

BUSINESS TRAINING

BESPOKE COURSES

ONLINE LEARNING

APPRENTICESHIPS

INDUSTRY PLACEMENTS

SPARSHOLT MEANS BUSINESS

**Training to upskill your business
for Spring/Summer 2024**

Welcome

Welcome to the Sparsholt Business Spring and Summer 2024 Business Training Calendar. Our offering this year is bigger and better than ever before, with more ways of studying - from face-to-face at Sparsholt or Andover Campus, online, by joining a virtual course delivered via Teams or in the workplace.

Like most training providers, four years ago, all our training was delivered face-to-face, and mainly delivered at college. Virtual training barely existed, and learners didn't know that they could have as good an experience from a session delivered via Teams as they could from one delivered face-to-face. Lockdown changed everything and we had to deliver a high-quality virtual offering, fast! Since then, we haven't looked back.

As an employer, your choice is now massive. Some employers still prefer to send learners to a face-to-face course with us, and we

will always offer that option. Others like the convenience of having a course delivered in-house, where learners can just arrive at work as normal and receive training in the workplace. You may have embraced the possibility of bringing staff together from various locations on a course delivered via Teams. Whatever training you require, and however you want it delivered, we can accommodate your needs.

For information on any of our training, or if you would like us to develop a bespoke course for your company, please either ring us on **0845 850 0916** or email **business@sparsholt.ac.uk**. We are looking forward to hearing from you.

The Sparsholt Business Team

A view of our beautiful campus.



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Please scan here to view our full range
of courses on our website



Looking for something different?

We can arrange a bespoke course tailored to the needs of your business which can be run in your workplace.

Please contact us for further details – call **0845 850 0916** or email **business@sparsholt.ac.uk**

CMI Level 3 Award in Coaching and Mentoring

Designed for Supervisors and first-line Managers.

11 Mar

£410

Sparsholt

CMI Level 3 Certificate in Coaching and Mentoring

Designed for Supervisors and first-line Managers.

11 Mar and 15 Apr

£699

Blended

CMI Level 3 Award Principles of Management and Leadership

Aimed at practising or aspiring managers who supervise or manage a team.

1 Feb

£370

Sparsholt

CMI Level 3 Certificate Principles of Management and Leadership

Aimed at practising or aspiring managers who supervise or manage a team.

1 Feb and 29 Feb

£616

Blended

CMI Level 3 Diploma Principles of Management and Leadership

Aimed at practising or aspiring managers who supervise or manage a team.

1 Feb-25 Jul

£1,855

Blended

CMI Level 5 Award Management and Leadership

Designed for practising middle managers and leaders looking to develop their management skills.

17 Jan

£479

Sparsholt

CMI Level 5 Certificate Management and Leadership

Designed for practising middle managers and leaders looking to develop their management skills.

17 Jan and 29 Feb

£825

Blended

CMI Level 5 Diploma Management and Leadership

Designed for practising middle managers and leaders looking to develop their management skills.

17 Jan, 29 Feb, 18 Apr, 6 Jun, 18 Jul, 29 Aug and 4 Oct

£2,059

Blended

Blended

Blended courses are a mixture of face-to-face sessions at Sparsholt College and online sessions presented via MS Teams.

“ ”

It has already, and will continue to help me be a better manager.

Alex, Winchester City Council, CMI Level 3 Diploma Principles of Management and Leadership

Business Skills

Business Writing ALL

Suitable for those new to business writing or who would like a refresher of basic skills.

24 Apr

£147

Sparsholt

Coaching Skills for Managers and Supervisors M/S

Aimed at anyone who has a coaching function in their role.

13 Feb or 21 Jun

£168

Sparsholt

Communication in the Workplace ALL

Aimed at managers, team leaders and team members.

5 Mar or 14 May

£168

Sparsholt

Communication in the Workplace (one-to-one) ALL

Aimed at managers, team leaders and team members.

