMAGE PANEL TECHNICIAN	ENGINEERING AND MANUFACTURING	3	£15,000.00	36

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
PASSENGER TRANSPORT OPERATIONS MANAGER	TRANSPORT AND LOGISTICS	4	£12,000.00	18

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
AOM 030 WELDING TRAINING BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	N/A	£275.00	1 DAY
ASSESSORS OF ACCIDENT DAMAGED VEHICLES - VDA MEETS BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£1,295.00	26 WEEKS
ATA LIGHT VEHICLE LEVEL 3 PRE MOT COURSE + TRAINING	AUTOMOTIVE TRAINING	3	£525.00	2 DAYS
ATA SENIOR MET RE-ACCRED BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£350.00	1 DAY
ATA SENIOR MET TRAINING FULL ROUTE BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£725.00	2 DAYS
ATA SENIOR PANEL ASSESSMENT ONLY BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£1,130.00	3 DAYS
ATA SENIOR PANEL RE-ACCRED BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£375.00	1 DAY
ATA SENIOR PANEL TECHNICIAN BDI 11025 / PAS 125 INCLUDING TRAINING	AUTOMOTIVE TRAINING	3	£1,400.00	3 DAYS
BONDING AND MECHANICAL FASTENINGS AOM 133 BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	N/A	£650.00	2 DAYS
ELECTRIC HYBRID VEHICLE SYSTEM REPAIR AND REPLACEMENT - LEVEL 3	AUTOMOTIVE TRAINING	3	£450.00	1 WEEK
FGAS TRAINING REFRIGERANT HANDLING	AUTOMOTIVE TRAINING	3	£180.00	1 DAY
HYBRID ELECTRIC VEHICLE BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£240.00	2 DAYS
IMI ACCREDITATION LIGHT VEHICLE INSPECTION RE-SIT FEE	AUTOMOTIVE TRAINING	N/A	£60.00	1 DAY
IMI ACCREDITATION SENIOR PAINT ATA 11025 / PAS 125	AUTOMOTIVE TRAINING	3	£695.00	2 DAYS
IMI ACCREDITATION SENIOR PAINT ATA RE-ACCRED BSI 11025/ PAS 125	AUTOMOTIVE TRAINING	3	£390.00	1 DAY
MOT CPD TRAINING	AUTOMOTIVE TRAINING	N/A	£75.00	1 DAY
MOT MANAGER TRAINING COURSE	AUTOMOTIVE TRAINING	3	£360.00	2 DAYS
MOT TESTER TRAINING	AUTOMOTIVE TRAINING	2	£595.00	1 WEEK
RESISTANT SPOT WELDING AOM 009 BSI 11025 / PAS 125	AUTOMOTIVE TRAINING	N/A	£275.00	1 DAYS
MASTERCLASS - INTRODUCTION TO VEHICLE ENGINE MAPPING	AUTO	N/A	FUNDED	1 DAY
MASTERCLASS - CFD IN AUTOMOTIVE AERODYNAMICS	AUTO	N/A	FUNDED	1 DAY
MASTERCLASS - PAINT COMMERCE COURSE ENGINE	AUTO	N/A	FUNDED	1 DAY
MASTERCLASS - PAINT RE-FINISHING	AUTO	N/A	FUNDED	2 DAY
MASTERCLASS HYBRID VEHICLE MODELLING WITH CAE	AUTO	N/A	FUNDED	1 DAY
MOTOR VEHICLE MAINTENANCE AND REPAIR - LEVEL 2	AUTOMOTIVE AND MOTORSPORT	2	FUNDED	18
MOTOR VEHICLE MAINTENANCE AND REPAIR - LEVEL 3	AUTOMOTIVE AND MOTORSPORT	3	FUNDED	24
MOTOR VEHICLE MAINTENANCE AND REPAIR (EVENING CLASS) - LEVEL 2	AUTOMOTIVE AND MOTORSPORT	2	FUNDED	18
MOTOR VEHICLE MAINTENANCE AND REPAIR (EVENING CLASS) - LEVEL 3	AUTOMOTIVE AND MOTORSPORT	3	FUNDED	24
VEHICLE BODY REPAIR AND PAINT - LEVEL 2	AUTOMOTIVE AND MOTORSPORT	2	FUNDED	18
VEHICLE BODY REPAIR AND PAINT - LEVEL 3	AUTOMOTIVE AND MOTORSPORT	3	FUNDED	24
VEHICLE BODY REPAIR AND PAINT (EVENING CLASS) - LEVEL 2	AUTOMOTIVE AND MOTORSPORT	2	FUNDED	18
VEHICLE BODY REPAIR AND PAINT (EVENING CLASS) - LEVEL 3	AUTOMOTIVE AND MOTORSPORT	3	FUNDED	24
STAYING SAFE WITH TRANSPORT				
DRIVER SAFETY AWARENESS	E-LEARNING	N/A	£16.00	N/A
MANAGING WORKPLACE TRANSPORT HEALTH AND SAFETY RISKS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
SAFE WORKING WITH WORKPLACE TRANSPORT (ROSPA)	E-LEARNING	N/A	£16.00	N/A

**B&FC FOR
BUSINESS**

CATERING, HOSPITALITY & LEISURE

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
BAKER	CATERING AND HOSPITALITY	2	£9,000.00	18
BAKER	CATERING AND HOSPITALITY	3	£9,000.00	21
BARBERING	HAIR & BEAUTY	3	£3,000.00	18
BEAUTY THERAPY	HAIR & BEAUTY	2	£7,000.00	18
BEAUTY THERAPY	HAIR & BEAUTY	3	£2,500.00	18
CHEF DE PARTIE	CATERING AND HOSPITALITY	3	£9,000.00	18
COMMIS CHEF	CATERING AND HOSPITALITY	2	£8,000.00	12
FISHMONGER	CATERING AND HOSPITALITY	2	£12,000.00	18
HAIR PROFESSIONAL (BARBERING)	HAIR & BEAUTY	2	£7,000.00	24
HAIR PROFESSIONAL (HAIR DRESSING)	HAIR & BEAUTY	2	£7,000.00	24
HAIR PROFESSIONAL (HAIR DRESSING)	HAIR & BEAUTY	3	£3,000.00	18
HOSPITALITY SUPERVISOR	CATERING AND HOSPITALITY	3	£5,000.00	12
HOSPITALITY TEAM MEMBER	CATERING AND HOSPITALITY	2	£4,000.00	12
NAIL SERVICE TECHNICIAN	HAIR & BEAUTY	2	£3,500.00	18
NAIL SERVICE TECHNICIAN	HAIR & BEAUTY	3	£2,500.00	18
NAIL SERVICES	HAIR & BEAUTY	2	£2,000.00	18
PRODUCTION CHEF	CATERING AND HOSPITALITY	2	£5,000.00	18
SENIOR PRODUCTION CHEF	CATERING AND HOSPITALITY	3	£5,000.00	12
SUPPLY CHAIN WAREHOUSE OPERATIVE	RETAIL	2	£3,000.00	14
WAREHOUSING & STORAGE	RETAIL	2	£1,500.00	12

