

**The
Sheffield
College**

Skills Bank Training Catalogue

Version 2



Funding to help support your workforce skills development needs

The Skills Bank is an exciting new service which invests in skills and expertise to drive business growth.

It supports employers in the Sheffield City Region to invest in the skills that their staff need to help their business develop and grow.

It is a £17 million fund, comprising of funding from the European Social Fund and Government Growth Funding.

The Skills Bank can provide funding of up to 70% of the cost of training staff to gain new skills or refresh existing skills.

The Sheffield College are an approved Skills Bank training provider which means that we can work with you to identify your staff's skills development needs and then deliver the training required.

We have an extensive range of training courses to choose from – please see the pages that follow. Alternatively we can design and deliver bespoke courses to meet a specific need.



Please contact us if you want to discuss your skills development requirements and to find out more

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Skills Bank Website: <http://sheffieldcityregionsskillsbank.co.uk>

Skills Bank Training Catalogue

Course Title	Course Level	Duration	Price per Learner <small>ex. VAT</small>	Learning Style	Brief Details of Course
<u>Business</u>					
Business and Administration - OCR NVQ Diploma	Level 2	9 weeks	£895.00 (1-10) £805.00 (11-20) £805.00 (21+)	1-2-1 Face to Face with tailored support	This OCR accredited course provides those working in an administrative support role with the essential administration skills to help deliver business growth. We can adapt to provide a customised qualification for those in specialist areas e.g. Human Resources, Parking Services and Legal Administration.
<u>Customer Service</u>					
Customer Service - OCR Diploma	Level 2	9 weeks	£895.00 (1-10) £805.00 (11-20) £805.00 (21+)	Face to Face/ Classroom	This OCR accredited course provides those working in an administrative support role with the essential customer service skills to support and help deliver business growth.
<u>Financial</u>					
Accounting - Association of Accounting Technicians (AAT) Professional Diploma	Level 4	36 weeks	£2573.00 (1-10) £2315.00 (11-20) £2315.00 (21+)	Face to Face/ Classroom	This AAT accredited course equips aspiring Accounting Technicians and those working in the sector with essential financial team leader skills. The course covers Management Accounting, Accounting Systems and Control, and Financial Statements plus two specialist option units. Gives progression to full AAT membership.

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Bookkeeping and Accounts - City and Guilds Award	N/A	10 weeks	£170.00 (1-10) £153.00 (11-20) £153.00 (21+)	Face to Face/ Classroom	This City and Guilds accredited course equips those new to bookkeeping and accounts or looking to enhance their business administration skills with a practical introduction including processes and documentation.
Computerised Accounts - City and Guilds Award	Level 2	25 weeks	£165.00 (1-10) £148.00 (11-20) £148.00 (21+)	Face to Face/ Classroom	This City and Guilds accredited course equips those working in an accounting role with the fundamentals of the SAGE computerised accounting software package.
Mortgage Advice and Practice (CeMAP) CeMAP Certificate Institute of Financial Services/London Institute of Banking	Level 3	24 weeks	£800.00 (1-10) £720.00 (11-20) £720.00 (21+)	Face to Face/ Classroom	This CeMAP accredited course provides aspiring mortgage advisors with a recognised licence to practice covering the Financial Services Environment, Mortgage Law and Mortgage Advice/Knowledge to equip businesses with staff that meet regulatory requirements.
Health and Safety					
Health and Safety - NEBOSH Certificate	Level 3	32 weeks	£850.00 (1-10) £765.00 (11-20) £765.00 (21+)	Face to Face/ Classroom	This National Examination Board in Occupational Safety and Health nationally recognised accredited course for those with Health and Safety management responsibilities is a useful first step in progression towards Registered Safety Practitioner status.
HR					
Human Resources Management - Chartered Institute of Personnel Development (CIPD) Certificate	Level 5	35 weeks	£2500.00 (1-10) £2250.00 (11-20) £2250.00 (21+)	Blended (part distance/ classroom/ workshop)	This Chartered Institute of Personnel Development accredited course is aimed at HR practitioners and covers the essentials of HR professional practice including Human Resource Management, HR Functions; Employee Engagement, Resource and Talent Planning, and Employment Law.