Bespoke - on enquiry

£382

Virtual

Conducting Effective Appraisals and Performance Reviews

Aimed at those less experienced or who have no experience undertaking appraisals.

22 Mar or 28 Jun

£168

Sparsholt

Customer Service Skills ALL

Suitable for anyone who would like to improve their customer service skills.

10 Jan or 14 Mar

£147

Data Protection and Cyber Security Awareness

Suitable for all employees.

7 Mar or 16 May

£147

Sparsholt

Facilitating Effective Meetings ALL

Suitable for anyone who arranges or chairs meetings.

24 May

£168

Sparsholt

Leading with Emotional Intelligence

Designed for leaders and managers.

19 March

£168

Andover

Sparsholt

Leading with Emotional Intelligence (one to one)

Designed for Leaders and Managers

Bespoke - on enquiry

£382

Virtual

ALL Suitable for whole workforce M/S Suitable for Managers and Supervisors

Virtual courses are delivered live via MS Teams

Online courses can be completed at your convenience within a 16-week period

Business Skills

Managing Change in the Workplace (one-to-one) M/S

Suitable for managers who need to lead through change.

Bespoke - on enquiry

£382

Virtual

Managing Change in the Workplace M/S

Suitable for managers who need to lead through change.

Bespoke - on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

Managing Difficult Situations in the Workplace ALL

Aimed at helping anyone who deals with challenging situations whilst at work.

1 Feb or 30 Apr

£168

Sparsholt

Managing Difficult Situations in the Workplace (one-to-one) ALL

Aimed at helping anyone who deals with challenging situations whilst at work.

Bespoke - on enquiry

£382

Virtual

Managing Virtual Teams M/S

Aimed at managers who manage staff remotely.

Bespoke - on enquiry

Fees on enquiry

Virtual

Mental Health at Work

Aimed at all managers and team leaders with responsibility for employees.

22 Feb or 22 May

£168

Sparsholt

Minute Taking Skills ALL

Suitable for anyone responsible for record keeping during meetings.

11 Jan or 26 Apr

£147

Sparsholt

New Manager Essential Skills ALL

Aimed at those about to move into a management role.

30 Jan or 23 Apr

£168

Sparsholt

Practical Problem Solving ALL

Aimed at individuals who need creative solutions for solving problems.

Bespoke - on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

Positive Psychology in the Workplace

Designed for leaders and managers.

2 May

£168

Sparsholt

Business Skills

Putting Lean Management into Practice M/S

Aimed at anyone interested in the concept of lean management.

Bespoke - on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

Team Leadership Skills M/S

Designed for existing or aspiring team leaders.

27 Feb or 7 May

£168

Sparsholt

Writing a Business Plan for a Start-Up

Suitable for anybody planning to start a business.

1 Mar

£147

Sparsholt

NCFE L2 Certificate in Lean Organisation Management Techniques

Flexible dates

Free*

Online

NCFE L2 Certificate in Principles of Business Administration

Flexible dates

Free*

Online

NCFE L2 Certificate in Principles of Customer Service

Flexible dates

Free*

Online

NCFE L2 Certificate in Principles of Team Leading

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Business Improvement Techniques

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Data Protection and Data Security

Flexible dates

Free*

Online

* Please see page 29 for more information.

ALL Suitable for whole workforce **M/S** Suitable for Managers and Supervisors

Virtual courses are delivered live via MS Teams

Online courses can be completed at your convenience within a 16-week period

“““

The content was well delivered, relevant and adapted to our business.

Emma, Blue Lamp Trust, Customer Service Skills (bespoke)

Charities

Managing Volunteers

Aimed at volunteer managers both inside and outside the voluntary sector.

Bespoke - on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

NCFE L2 Certificate in Awareness of Mental Health Problems

Flexible dates

Free*

Online

NCFE L2 Certificate in Counselling Skills

Flexible dates

Free*

Online

NCFE L2 Certificate in Information, Advice or Guidance

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Autism

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Behaviour that Challenges

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Children and Young People's Mental Health

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Specific Learning Difficulties

Flexible dates

Free*

Online

Adult and Community Learning funding is available for charity staff, volunteers and clients in Andover and Winchester. Support for charities is available where a charity is meeting a local need and addressing that need contributes to improvements in the local community.