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
RETAIL MANAGER	SALES, MARKETING AND PROCUREMENT	4	£6,000.00	12

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
BARISTA SKILLS - LEVEL 2	CATERING AND HOSPITALITY	2	£150.00	1 DAY
COMPLIANCE TRAINING (AMUSEMENTS AND ARCADES)	GAMING	N/A	£70.00	1 DAY
COMPLIANCE TRAINING (BOOKMAKERS)	GAMING	N/A	£70.00	1 DAY
COMPLIANCE TRAINING (CASINOS)	GAMING	N/A	£70.00	1 DAY
FOOD SAFETY IN CATERING - LEVEL 2	CATERING AND HOSPITALITY	2	£55.00	1 DAY
LICENCE CONDITIONS AND CODES OF PRACTICE	GAMING	N/A	£70.00	1 DAY
PERSONAL LICENCE HOLDERS - LEVEL 2	CATERING AND HOSPITALITY	2	£105.00	1 DAY
SUPERVISING FOOD SAFETY IN CATERING - LEVEL 3	CATERING AND HOSPITALITY	3	£310.00	3 DAY
TRAVEL AND HOSPITALITY MANAGEMENT - LEVEL 3	TRAVEL AND TOURISM	3	FUNDED	1 YEAR

BOOK KEEPING AND ACCOUNTING - LEVEL 2	BUSINESS	2	FUNDED	10 WEEKS
BUSINESS ADMINISTRATION - LEVEL 2	BUSINESS	2	FUNDED	10 WEEKS
FOOD AND BEVERAGE SERVICE SUPERVISION - LEVEL 3	CATERING AND HOSPITALITY	3	FUNDED	1 YEAR
MARKETING FUNDAMENTALS - LEVEL 2	BUSINESS	2	FUNDED	10 WEEKS
PRINCIPLES BUSINESS ADMIN - LEVEL 3	BUSINESS	3	FUNDED	1 YEAR
PROFESSIONAL BAKERY - LEVEL 2	CATERING AND HOSPITALITY	2	FUNDED	1 YEAR
PROFESSIONAL BAKERY - LEVEL 3	CATERING AND HOSPITALITY	3	FUNDED	1 YEAR
PROFESSIONAL COOKERY - LEVEL 2	CATERING AND HOSPITALITY	2	FUNDED	1 YEAR
PROFESSIONAL COOKERY - LEVEL 3	CATERING AND HOSPITALITY	3	FUNDED	1 YEAR
TRAVEL AND HOSPITALITY MANAGEMENT - LEVEL 3	TRAVEL AND TOURISM	3	FUNDED	1 YEAR
STAYING SAFE WITH FOOD AND DRINK				
ALLERGIC AND FOOD INTOLERANT CUSTOMERS	E-LEARNING	N/A	£16.00	N/A
AN INTRODUCTION TO ALCOHOL LICENSING	E-LEARNING	N/A	£16.00	N/A
FOOD SAFETY ESSENTIALS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
FOOD SAFETY IN CATERING	E-LEARNING	N/A	£16.00	N/A

**B&FC FOR
BUSINESS**

CONSTRUCTION

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ADVANCED CARPENTRY AND JOINERY	CONSTRUCTION	3	£9,000.00	12
BRICKLAYER	CONSTRUCTION	2	£9,000.00	30
CARPENTRY AND JOINERY	CONSTRUCTION	2	£12,000.00	18
DECORATIVE FINISHING	BUILDING AND CONSTRUCTION	3	£9,000.00	14
DECORATIVE FINISHING AND INDUSTRIAL PAINTING	BUILDING AND CONSTRUCTION	2	£6,000.00	24
MAINTENANCE OPERATIONS	BUILDING AND CONSTRUCTION	2	£5,000.00	14
PAINTER AND DECORATOR	CONSTRUCTION	2	£9,000.00	36
PLASTERING	BUILDING AND CONSTRUCTION	2	£6,000.00	24
PLASTERING	BUILDING AND CONSTRUCTION	3	£6,000.00	14
PLUMBING AND DOMESTIC HEATING TECHNICIAN	CONSTRUCTION	3	£21,000.00	48
PROPERTY MAINTENANCE OPERATIVE	CONSTRUCTION	2	£9,000.00	12
TROWEL OCCUPATIONS	BUILDING AND CONSTRUCTION	2	£5,000.00	30
WASTE RESOURCE OPERATIVE	TRANSPORT AND LOGISTICS	2	£6,000.00	12
WOOD OCCUPATIONS	BUILDING AND CONSTRUCTION	2	£6,000.00	24
WOOD OCCUPATIONS	BUILDING AND CONSTRUCTION	3	£9,000.00	18

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
CONSTRUCTION SITE SUPERVISION	CONSTRUCTION	4	£12,000.00	27

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
CENWAT (REASSESSMENT) CAT	CONSTRUCTION	N/A	£120.00	1 DAY
CSCS TRAINING/TEST CARD	CONSTRUCTION	N/A	£140.00	1 DAY
AM2 PREPARATION	CONSTRUCTION	N/A	£150.00	1 DAY
NATURAL GAS SAFETY TRAINING CAT1	CONSTRUCTION	1	£250.00	2 DAYS
NATURAL GAS SAFETY (REASSESSMENT) CAT1	CONSTRUCTION	1	£280.00	2 DAYS
CARPENTRY AND JOINERY	CONSTRUCTION	N/A	£390.00	10 WEEKS
PLASTERING (EVENING)	CONSTRUCTION	N/A	£390.00	10 WEEKS
ELECTRICAL INSTALLATION (AAC)	CONSTRUCTION	N/A	£430.00	1 DAY
ACHIEVEMENT MEASUREMENT 2 (ELECTRICAL INSTALLATION)	CONSTRUCTION	N/A	£675.00	1 WEEK
ACHIEVEMENT MEASUREMENT 2S (ELECTRICAL INSTALLATION)	CONSTRUCTION	N/A	£720.00	3 DAYS
PERIODIC INSPECTION, TESTING AND CERTIFICATION OF ELECTRICAL INSTALLATIONS	CONSTRUCTION	3	£880.00	6 WEEKS
ELECTRICAL INSTALLATIONS	CONSTRUCTION	2	£2,700.00	2 YEARS
BRICKWORK - LEVEL 3	CONSTRUCTION	3	FUNDED	1 YEAR
ELECTRICAL INSTALLATION - LEVEL 3	CONSTRUCTION	3	FUNDED	1 YEAR
PAINTING AND DECORATION	CONSTRUCTION	3	FUNDED	1 YEAR
PLASTERING - LEVEL 3	CONSTRUCTION	3	FUNDED	1 YEAR
PLUMBING - LEVEL 3	CONSTRUCTION	3	FUNDED	2 YEARS
SITE CARPENTRY (EVENING CLASS) - LEVEL 3	CONSTRUCTION	3	FUNDED	1 YEAR

**B&FC FOR
BUSINESS**

EARLY YEARS, TEACHING & CHILDCARE

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
SUPPORTING TEACHING AND LEARNING IN SCHOOLS	DIRECT LEARNING SUPPORT	2	£2,000.00	12
SUPPORTING TEACHING AND LEARNING IN SCHOOLS	DIRECT LEARNING SUPPORT	3	£2,500.00	18
EARLY YEARS EDUCATOR	CHILD DEVELOPMENT AND WELLBEING	3	£2,500.00	18

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ASSESSOR COACH	EDUCATION AND CHILDCARE	4	£7,000.00	15
LEARNING AND SKILLS TEACHER	EDUCATION AND CHILDCARE	5	£10,000.00	24