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Human Resources Practice - Chartered Institute of Personnel Development (CIPD) Foundation Certificate	Level 3	30 weeks	£1265.00 (1-10) £1138.00 (11-20) £1138.00 (21+)	Blended (part distance/ classroom/ workshop)	This Chartered Institute of Professional Development accredited certificate equips those new into HR or working in a support role with an understanding of Human Resources Practice. Enables HR Practitioners to develop their role within the organisation contributing to business growth.
Human Resources Practice - Chartered Institute of Personnel Development (CIPD) Foundation Diploma	Level 3	35 weeks	£1987.00 (1-10) £1788.00 (11-20) £1788.00 (21+)	Blended (part distance/ classroom/ workshop)	This Chartered Institute of Professional Development accredited diploma equips those new into HR or working in a support role with an understanding of Human Resources Practice. Enables HR Practitioners to develop their role within the organisation contributing to business growth.
Human Resources Practice - Chartered Institute of Personnel Development (CIPD) Intermediate Certificate	Level 5	35 weeks	£2000.00 (1-10) £1800.00 (11-20) £1800.00 (21+)	Blended (part distance/ classroom/ workshop)	This Chartered Institute of Professional Development accredited course equips HR professionals with the essentials of HR management. Includes Developing Professional HR Practice, Employee Engagement and Resource and Talent Planning to develop their role and contribute to business growth.

Commercial and Legal

Company Law: Principles of	Level 3	1 day	£150.00 (1-10) £150.00 (11-20) £150.00 (21+)	Face to Face workshop session	A one day course providing a grounding in basic company law; ideal for any business owner who needs to understand the legal implications of incorporating their business from a sole trader model to a limited company structure.
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Course Title	Course Level	Duration	Price per Learner <small>ex. VAT</small>	Learning Style	Brief Details of Course
Contract Management	Level 3	2 days	£300.00 (1-10) £300.00 (11-20) £300.00 (21+)	Face to Face workshop session	A two day course for those involved in managing commercial contracts including negotiating terms. This course covers the basic principles of Contract Law (Formation of Contract, Incorporation of Terms; Remedies/Consequences for Breach of Contract) and key Negotiation Techniques when entering into contracts.
Employment Law: Principles of	Level 3	1 day	£150.00 (1-10) £150.00 (11-20) £150.00 (21+)	Face to Face workshop session	A one day course for those in HR or managing employees; provides a grounding in the key employment law issues found in modern day HR practice.
Legal Graduate - Chartered Institute of Legal Executives (CILEX) Fast Track Diploma	Level 6	24 weeks	£2990.00 (1-10) £2990.00 (11-20) £2691.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Legal Executives accredited course is for law graduates who want to qualify as Lawyers or Legal Executives. This is an alternative to the traditional Legal Practice or Bar Professional Training Course routes enabling businesses to quickly and effectively upskill staff.

Leadership and Management

Leadership & Management Principles - Institute of Leadership & Management (ILM) Certificate	Level 3	35 weeks	£995.00 (1-10) £895.00 (11-20) £895.00 (21+)	Face to Face/ Classroom	This Institute of Leadership and Management accredited course is for practising Team Leaders and First Line Managers and develops skills in leading and managing people and resources, handling organisational change and developing effective teams to deliver business growth.
Leadership and Management - Institute of Leadership and Management (ILM) Award	Level 3	12 weeks	£595.00 (1-10) £535.00 (11-20) £535.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course is for practising Team Leaders and First Line Managers and develops skills in leading and managing people and resources, handling organisational change and developing effective teams to deliver business growth.