The training detailed above is indicative of that delivered to charities in the past and is not a definitive list. Please contact us on **business@sparsholt.ac.uk** or **0845 850 0916** for more information on which courses are available.

* Please see page 29 for more information

Electrical

EAL Level 3 Award in the Requirements for Electrical Installations BS 7671:2018 (18th edition)

Suitable for practising electricians.

19 Jan-2 Feb (Friday, 3 weeks)

£395

Andover

EAL Level 3 Award in the Requirements for the Installation of Electric Vehicle Charging Points

Aimed at anyone who is conversant with the relevant wiring regulations, and initial verification and commissioning.

10 May

£195

Andover

EAL Level 3 Award in Electrical Installation Inspection, Testing, Certification and Reporting

Suitable for practising electricians.

7 Jun-5 Jul (Friday, 5 weeks)

£795

Andover

EAL Level 3 Award in the Installation of Small-Scale Photovoltaic Systems

Suitable for practising electricians.

1 Mar-22 Mar (Friday, 4 weeks)

£595

Andover

First Responder Training for Electric Vehicles

This course is designed to provide first responders with the knowledge to safely secure and shutdown electric and hybrid vehicles in the event of accidents or malfunction.

9 Feb

£150

Andover



FIRE IT UP



Apprenticeships

SPARSHOLT

COLLEGE GROUP

Apprenticeships are a great way to earn money and gain a nationally recognised qualification through a mix of training in college and in the workplace. Sparsholt and Andover College work with over 1,100 employers across more than 40 different industries.

For current apprenticeship vacancies and to learn more, visit apprenticeships.gov.uk or contact the Apprenticeships Team at:

✉ apprenticeships@sparsholt.ac.uk ☎ 0845 850 0916

SPARSHOLT

Standard Level 2

- Animal Care and Welfare Assistant
- Arborist
- Butcher
- Countryside Worker
- General Farm Worker
- Equine Groom
- Horticulture Operative
- Landscape Operative
- Greenkeeper
- Underkeeper

Standard Level 3

- Advanced Sport Turf Technician
- Keeper and Aquarist
- Landscape or Horticulture Supervisor*
- Livestock Unit Technician*
- Crop Technician
- Forest Craftsperson*
- Engineering Fitter
- Metal Fabricator
- Content Creator
- Senior Equine Groom
- Information Communications Technician
- Veterinary Nurse
- Team Leader or Supervisor

Higher Apprenticeships

- Countryside Ranger Level 4
- Ecologist Level 7*

ANDOVER

Standard Level 2

- Accounts/Finance Assistant
- Adult Care Worker
- Autocare Technician
- Carpentry and Joinery
- Early Years Practitioner
- Hair Professional

Standard Level 3

- Assistant Accountant
- Business Administrator
- Content Creator
- Early Years Educator
- Advanced and Creative Hair Professional
- Lead Adult Care Worker
- Installation Electrician/
Maintenance Electrician
- Engineering Fitter
- Metal Fabricator
- Motor Vehicle Service and Maintenance
Technician (Light Vehicle)
- Teaching Assistant
- Team Leader or Supervisor

Higher Apprenticeships

- Professional Accounting/
Taxation Technician Level 4

*COMING SOON



“

I'd highly recommend doing an arborist apprenticeship at Sparsholt College. It's brilliant because you're learning the theory side at college, from tree identification to legislation, but also earning money and learning practical skills.

Jamie, Apprentice Tree Surgeon

L3 Award First Aid at Work

Specifically designed for individuals who wish to act as a first aider in their workplace. Suitable for higher risk work environments.

10 -12 Jan or 22-24 Apr

£369

Sparsholt

L3 Award Emergency First Aid at Work

Designed for individuals who wish to act as an emergency first aider in lower risk workplaces.