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
AWARD IN EDUCATION AND TRAINING - LEVEL 3	EDUCATION AND CHILDCARE	3	£499.00	12 WEEKS
EDUCATION AND TRAINING (TRAINING DEVELOPMENT) - LEVEL 3	TEACHER TRAINING	3	£499.00	12 WEEKS
EDUCATION AND TRAINING DIPLOMA (DET) - LEVEL 5	TEACHER TRAINING	5	£2,225.00	45 WEEKS
CHILDREN AND YOUNG PEOPLES WORKFORCE - LEVEL 2	CHILDREN, YOUNG PEOPLE AND FAMILIES	2	FUNDED	16 WEEKS
CHILDREN AND YOUNG PEOPLES WORKFORCE (SOCIAL CARE) - LEVEL 3	CHILDREN, YOUNG PEOPLE AND FAMILIES	3	FUNDED	30 WEEKS
EARLY YEARS WORKFORCE (EARLY YEARS EDUCATOR) - LEVEL 3	CHILDREN, YOUNG PEOPLE AND FAMILIES	3	FUNDED	30 WEEKS
EDUCATION AND TRAINING (CET) - LEVEL 4	TEACHER TRAINING	4	FUNDED	32 WEEKS
MENTAL HEALTH AWARENESS (EARLY YEARS PRACTITIONERS) - LEVEL 2	CHILDREN, YOUNG PEOPLE AND FAMILIES	2	FUNDED	16 WEEKS
SUPPORT WORK IN SCHOOLS (DAY CLASS) - LEVEL 2	LEARNING SUPPORT	2	FUNDED	12 WEEKS
SUPPORT WORK IN SCHOOLS (EVENING CLASS) - LEVEL 2	LEARNING SUPPORT	2	FUNDED	12 WEEKS
SUPPORTING INDIVIDUALS WITH LEARNING DISABILITIES - LEVEL 2	LEARNING SUPPORT	2	FUNDED	8 WEEKS
SUPPORTING TEACHING AND LEARNING (DAY CLASS) - LEVEL 3	LEARNING SUPPORT	3	FUNDED	1 YEAR
SUPPORTING TEACHING AND LEARNING (EVENING CLASS) - LEVEL 3	LEARNING SUPPORT	3	FUNDED	1 YEAR
UNDERSTANDING AUTISM (EVENING CLASS) - LEVEL 2	LEARNING SUPPORT	2	FUNDED	12 WEEKS
UNDERSTANDING BEHAVIOURS THAT CHALLENGES - LEVEL 2	LEARNING SUPPORT	2	FUNDED	12 WEEKS
UNDERSTANDING CHILDREN AND YOUNG PEOPLES MENTAL HEALTH - LEVEL 2	CHILDREN, YOUNG PEOPLE AND FAMILIES	2	FUNDED	12 WEEKS
UNDERSTANDING COMMON CHILDHOOD ILLNESSES - LEVEL 2	CHILDREN, YOUNG PEOPLE AND FAMILIES	2	FUNDED	4 WEEKS
UNDERSTANDING SAFEGUARDING AND PREVENT - LEVEL 2 (EVENING)	CHILDREN, YOUNG PEOPLE AND FAMILIES	2	FUNDED	3 WEEKS
UNDERSTANDING SPECIFIC LEARNING DIFFICULTIES - LEVEL 2	LEARNING SUPPORT	2	FUNDED	10 WEEKS

HEALTH, SAFETY & WELLBEING

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
EMERGENCY FIRST AID AT WORK	QUALSAFE	2	£95.00	1 DAY
FIRE AWARENESS	INTERNAL	N/A	£330.00	1/2 DAY
FIRE WARDEN	INTERNAL	N/A	£450.00	1 DAY
FIRST AID AT WORK	QUALSAFE	3	£210.00	3 DAYS
FIRST AID AT WORK ANNUAL UPDATE	QUALSAFE	3	£70.00	3 HOURS
FIRST AID AT WORK REFRESHER	QUALSAFE	3	£185.00	2 DAYS
FIRST AID AWARENESS	INTERNAL	N/A	POA	1/2 DAY
IOSH WORKING SAFELY	IOSH	2	£112.50	1 DAYS
IOSH MANAGING SAFELY	IOSH	3	£410.00	5 DAYS
MANUAL HANDLING	GWO	2	£95.00	1 DAY
MANUAL HANDLING REFRESHER	GWO	2	£95.00	1 DAY
MENTAL HEALTH AWARENESS	HEALTH & MEDICAL PROFESSIONS	1	£168.00	1 DAY
MENTAL HEALTH FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£300.00	2 DAYS
ADULT MENTAL HEALTH CHAMPION	HEALTH & MEDICAL PROFESSIONS	N/A	£200.00	1 DAY
ADULT MENTAL HEALTH AWARE	HEALTH & MEDICAL PROFESSIONS	N/A	£125.00	0.5 DAYS
WORKING AT HEIGHTS	GWO	2	£445.00	2 DAYS
WORKING AT HEIGHTS REFRESHER	GWO	2	£250.00	1 DAY
PEDIATRIC FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£140.00	2 DAYS

**B&FC FOR
BUSINESS**

ENERGY

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ELECTRICAL AND ELECTRONIC ENGINEERING	ENGINEERING MANUFACTURE	3	£12,000.00	24
ENGINEERING MAINTENANCE	ENGINEERING MANUFACTURE	3	£9,000.00	42
ENGINEERING TECHNICIAN (MOET)	ENGINEERING AND MANUFACTURING	3	£26,000.00	42
ENGINEERING TOOLMAKING	ENGINEERING MANUFACTURE	3	£12,000.00	42
FABRICATION AND WELDING	ENGINEERING MANUFACTURE	3	£9,000.00	36
GENERAL WELDER (ARC PROCESSES)	ENGINEERING AND MANUFACTURING	2	£9,000.00	18
MULTI-POSITIONAL WELDER (ARC PROCESSES)	ENGINEERING AND MANUFACTURING	3	£12,000.00	38
PLUMBING AND DOMESTIC HEATING TECHNICIAN	CONSTRUCTION	3	£21,000.00	48
WASTE RESOURCE OPERATIVE	TRANSPORT AND LOGISTICS	2	£6,000.00	12

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ELECTRICAL ELECTRONIC ENGINEERING	ENGINEERING	4	£12,000.00	30
MATERIAL SCIENCE TECHNOLOGIST	ENGINEERING AND MANUFACTURING	6	£24,000.00	48
MECHANICAL ENGINEERING	ENGINEERING	4	£12,000.00	30
NUCLEAR SCIENTIST AND NUCLEAR ENGINEER (DEGREE)	ENGINEERING AND MANUFACTURING	6	£27,000.00	36

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
GWO MANUAL HANDLING	GWO	N/A	£95.00	1 DAY
GWO MANUAL HANDLING REFRESHER	GWO	N/A	£95.00	1 DAY
GWO FIRE AWARENESS	GWO	N/A	£115.00	1 DAY
GWO FIRE AWARENESS REFRESHER	GWO	N/A	£115.00	1 DAY
GWO FIRST AID REFRESHER	GWO	N/A	£140.00	1 DAY
RENEWABLE ENERGY AWARENESS COURSE	ENERGY	N/A	£140.00	1 DAY
CODED PIPE WELDER TRAINING	ENERGY	N/A	£155.00	1 DAY
EURO UPGRADE	OFFSHORE COURSES	N/A	£195.00	1 DAY
GWO FIRST AID	GWO	N/A	£235.00	2 DAYS
GWO WORKING AT HEIGHT (REFRESHER - 1 DAY)	GWO	N/A	£250.00	1 DAY
MINIMUM INDUSTRY SAFETY TRAINING	OFFSHORE COURSES	N/A	£320.00	2 DAYS
GWO SURVIVAL	GWO	N/A	£338.00	1 DAY