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Leadership and Management - Institute of Leadership and Management (ILM) Award	Level 4	12 weeks	£695.00 (1-10) £695.00 (11-20) £695.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course is for new and aspiring middle managers and develops skills in management performance, leadership style and motivating people. Enables the development of effective teams to deliver business growth.
Leadership and Management - Institute of Leadership and Management (ILM) Certificate	Level 4	35 weeks	£1250.00 (1-10) £1120.00 (11-20) £1120.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course for practicing middle managers covers leading innovation and change, managing projects and assessing leadership capability and performance to prepare for senior management responsibility and to support business growth.
Leadership and Management - Institute of Leadership and Management (ILM) Award	Level 5	15 weeks	£795.00 (1-10) £715.00 (11-20) £715.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course for practicing middle managers covers leading innovation and change, managing projects and assessing leadership capability and performance to prepare for senior management responsibility and to support business growth.
Leadership and Team Skills - Institute of Leadership and Management (ILM) Award	Level 2	8 weeks	£395.00 (1-10) £355.00 (11-20) £355.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course is for practising or aspiring team leaders and develops skills in workplace communication, developing teams and innovation and organisational change. Enables the development of effective teams to deliver business growth.
Leadership and Team Skills - Institute of Leadership and Management (ILM) Certificate	Level 2	20 weeks	£545.00 (1-10) £490.00 (11-20) £490.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course for new and aspiring middle managers helps them get to grips with their role, gain comprehensive business knowledge, motivate staff and develop the leadership style and technical skills to support business growth.

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Course Title	Course Level	Duration	Price per Learner <small>ex. VAT</small>	Learning Style	Brief Details of Course
Management and Leadership - Institute of Leadership and Management (ILM) Diploma	Level 5	35 weeks	£1995.00 (1-10) £1795.00 (11-20) £1795.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course is for those in or aspiring to higher management roles. This course covers the essential skills of Strategic Planning, Business Processes, Managing Change and Leadership and Management to Support Business Growth.
Strategic Management and Leadership - Institute of Leadership and Management (ILM) Diploma	Level 7	60 weeks	£1995.00 (1-10) £1795.00 (11-20) £1795.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course is for practising senior managers. This course covers the essential skills of Strategic Business Planning and leadership and direction to achieve and support business growth.
Team Leading - Institute of Leadership and Management (ILM) Diploma	Level 2	35 weeks	£1500.00 (1-10) £1350.00 (11-20) £1350.00 (21+)	Face to Face or Distance Learning	This Institute of Leadership and Management accredited course provides team leaders and supervisors with the essential principles of communication and leading and managing a team to effectively help support and deliver business growth.
Marketing					
Crisis and Reputation Management	N/A	1 day	£125.00 (1-10) £113.00 (11-20) £113.00 (21+)	Face to Face workshop session	Viral social media complaints, natural disasters and unwanted media coverage can damage business reputation. This workshop explains the basics of a crisis and reputation management plan and will equip you with the skills to protect your business reputation with the media and the general public.
Customer Communications - Chartered Institute of Marketing (CIM) Foundation Award	Level 3	8 weeks	£475.00 (1-10) £427.00 (11-20) £427.00 (21+)	1-2-1 Face to Face with tailored support	This Chartered Institute of Marketing accredited module builds understanding of the importance of customer relationships and to develop and implement a successful marketing communications campaign to help deliver business growth. Can be studied as a single module or part of the Award in Marketing.
Digital Marketing for Business	Level 3	1 week	£400.00 (1-10) £400.00 (11-20) £400.00 (21+)	Face to Face workshop session	Covering all aspects including websites; content marketing; search engineering optimisation (SEO); social media & relationship marketing. Helps business owners/marketing managers expand & develop their online presence to build brand awareness, drive sales, collect data and grow business

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Digital Marketing - Chartered Institute of Marketing (CIM) Award	Level 4	12 weeks	£500.00 (1-10) £450.00 (11-20) £450.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited Digital Marketing course develops the skills required to deliver activities such as web, social media and associated monitoring and measuring techniques; including analytics to enable organisations to improve their digital marketing impact.
Handling the Media Training	N/A	1 day	£125.00 (1-10) £113.00 (11-20) £113.00 (21+)	Face to Face workshop session	For senior managers and executives wanting to improve their media performance or those new to management who may be dealing with journalists at some point. A half day workshop covering how to answer tricky questions, deal with difficult journalists and maintain positive business coverage.
Integrated Communications - Chartered Institute of Marketing (CIM) Award	Level 4	12 weeks	£500.00 (1-10) £450.00 (11-20) £450.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited module builds an understanding of effective internal and external communications and the importance of building sustainable relationships to support business growth. Can be studied as a single module or part of the Professional Marketing Certificate.
Marketing - Chartered Institute of Marketing (CIM) Award	Level 3	11 weeks	£500.00 (1-10) £450.00 (11-20) £450.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited course is for those new into marketing and provides the skills, knowledge and understanding to take up a support level marketing role. To achieve this Award you can choose to study one of two modules – Marketing Principles or Customer Communications.
Marketing - Chartered Institute of Marketing (CIM) Certificate	Level 3	16 weeks	£900.00 (1-10) £810.00 (11-20) £810.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited course is for those new into marketing and provides the skills, knowledge and understanding to take up a support level marketing role. To achieve this Certificate you will study two modules – Marketing Principles and Customer Communications.