11 Mar or 7 May

£147

Sparsholt

L3 Award First Aid at Work Requalification

Suitable only for those who have a Level 3 First Aid at Work certificate which is in date

15-16 Feb or 24-25 Jun

£257

Sparsholt

L3 Award First Aid at Work

Specifically designed for individuals who wish to act as a first aider in their workplace. Suitable for higher risk work environments.

3-5 Apr or 10-12 Jun

£369

Andover

L3 Award Emergency First Aid at Work

Designed for individuals who wish to act as an emergency first aider in lower risk workplaces.

22 Jan or 2 Apr

£147

Andover

L3 Award First Aid at Work Requalification

Suitable only for those who have a Level 3 First Aid at Work certificate which is in date

22-23 Feb or 8-9 May

£257

Andover

L2 Award Basic Life Support and Safe Use of an Automated External Defibrillator

Designed to provide candidates with the skills needed to administer safe, prompt and effective basic life support.

Bespoke - on enquiry

£90

Andover

Sparsholt

“ ”

It was a very informative and enjoyable course. It got the brain cells working overtime.

Chrissy, NCFE online course Climate Change and Environmental Awareness

L2 Award in Food Safety in Catering

A regulated and nationally recognised qualification for people working or planning on working in the food industry.

24 Jan or 18 Mar

£147

Sparsholt

L2 Award in Health and Safety in the Workplace

Ideal for all employees.

8 Feb or 25 Mar

£147

Sparsholt

L2 Award in Principles of Risk Assessment

For anyone responsible for conducting Health & Safety risk assessments in the workplace.

23 Feb

£147

Sparsholt

L2 Award in Safe Moving and Handling

For anyone who performs manual handling duties in the workplace

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry



Hospitality & Food Management

Auditing and Inspection Skills for Food Manufacturing

Suitable for anyone conducting internal food audits in a food business

Virtual

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry

Call Handling Skills

Suitable for anyone who wishes to improve their telephone technique.

Virtual

Andover

Sparsholt

Bespoke - on enquiry

£147

Customer Service Skills

Suitable for anyone who would like to improve their customer service skills.

10 Jan or 14 Mar

£147

Sparsholt

Food Allergens Awareness (half day)

Suitable for anyone working in a food business

Virtual

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry

Food Purchasing, Costs and Controls for Catering

Suitable for anyone responsible for purchasing food in a catering business

Virtual

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry

How to Have a Successful Food Safety Inspection for Your Business

Aimed at anyone who needs to lead their organisation through a food safety inspection.

Virtual

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry

L2 Award in Food Safety in Catering

A regulated and nationally recognised qualification for people working or planning on working in the food industry.

24 Jan or 18 Mar

£147

Sparsholt

L2 Award for Personal Licence Holders

Designed for those who want to work in the licence retail sector.

18 Jan or 9 May

£147

Sparsholt

Planning a One Day Event

Ideally delegates will have some team leading or management experience.

Virtual

Andover

Sparsholt

Bespoke - on enquiry

Fees on enquiry

Receptionist Skills

Aimed at receptionists who want to give the best first impression of their organisation.

Bespoke - on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

Setting up a Takeaway or Mobile Food Business

Ideally delegates will have some team leading or management experience.

Bespoke, on enquiry

Virtual

Andover

Sparsholt

Fees on enquiry

NCFE L2 Certificate in Principles of Customer Service

Flexible dates

Free*

Online



Introduction to Excel

A basic introduction for those who have no experience of Excel.

22 Feb or 16 May or 11 July

£147

Andover

Intermediate Excel

Designed for those who have undertaken our introductory course or who have a basic knowledge of Excel formulae.

8 Feb or 7 Mar or 18 Apr or 9 May or 23 May or 4 Jul

£147

Andover

Advanced Excel

Designed for learners who use Excel regularly and are confident with the Intermediate course.