GWO SURVIVAL REFRESHER	GWO	N/A	£338.00	1 DAY
GWO WORKING AT HEIGHT	GWO	N/A	£445.00	2 DAYS
OPITO HUET EBS / CA-EBS	OFFSHORE COURSES	N/A	£465.00	1 DAY
WELDING INSPECTION & TESTING INTRODUCTION	ENERGY	3	£490.00	1.5 DAYS
FURTHER COXSWAINS TRAINING	OFFSHORE COURSES	N/A	£530.00	1 DAY
COMBINED FURTHER OFFSHORE EMERGENCY TRAINING WITH EBS & CA-EBS (FOET)	OFFSHORE COURSES	N/A	£586.00	1 DAY
EURO REFRESHER ONE DAY	OFFSHORE COURSES	N/A	£640.00	1 DAY
COMBINED BASIC OFFSHORE SAFETY INDUCTION EMERGENCY TRAINING WITH EBS & CA-EBS (BOSIET)	OFFSHORE COURSES	N/A	£710.00	3 DAYS
EURO 3-DAY BASIC OFFSHORE SAFETY INDUCTION AND EMERGENCY TRAINING	OFFSHORE COURSES	N/A	£885.00	3 DAYS
TWI CSWIP (3.0) VISUAL WELDING INSPECTION	ENERGY	N/A	£950.00	2 DAYS
OFFSHORE LIFEBOAT COXSWAINS	OFFSHORE COURSES	N/A	£975.00	3.5 DAYS
MULTISKILL COURSE	ENERGY	N/A	£1,500.00	30 WEEKS
TWI CSWIP (3.1) WELDING INSPECTOR	ENERGY	N/A	£1,660.00	1 WEEK
TWI CSWIP (3.2) SENIOR WELDING INSPECTOR	ENERGY	N/A	£1,670.00	1 YEAR
(MACHINING (MILLING))	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
3D ORTHOGRAPHIC PROJECTIONS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ARDUINO PROGRAMMING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
COMPUTER AIDED DESIGN AND RAPID PROTOTYPING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING DECISION MAKING MATRIX	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING DESIGN MODELLING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING ETHICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING MATHEMATICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING MODELLING THROUGH STATISTICS AND ANALYSIS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING SCIENCE	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
FLOWCHARTING FOR APPLICATIONS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
HUMAN PERFORMANCE	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
HYDRAULICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
INTRODUCTION TO ROBOTICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
LEAN MANUFACTURING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MACHINING (TURNING)	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MEASURING SYSTEMS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MICROCONTROLLER INTERFACING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
NUCLEAR ENGINEERING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
NUCLEAR SIMULATION	ENGINE - MASTERCLASS	N/A	FUNDED	2 DAY
PROJECT MANAGEMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
QUALITY MANAGEMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
RISK ASSESSMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ROOT CAUSE ANALYSIS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
TIG, MIG & MMA WELDING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ELECTRICAL AND ELECTRONIC ENGINEERING	ENGINEERING MANUFACTURE	3	£12,000.00	42
ENGINEERING MANUFACTURING TECHNICAL	ENGINEERING MANUFACTURE	3	£9,000.00	42
ENGINEERING MANUFACTURING/MAINTENANCE	ENGINEERING MANUFACTURE	3	£9,000.00	42
ENGINEERING OPERATIVE	ENGINEERING AND MANUFACTURING	2	£6,000.00	18
ENGINEERING TECHNICIAN	ENGINEERING AND MANUFACTURING	3	£26,000.00	42
ENGINEERING TOOLMAKING	ENGINEERING MANUFACTURE	3	£12,000.00	42
FABRICATION AND WELDING	ENGINEERING MANUFACTURE	3	£9,000.00	42
GENERAL WELDER (ARC PROCESSES)	ENGINEERING AND MANUFACTURING	2	£9,000.00	18
IMPROVEMENT TECHNICIAN	BUSINESS AND ADMINISTRATION	3	£4,000.00	14
IMPROVING OPERATIONAL PERFORMANCE	ENGINEERING MANUFACTURE	2	£4,000.00	24
MATERIALS PROCESSING AND FINISHING	ENGINEERING MANUFACTURE	3	£9,000.00	42
MECHANICAL MANUFACTURING ENGINEERING	ENGINEERING MANUFACTURE	3	£12,000.00	42
MULTI-POSITIONAL WELDER (ARC PROCESSES)	ENGINEERING AND MANUFACTURING	3	£12,000.00	38
WASTE RESOURCE OPERATIVE	TRANSPORT AND LOGISTICS	2	£6,000.00	12

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
AEROSPACE ENGINEER	ENGINEERING AND MANUFACTURING	6	£27,000.00	48
ELECTRICAL ELECTRONIC ENGINEERING	ENGINEERING	4	£12,000.00	30
GENERAL ENGINEERING	ENGINEERING	4	£12,000.00	30
IMPROVEMENT SPECIALIST	ENGINEERING	5	£9,000.00	14
MATERIAL SCIENCE TECHNOLOGIST	ENGINEERING AND MANUFACTURING	6	£24,000.00	48
MECHANICAL ENGINEERING	ENGINEERING	4	£12,000.00	30
NUCLEAR SCIENTIST AND NUCLEAR ENGINEER (DEGREE)	ENGINEERING AND MANUFACTURING	6	£27,000.00	36

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
BESCA OXY/ACETYLENE OR MMA WELDING COMPETENCY	ENGINEERING	2	£150.00	1 DAY
NUCLEAR SIMULATION - 1 DAY AWARENESS	ENGINEERING	2	£150.00	1 DAY
WELDER ASSESSMENT DAY	ENGINEERING	N/A	£150.00	1 DAY
WELDING TIG MASTERCLASS	ENGINEERING	N/A	£150.00	1 DAY
WELDING TRAINING COURSE - 1 DAY	ENGINEERING	N/A	£150.00	1 DAY
NUCLEAR SIMULATION - 2 DAY AWARENESS	ENGINEERING	3	£300.00	2 DAYS
PORTABLE APPLIANCE TESTING (PAT) COURSE	ENGINEERING	N/A	£300.00	2 DAYS
WELDING TRAINING COURSE - 2 DAYS	ENGINEERING	N/A	£300.00	2 DAYS

CAD - COMPUTER AIDED DESIGN (2D) - LEVEL 2	ENGINEERING	2	£470.00	16 WEEKS
CAD - COMPUTER AIDED DESIGN (3D) - LEVEL 1	ENGINEERING	1	£470.00	12 WEEKS
WELDING AND FABRICATION PRACTICE - LEVEL 3	ENGINEERING	3	£1,540.00	1 YEAR
(MACHINING (MILLING))	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
3D ORTHOGRAPHIC PROJECTIONS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ARDUINO PROGRAMMING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
CAD - COMPUTER AIDED DESIGN (2D) - LEVEL 2	ENGINEERING	2	FUNDED	2 YEARS
COMPUTER AIDED DESIGN AND RAPID PROTOTYPING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING - LEVEL 3	ENGINEERING	3	FUNDED	1 YEAR
ENGINEERING DECISION MAKING MATRIX	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING DESIGN MODELLING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING ETHICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING MATHEMATICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING MODELLING THROUGH STATISTICS AND ANALYSIS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ENGINEERING SCIENCE	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
FLOWCHARTING FOR APPLICATIONS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
HUMAN PERFORMANCE	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
HYDRAULICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
INTRODUCTION TO ROBOTICS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
LEAN MANUFACTURING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MACHINING (TURNING)	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MEASURING SYSTEMS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
MICROCONTROLLER INTERFACING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
NUCLEAR ENGINEERING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
NUCLEAR SIMULATION	ENGINE - MASTERCLASS	N/A	FUNDED	2 DAY
PROJECT MANAGEMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
QUALITY MANAGEMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
RISK ASSESSMENT	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
ROOT CAUSE ANALYSIS	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
TIG, MIG & MMA WELDING	ENGINE - MASTERCLASS	N/A	FUNDED	1 DAY
WELDING PRACTICE (EVENING CLASS) - LEVEL 2	ENGINEERING	2	FUNDED	1 YEAR