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Marketing Principles - Chartered Institute of Marketing (CIM) Award	Level 3	8 weeks	£475.00 (1-10) £427.00 (11-20) £427.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited module provides an understanding of the key concepts and terminology used in marketing and enables the learner to take up a support level marketing role. Can be studied as a single module or part of the Award in Marketing.
Professional Marketing - Chartered Institute of Marketing (CIM) Certificate	Level 4	36 weeks	£1350.00 (1-10) £1215.00 (11-20) £1215.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited course is for practising marketers and covers Marketing, Integrated Communications and Digital Marketing. Successful completion will enable the individual to perform at operational level within a marketing role, to help deliver business growth.
Professional Marketing Customer Experience Module - Chartered Institute of Marketing (CIM) Certificate	Level 4	12 weeks	£500.00 (1-10) £450.00 (11-20) £450.00 (21+)	Face to Face/ Classroom	This Chartered Institute of Marketing accredited module provides the skills and understanding to assess customer expectations and deliver activities that enhance customer experience and supports business growth. Can be studied as a single module or part of the Professional Marketing Certificate.
Public Relations - Chartered Institute of Public Relations (CIPR) Award	Level 3	5 weeks	£550.00 (1-10) £495.00 (11-20) £495.00 (21+)	Face to Face/ Classroom	A Chartered Institute of Public Relations course delivered in half-day workshops enables those starting or running their own business or with a marketing/sales remit to gain practical skills in publicity/public relations; understanding the importance of PR and its role in supporting business growth.
Social Media for Small Businesses	N/A	1 day	£150.00 (1-10) £150.00 (11-20) £150.00 (21+)	Face to Face workshop session	Explore current social media landscapes for small businesses and learn how to use a range of social media platforms to engage and interact with your target audiences. This course includes tips, tricks and tools to maximise your online presence on Facebook, Twitter, LinkedIn, Instagram, Pinterest and Google.
Writing a Press Release	N/A	1 day	£125.00 (1-10) £113.00 (11-20) £113.00 (21+)	Face to Face workshop session	Equip your business to improve its media coverage and secure business growth through the art of writing a press release for radio, TV, print and online news organisations to generate awareness and coverage. This course covers the essentials of press release writing and securing media coverage for your business.

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<u>Project Management</u>					
Project Management - PRINCE2 Foundation	Level 4	3 days	£750.00 (1-10) £675.00 (11-20) £675.00 (21+)	Face to Face workshop session	This PRINCE2 accredited course, widely used in the public and private sectors in the UK and internationally, equips those in project management roles with the essential process skills to perform competently within a PRINCE2 project environment to support business growth.
Project Management - PRINCE2 Practitioner	Level 4	2 days	£600.00 (1-10) £540.00 (11-20) £540.00 (21+)	Face to Face workshop session	This PRINCE2 accredited course, widely used in the public and private sectors in the UK and internationally, equips those in project management roles with the essential practitioner skills to perform competently within a PRINCE2 project environment to support business growth.
<u>Sport and Fitness</u>					
Fitness Instructing Gym based Exercise - Focus Awards Certificate	Level 2	20 weeks	£599.00 (1-10) £539.00 (11-20) £539.00 (21+)	Face to Face/ Classroom	This course covers planning a Safe Effective Exercise Session, Principles of Training and Components of Fitness, Adapting Exercise to Suit Varied Fitness Levels and Teaching Safe Effective Exercise Sessions using resistive machines, Free Weights and CV Machines.

**We also design and deliver bespoke courses to meet a specific need.
Get in touch to discuss.**

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