**B&FC FOR
BUSINESS**

HEALTH & SOCIAL CARE

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ADULT CARE WORKER	CARE SERVICES	2	£3,000.00	12
ADULT SOCIAL CARE	HEALTH AND SOCIAL CARE	2	£2,000.00	12
ADULT SOCIAL CARE	HEALTH AND SOCIAL CARE	3	£2,000.00	12
CHILDREN AND YOUNG PEOPLE'S SOCIAL CARE	CHILD DEVELOPMENT AND WELLBEING	3	£2,500.00	18

CHILDREN AND YOUNG PEOPLE'S WORKFORCE	CHILD DEVELOPMENT AND WELLBEING	2	£2,000.00	12
HEALTH CLINICAL HEALTHCARE SUPPORT	HEALTH AND SOCIAL CARE	2	£2,000.00	12
HEALTH CLINICAL HEALTHCARE SUPPORT	HEALTH AND SOCIAL CARE	3	£2,500.00	18
HEALTHCARE SUPPORT WORKER	HEALTH AND SCIENCE	2	£3,000.00	12
LEAD ADULT CARE WORKER	CARE SERVICES	3	£3,000.00	12
RESIDENTIAL CHILDCARE	CHILD DEVELOPMENT AND WELLBEING	3	£2,500.00	18
SENIOR HEALTHCARE SUPPORT WORKER	HEALTH AND SCIENCE	3	£5,000.00	18

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
GENERAL ADULT SOCIAL CARE	HEALTH AND SOCIAL CARE	5	£2,000.00	24

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ADULT CARE - LEVEL 3	HEALTH & MEDICAL PROFESSIONS	3	FUNDED	30 WEEKS
ALCOHOL AWARENESS - LEVEL 1	HEALTH & MEDICAL PROFESSIONS	1	FUNDED	1 DAY
AWARENESS OF DEMENTIA - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	4 WEEKS
AWARENESS OF END OF LIFE - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	1 DAY
AWARENESS OF SUBSTANCE MISUSE - LEVEL 1	HEALTH & MEDICAL PROFESSIONS	1	FUNDED	1 DAY
COUNSELLING SKILLS - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	20 WEEKS
COUNSELLING SKILLS - LEVEL 3	HEALTH & MEDICAL PROFESSIONS	3	FUNDED	30 WEEKS
FALLS PREVENTION AWARENESS - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	4 WEEKS
HELPING SKILLS - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	4 WEEKS
MENTAL HEALTH AWARENESS - LEVEL 1	HEALTH & MEDICAL PROFESSIONS	1	FUNDED	1 DAY
MENTAL HEALTH AWARENESS - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	12 WEEKS
PREPARING TO WORK IN ADULT SOCIAL CARE - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	18 WEEKS
STRESS AWARENESS - LEVEL 1	HEALTH & MEDICAL PROFESSIONS	1	FUNDED	1 DAY
UNDERSTANDING BEHAVIOUR THAT CHALLENGES - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	12 WEEKS
UNDERSTANDING DIGNITY AND SAFEGUARDING - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	4 WEEKS
UNDERSTANDING THE PRINCIPLES OF DEMENTIA CARE - LEVEL 3	HEALTH & MEDICAL PROFESSIONS	3	FUNDED	20 WEEKS
UNDERSTANDING THE SAFE HANDLING OF MEDICATION - LEVEL 2	HEALTH & MEDICAL PROFESSIONS	2	FUNDED	4 WEEKS

HEALTH, SAFETY & WELLBEING

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
EMERGENCY FIRST AID AT WORK	QUALSAFE	2	£95.00	1 DAY
FIRE AWARENESS	INTERNAL	N/A	£330.00	1/2 DAY
FIRE WARDEN	INTERNAL	N/A	£450.00	1 DAY
FIRST AID AT WORK	QUALSAFE	3	£210.00	3 DAYS
FIRST AID AT WORK ANNUAL UPDATE	QUALSAFE	3	£70.00	3 HOURS
FIRST AID AT WORK REFRESHER	QUALSAFE	3	£185.00	2 DAYS
FIRST AID AWARENESS	INTERNAL	N/A	POA	1/2 DAY
IOSH WORKING SAFELY	IOSH	2	£112.50	1 DAYS
IOSH MANAGING SAFELY	IOSH	3	£410.00	5 DAYS
MANUAL HANDLING	GWO	2	£95.00	1 DAY

MANUAL HANDLING REFRESHER	GWO	2	£95.00	1 DAY
MENTAL HEALTH AWARENESS	HEALTH & MEDICAL PROFESSIONS	1	£168.00	1 DAY
MENTAL HEALTH FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£300.00	2 DAYS
ADULT MENTAL HEALTH CHAMPION	HEALTH & MEDICAL PROFESSIONS	N/A	£200.00	1 DAY
ADULT MENTAL HEALTH AWARE	HEALTH & MEDICAL PROFESSIONS	N/A	£125.00	0.5 DAYS
WORKING AT HEIGHTS	GWO	2	£445.00	2 DAYS
WORKING AT HEIGHTS REFRESHER	GWO	2	£250.00	1 DAY

**B&FC FOR
BUSINESS**

PROFESSIONAL SERVICES

INTERMEDIATE & ADVANCED APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ASSISTANT ACCOUNTANT	LEGAL, FINANCE AND ACCOUNTING	3	£8,000.00	15-18 MONTHS
BUSINESS ADMINISTRATION	BUSINESS AND ADMINISTRATION	2	£2,000.00	12 MONTHS
BUSINESS ADMINISTRATION	BUSINESS AND ADMINISTRATION	3	£5,000.00	15-18 MONTHS
CONTACT CENTRE OPERATIONS	BUSINESS AND ADMINISTRATION	2	£1,500.00	18 MONTHS
CUSTOMER SERVICE PRACTITIONER	SALES, MARKETING AND PROCUREMENT	2	£3,500.00	14 MONTHS
CUSTOMER SERVICE SPECIALIST 3	SALES, MARKETING AND PROCUREMENT	3	£4,000.00	15-18 MONTHS
DIGITAL MARKETER	SALES, MARKETING AND PROCUREMENT	3	£11,000.00	15-18 MONTHS
HR SUPPORT	BUSINESS AND ADMINISTRATION	3	£5,000.00	18 MONTHS
IMPROVEMENT TECHNICIAN	BUSINESS AND ADMINISTRATION	3	£4,000.00	14 MONTHS
INFRASTRUCTURE TECHNICIAN	DIGITAL	3	£15,000.00	12 MONTHS
IT SOLUTIONS TECHNICIAN	DIGITAL	3	£13,000.00	18 MONTHS
MARKETING	SALES, MARKETING AND PROCUREMENT	2	£1,500.00	12 MONTHS
MARKETING	SALES, MARKETING AND PROCUREMENT	3	£2,500.00	12 MONTHS
SALES AND TELESales	SALES, MARKETING AND PROCUREMENT	2	£1,500.00	12 MONTHS
SALES AND TELESales	SALES, MARKETING AND PROCUREMENT	3	£2,500.00	12 MONTHS
TEAM LEADER SUPERVISOR	BUSINESS AND ADMINISTRATION	3	£4,500.00	12 MONTHS

HIGHER & DEGREE APPRENTICESHIPS

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ASSOCIATE PROJECT MANAGER	BUSINESS AND ADMINISTRATION	4	£6,000.00	24 MONTHS
CHARTERED MANAGER (CMI) (FINANCE, HR, MARKETING, GENERAL LEADERSHIP, SCHOOL LEADERSHIP)	BUSINESS AND ADMINISTRATION	6	£22,000.00	48 MONTHS
DATA ANALYST	DIGITAL	4	£15,000.00	24 MONTHS
DIGITAL AND TECHNOLOGY SOLUTIONS (CYBER SECURITY ANALYST) DEGREE	DIGITAL	6	£25,000.00	36 MONTHS
DIGITAL AND TECHNOLOGY SOLUTIONS (DATA ANALYST) DEGREE	DIGITAL	6	£25,000.00	36 MONTHS
DIGITAL AND TECHNOLOGY SOLUTIONS (NETWORK ENGINEER) DEGREE	DIGITAL	6	£25,000.00	36 MONTHS
DIGITAL AND TECHNOLOGY SOLUTIONS (SOFTWARE ENGINEERING) DEGREE	DIGITAL	6	£25,000.00	36 MONTHS

HR CONSULTANT/PARTNER	BUSINESS AND ADMINISTRATION	5	£9,000.00	36 MONTHS
NETWORK ENGINEER	DIGITAL	4	£17,000.00	24 MONTHS
OPERATIONS AND DEPARTMENTAL MANAGER	BUSINESS AND ADMINISTRATION	5	£7,000.00	30 MONTHS
PROFESSIONAL ACCOUNTING/TAXATION TECHNICIAN (AAT)	LEGAL, FINANCE AND ACCOUNTING	4	£8,000.00	18 MONTHS
PROJECT MANAGEMENT DEGREE	BUSINESS AND ADMINISTRATION	6	£22,000.00	36 MONTHS
RETAIL MANAGER	SALES, MARKETING AND PROCUREMENT	4	£6,000.00	12 MONTHS
SCHOOL BUSINESS PROFESSIONAL	BUSINESS AND ADMINISTRATION	4	£6,000.00	18 MONTHS
SOFTWARE DEVELOPMENT	DIGITAL	4	£18,000.00	24 MONTHS

CAREER FOCUSED COURSES

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
MICROSOFT OFFICE PACKAGE (ADVANCED) EXCEL	BUSINESS	N/A	£100.00	6 WEEKS
MICROSOFT OFFICE PACKAGE (BEGINNER) WORD, POWERPOINT, EXCEL	BUSINESS	N/A	£150.00	10 WEEKS
MICROSOFT OFFICE PACKAGE (INTERMEDIATE) WORD, POWERPOINT, EXCEL	BUSINESS	N/A	£100 (PER PACKAGE)	6-18 WEEKS
L2 CERT BOOKKEEPING AND ACCOUNTING	BUSINESS	2	FUNDED	10 WEEKS
L2 CERT BUSINESS ADMINISTRATION	BUSINESS	2	FUNDED	10 WEEKS
L2 CERT MARKETING FUNDAMENTALS	BUSINESS	2	FUNDED	10 WEEKS
L3 CERT PRINCIPLES BUSINESS ADMIN	BUSINESS	3	FUNDED	1 YEAR
MICROSOFT OFFICE PACKAGE (INTERMEDIATE) WORD, POWERPOINT, EXCEL	BUSINESS	N/A	FUNDED	6-18 WEEKS

LEGISLATION AND ETHICS

A QUICK GUIDE TO GDPR	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH AGE DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH DISABILITY DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH GENDER REASSIGNMENT DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH RACE DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH RELIGIOUS OR BELIEF DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH SEX DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
AVOIDING AND DEALING WITH SEXUAL ORIENTATION DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
CYBER RISK	E-LEARNING	N/A	£16.00	N/A
DATA PROTECTION ACT 2018	E-LEARNING	N/A	£16.00	N/A
DIVERSITY, EQUALITY AND DISCRIMINATION	E-LEARNING	N/A	£16.00	N/A
EQUAL OPPORTUNITIES IN THE WORKPLACE - PARENTS IN EMPLOYMENT	E-LEARNING	N/A	£16.00	N/A
EQUAL OPPORTUNITIES IN THE WORKPLACE: RECRUITMENT & SELECTION	E-LEARNING	N/A	£16.00	N/A
FLEXIBLE WORKING	E-LEARNING	N/A	£16.00	N/A
FREEDOM OF INFORMATION ACT 2000 AND FREEDOM OF INFORMATION (SCOTLAND) ACT 2002	E-LEARNING	N/A	£16.00	N/A
GDPR AWARENESS	E-LEARNING	N/A	£16.00	N/A
INFORMATION GOVERNANCE	E-LEARNING	N/A	£16.00	N/A
MODERN SLAVERY	E-LEARNING	N/A	£16.00	N/A
MONEY LAUNDERING	E-LEARNING	N/A	£16.00	N/A
PAYMENT CARD INDUSTRY DATA SECURITY STANDARD	E-LEARNING	N/A	£16.00	N/A
RIGHT TO WORK & RIGHT TO WORK GAME	E-LEARNING	N/A	£16.00	N/A
THE BRIBERY ACT 2010: IDENTIFYING AND AVOIDING BRIBERY IN ORGANISATIONS	E-LEARNING	N/A	£16.00	N/A
WHISTLEBLOWING	E-LEARNING	N/A	£16.00	N/A

IMPROVING WORK PERFORMANCE

AN INTRODUCTION TO TIME MANAGEMENT	E-LEARNING	N/A	£16.00	N/A
AN OVERVIEW OF PERFORMANCE APPRAISAL	E-LEARNING	N/A	£16.00	N/A

ATTRACTING CANDIDATES AND PRODUCING JOB ADVERTISEMENTS	E-LEARNING	N/A	£16.00	N/A
CREATING SMARTER OBJECTIVES	E-LEARNING	N/A	£16.00	N/A
DELEGATION	E-LEARNING	N/A	£16.00	N/A
DELIVERING PRESENTATIONS	E-LEARNING	N/A	£16.00	N/A
EQUAL OPPORTUNITIES IN THE WORKPLACE: RECRUITMENT & SELECTION	E-LEARNING	N/A	£16.00	N/A
INTRODUCTION TO MEETINGS AND MEETING TYPES	E-LEARNING	N/A	£16.00	N/A
INTRODUCTION TO NEGOTIATION	E-LEARNING	N/A	£16.00	N/A
JOB ANALYSIS, JOB DESCRIPTIONS AND PERSON SPECIFICATIONS	E-LEARNING	N/A	£16.00	N/A
NEGOTIATING STRATEGIES 1 - STRATEGY BASICS	E-LEARNING	N/A	£16.00	N/A
NEGOTIATING STRATEGIES 2 - PSYCHOLOGICAL STRATEGIES	E-LEARNING	N/A	£16.00	N/A
ONGOING APPRAISAL	E-LEARNING	N/A	£16.00	N/A
ORGANISING AND RUNNING EFFECTIVE MEETINGS	E-LEARNING	N/A	£16.00	N/A
PREPARING FOR PRESENTATIONS	E-LEARNING	N/A	£16.00	N/A
PREPARING FOR THE APPRAISAL	E-LEARNING	N/A	£16.00	N/A
SHORTLISTING CANDIDATES AND SELECTION TECHNIQUES	E-LEARNING	N/A	£16.00	N/A
SMARTER OBJECTIVES FOR MANAGERS	E-LEARNING	N/A	£16.00	N/A
THE APPRAISAL DISCUSSION	E-LEARNING	N/A	£16.00	N/A
THE IMPORTANCE OF SETTING GOALS IN TIME MANAGEMENT	E-LEARNING	N/A	£16.00	N/A
THE RECRUITMENT PROCESS - AN OVERVIEW	E-LEARNING	N/A	£16.00	N/A
THE ROLE OF THE COACH	E-LEARNING	N/A	£16.00	N/A
TIME MANAGEMENT: DECIDING YOUR PRIORITIES	E-LEARNING	N/A	£16.00	N/A
TIME MANAGEMENT: MANAGING DISRUPTION AND KEEPING FOCUSED	E-LEARNING	N/A	£16.00	N/A
TIME MANAGEMENT: PLANNING AND SCHEDULING	E-LEARNING	N/A	£16.00	N/A
UNDERSTANDING AND HANDLING MEETING BEHAVIOUR	E-LEARNING	N/A	£16.00	N/A

WORKING WITH OTHERS

A BACKGROUND TO BODY LANGUAGE	E-LEARNING	N/A	£16.00	N/A
AN INTRODUCTION TO LISTENING	E-LEARNING	N/A	£16.00	N/A
BECOMING A BETTER LISTENER	E-LEARNING	N/A	£16.00	N/A
REMOVING THE BARRIERS TO LISTENING	E-LEARNING	N/A	£16.00	N/A
SILENT SELLING - USING BODY LANGUAGE IN SALES	E-LEARNING	N/A	£16.00	N/A
SILENT SPEECH - UNDERSTANDING BODY LANGUAGE	E-LEARNING	N/A	£16.00	N/A
UNPRODUCTIVE QUESTIONS	E-LEARNING	N/A	£16.00	N/A
USING BODY LANGUAGE IN THE WORKPLACE	E-LEARNING	N/A	£16.00	N/A
USING OPEN AND CLOSED QUESTIONS	E-LEARNING	N/A	£16.00	N/A
USING PROBING QUESTIONS	E-LEARNING	N/A	£16.00	N/A
WHY ARE QUESTIONS IMPORTANT?	E-LEARNING	N/A	£16.00	N/A

IT

MICROSOFT ACCESS 2007 – 2016	E-LEARNING	N/A	£25.00	N/A
MICROSOFT EXCEL 2007 – 2016	E-LEARNING	N/A	£25.00	N/A
MICROSOFT OUTLOOK 2007 – 2016	E-LEARNING	N/A	£25.00	N/A
MICROSOFT POWERPOINT 2007 – 2016	E-LEARNING	N/A	£25.00	N/A
MICROSOFT PROJECT 2007 – 2013	E-LEARNING	N/A	£25.00	N/A
MICROSOFT WORD 2007 – 2016	E-LEARNING	N/A	£25.00	N/A
WINDOWS 10	E-LEARNING	N/A	£25.00	N/A

**B&FC FOR
BUSINESS**

HEALTH & SAFETY FOR ALL

HEALTH, SAFETY & WELLBEING

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
EMERGENCY FIRST AID AT WORK	QUALSAFE	2	£95.00	1 DAY
FIRE AWARENESS	INTERNAL	N/A	£330.00	1/2 DAY
FIRE WARDEN	INTERNAL	N/A	£450.00	1 DAY
FIRST AID AT WORK	QUALSAFE	3	£210.00	3 DAYS
FIRST AID AT WORK ANNUAL UPDATE	QUALSAFE	3	£70.00	3 HOURS
FIRST AID AT WORK REFRESHER	QUALSAFE	3	£185.00	2 DAYS
FIRST AID AWARENESS	INTERNAL	N/A	£20.00	1.5 HOURS
IOSH WORKING SAFELY	IOSH	2	£112.50	1 DAYS
IOSH MANAGING SAFELY	IOSH	3	£410.00	5 DAYS
MANUAL HANDLING	GWO	2	£95.00	1 DAY
MANUAL HANDLING REFRESHER	GWO	2	£95.00	1 DAY
MENTAL HEALTH AWARENESS	HEALTH & MEDICAL PROFESSIONS	1	£168.00	1 DAY
MENTAL HEALTH FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£300.00	2 DAYS
ADULT MENTAL HEALTH CHAMPION	HEALTH & MEDICAL PROFESSIONS	N/A	£200.00	1 DAY
ADULT MENTAL HEALTH AWARE	HEALTH & MEDICAL PROFESSIONS	N/A	£125.00	0.5 DAYS
PEDIATRIC FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£140.00	2 DAYS

PERSONAL WELLBEING

HANDLING STRESS AT WORK – A GUIDE FOR MANAGERS AND STAFF (ROSPA)	E-LEARNING	N/A	£16.00	N/A
HANDLING VIOLENCE AND AGGRESSION AT WORK	E-LEARNING	N/A	£16.00	N/A
HANDLING WORKPLACE STRESS	E-LEARNING	N/A	£16.00	N/A
HARASSMENT AND VICTIMISATION	E-LEARNING	N/A	£16.00	N/A
LONE WORKER TYPES AND TYPICAL RISKS	E-LEARNING	N/A	£16.00	N/A
LONE WORKING - HAZARDS AND RISKS	E-LEARNING	N/A	£16.00	N/A
PERSONAL SAFETY IN OTHER PEOPLE'S HOMES AND PREMISES	E-LEARNING	N/A	£16.00	N/A
PREVENTING BULLYING IN THE WORKPLACE (ROSPA)	E-LEARNING	N/A	£16.00	N/A
RSI - REPETITIVE STRAIN INJURY (ROSPA)	E-LEARNING	N/A	£16.00	N/A

SAFETY ESSENTIALS

AN INTRODUCTION TO FIRST AID	E-LEARNING	N/A	£16.00	N/A
AN INTRODUCTION TO HEALTH & SAFETY AT WORK (ROSPA)	E-LEARNING	N/A	£16.00	N/A
FIRE PREVENTION AND EVACUATION (ROSPA)	E-LEARNING	N/A	£16.00	N/A
FIRE SAFETY AND EVACUATION (ROSPA)	E-LEARNING	N/A	£16.00	N/A
FIRE SAFETY AND EVACUATION REFRESHER (ROSPA)	E-LEARNING	N/A	£16.00	N/A
HEALTH AND SAFETY INDUCTION	E-LEARNING	N/A	£16.00	N/A
SAFE MANUAL HANDLING (ROSPA)	E-LEARNING	N/A	£16.00	N/A
SAFE MANUAL HANDLING REFRESHER (ROSPA)	E-LEARNING	N/A	£16.00	N/A
SLIPS, TRIPS AND FALLS (ROSPA)	E-LEARNING	N/A	£16.00	N/A

SLIPS, TRIPS AND FALLS REFRESHER (ROSPA)	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH DSE - AN OVERVIEW	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH DSE - FIXED DSE	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH DSE - FIXED WORKSTATIONS	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH DSE - MOBILE DSE	E-LEARNING	N/A	£16.00	N/A

SAFETY RISK ASSESSMENTS

DSE AND WORKSTATION SAFETY RISK ASSESSMENT	E-LEARNING	N/A	£16.00	N/A
INTRODUCTION TO RISK ASSESSMENT (ROSPA)	E-LEARNING	N/A	£16.00	N/A
MANUAL HANDLING RISK ASSESSMENT	E-LEARNING	N/A	£16.00	N/A
REPETITIVE STRAIN INJURIES RISK ASSESSMENT	E-LEARNING	N/A	£16.00	N/A
RISK ASSESSMENT FOR MANAGERS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
SLIPS, TRIPS AND FALLS RISK ASSESSMENT	E-LEARNING	N/A	£16.00	N/A
STRESS IN THE WORKPLACE RISK ASSESSMENT	E-LEARNING	N/A	£16.00	N/A
STRESS IN THE WORKPLACE RISK ASSESSMENT	E-LEARNING	N/A	POA	N/A

MANAGING SAFETY

AN INTRODUCTION TO MANAGING HEALTH AND SAFETY (ROSPA)	E-LEARNING	N/A	£16.00	N/A
MANAGING SAFELY (IOSH)	E-LEARNING	N/A	£16.00	N/A
MANAGING SAFELY INTERNATIONAL (IOSH)	E-LEARNING	N/A	£16.00	N/A
MANAGING SAFELY REFRESHER (IOSH)	E-LEARNING	N/A	£16.00	N/A
NATIONAL GENERAL CERTIFICATE IN OCCUPATIONAL HEALTH & SAFETY (NEBOSH)	E-LEARNING	N/A	£16.00	N/A
WORKING SAFELY (IOSH)	E-LEARNING	N/A	£110.00	N/A

HEALTH, SAFETY & WELLBEING

TITLE	ROUTE	LEVEL	PRICE £	TYPICAL DURATION
ABRASIVE WHEELS TRAINING	ENERGY	N/A	£150.00	1 DAY
CONFINED SPACES - HIGH RISK	C&G	N/A	£440.00	2 DAYS
CONFINED SPACES - HIGH RISK & RESCUE	C&G	N/A	£640.00	4 DAYS
CONFINED SPACES - LOW RISK	C&G	N/A	£150.00	1 DAY
CONFINED SPACES - MEDIUM RISK	C&G	N/A	£325.00	2 DAYS
EMERGENCY FIRST AID AT WORK	QUALSAFE	2	£95.00	1 DAY
FIRE AWARENESS	INTERNAL	N/A	£330.00	1/2 DAY
FIRE WARDEN	INTERNAL	N/A	£450.00	1 DAY
FIRST AID AT WORK	QUALSAFE	3	£210.00	3 DAYS
FIRST AID AT WORK ANNUAL UPDATE	QUALSAFE	3	£70.00	3 HOURS
FIRST AID AT WORK REFRESHER	QUALSAFE	3	£185.00	2 DAYS
FIRST AID AWARENESS	INTERNAL	N/A	POA	1/2 DAY
IOSH WORKING SAFELY	IOSH	2	£112.50	1 DAYS
IOSH MANAGING SAFELY	IOSH	3	£410.00	5 DAYS
MANUAL HANDLING	GWO	2	£95.00	1 DAY
MANUAL HANDLING REFRESHER	GWO	2	£95.00	1 DAY
MENTAL HEALTH AWARENESS	HEALTH & MEDICAL PROFESSIONS	1	£168.00	1 DAY
MENTAL HEALTH FIRST AID	HEALTH & MEDICAL PROFESSIONS	N/A	£300.00	2 DAYS
ADULT MENTAL HEALTH CHAMPION	HEALTH & MEDICAL PROFESSIONS	N/A	£200.00	1 DAY
ADULT MENTAL HEALTH AWARE	HEALTH & MEDICAL PROFESSIONS	N/A	£125.00	0.5 DAYS
RESCUE FROM COMBINED SPACES	C&G	N/A	£340.00	2 DAYS

PRACTICAL SAFETY

AN INTRODUCTION TO WORKING AT HEIGHT (ROSPA)	E-LEARNING	N/A	£16.00	N/A
AND BURIED POWER LINES (ROSPA)	E-LEARNING	N/A	£16.00	N/A
COSHH AWARENESS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
IONISING RADIATIONS - A BACKGROUND (ROSPA)	E-LEARNING	N/A	£16.00	N/A
IONISING RADIATIONS - RISK CONTROL (ROSPA)	E-LEARNING	N/A	£16.00	N/A
MANAGING ELECTRICAL SAFETY - CONTROLLING ELECTRICAL HAZARDS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
MANAGING ELECTRICAL SAFETY - IDENTIFYING HIGH RISK ELECTRICAL HAZARDS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
MANAGING ELECTRICAL SAFETY - INSPECTION,	E-LEARNING	N/A	£16.00	N/A
MANAGING ELECTRICAL SAFETY - LIVE OVERHEAD	E-LEARNING	N/A	£16.00	N/A
MANAGING ELECTRICAL SAFETY - PRINCIPLES OF ELECTRICITY AND ITS EFFECTS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
NON-IONISING RADIATIONS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
PROTECTING THE ENVIRONMENT AT WORK AND HOME (ROSPA)	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE IN CONFINED SPACES (ROSPA)	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH ELECTRICITY (ROSPA)	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH HAZARDOUS SUBSTANCES (ROSPA)	E-LEARNING	N/A	£16.00	N/A
STAYING SAFE WITH NOISE (ROSPA)	E-LEARNING	N/A	£16.00	N/A
TEST AND MAINTENANCE (ROSPA)	E-LEARNING	N/A	£16.00	N/A
WORKING AT HEIGHT - SCAFFOLD AND SCAFFOLD TOWERS (ROSPA)	E-LEARNING	N/A	£16.00	N/A
WORKING AT HEIGHT ROOFS AND FRAGILE SURFACES (ROSPA)	E-LEARNING	N/A	£16.00	N/A
WORKING AT HEIGHT WITH ACCESS EQUIPMENT, LADDERS AND STEPLADDERS (ROSPA)	E-LEARNING	N/A	£16.00	N/A

Industry placements are good for business!

Offering an industry placement to a young person isn't just providing them with meaningful work experience – it also has lots of benefits for you, the employer.

The benefits:

developing the supervisory and management skills of your current workforce
enhancing your public profile by supporting your local community
accessing a pool of hidden talent – people who offer enthusiasm and a fresh perspective to your business
promoting workforce diversity

Choose from:

T-levels – The new T-level qualifications (on a par with A-levels) are aimed at high achievers who want to develop career-specific practical and technical skills. By offering an industry placement to a T-level student you are training up tomorrow's workforce as well as benefiting from an enthusiastic and highly capable resource.

Traineeships – These programmes provide young people with the skills, experience and confidence to succeed in employment. A Traineeship placement helps prepare the young person to access a relevant Apprenticeship.

All our students are taught by industry specialists and have access to cutting edge facilities in which to develop their skills.

Contact B&FC for Business

For general enquiries, please contact a member of our team on:

T 01253 504 343

E business@blackpool.ac.uk

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