14 Mar or 18 Jul

£147

Andover

Introduction to Excel

A basic introduction for those who have no experience of Excel.

Bespoke - on enquiry

Fees on enquiry

Virtual

Intermediate Excel

Designed for those who have undertaken our introductory course or who have a basic knowledge of Excel formulae.

Bespoke - on enquiry

Fees on enquiry

Virtual

Advanced Excel

Designed for learners who use Excel regularly and are confident with the Intermediate course.

Bespoke - on enquiry

Fees on enquiry

Virtual

First Steps in IT

Designed for learners who are new to IT.

Bespoke - on enquiry

Fees on enquiry

Andover

L2 Certificate in the Principles of Cyber Security

Flexible dates

Free *

Online

* Please see page 29 for more information.



Clear, step-by-step approach, well-paced.

Richard, R. Twining & Co. Ltd, Intermediate Excel

Marketing & Social Media

A Website in a Day with WordPress

Aimed at business managers seeking to build their first website.

18 Jan or 29 Apr

£147

Andover

Advanced WordPress

Aimed at those with some existing knowledge of WordPress.

Bespoke - on enquiry

Fees on enquiry

Andover

Boost Your Sales with Amazon Advertising

Aimed at self-published authors and Amazon sellers.

31 Jan or 6 Mar

£168

Andover

Email Marketing Mastery

For those new to email marketing.

24 Jan or 13 Mar

£168

Andover

Getting Started with Internet Marketing

For those who would like to learn first principles of digital marketing.

29 Jan or 26 Apr

£147

Sparsholt

Getting Started with Marketing

Suitable for beginners to marketing who work for start-up or small businesses.

22 Mar or 22 May

£147

Sparsholt

Increasing Sales with Facebook Advertising

Learners should have a general awareness of Facebook and social media.

10 Jan or 27 Mar

£168

Andover

Online Lead Generation

For those who have a basic understanding of online lead generation and would like to increase their skill.

17 Jan or 20 Mar

£168

Andover

Social Media to Market Your Business

Some familiarity with using social media for business or leisure purposes would be beneficial.

19 Feb or 10 Apr

£147

Sparsholt

Advanced Social Media to Market Your Business

Aimed at those who have attended our Social Media to Market Your Business Course or who have extensive knowledge of social media.

Bespoke - on enquiry

Fees on enquiry

Sparsholt

Social Media Strategy and Content

Some familiarity with using social media for business or leisure purposes would be beneficial.

28 Feb or 13 Jun

£147

Sparsholt

Personal Development

Develop your CV and Interview Skills

For anybody who needs to write a CV or to update an existing one or to learn better interview technique.

Bespoke - on enquiry

Virtual Sparsholt Andover
Fees on enquiry

Develop Your CV and Interview Skills (one-to-one)

For anybody who needs to write a CV or to update an existing one or to learn better interview technique.

Bespoke - on enquiry

£382

Virtual

Leading with Emotional Intelligence

For anybody interested in learning how to be an emotionally intelligent leader.

19 Mar

£168

Sparsholt

Leading with Emotional Intelligence (one-to-one)

For anybody interested in learning how to be an emotionally intelligent leader.

Bespoke - on enquiry

£382

Virtual

Developing Assertiveness Skills

Aimed at anyone who feels they would like to be more assertive or less aggressive in their communication.

25 Jan or 16 Jul

£168

Sparsholt

Developing Assertiveness Skills (one-to-one)

Aimed at anyone who feels they would like to be more assertive or less aggressive in their communication.

Bespoke - on enquiry

£382

Virtual

Improve Your Presentation Skills

Suitable for anyone who needs to make business presentations of any kind.

25 Jan or 13 Mar

£168

Sparsholt

An Introduction to Mindfulness

This course is aimed at anyone who would like to learn how regular mindfulness practice can help them live a more happy, healthy lifestyle.

22 Feb - 28 Mar (Thursday, 6.00 - 9.00pm, 6 weeks)

£349

Sparsholt

Persuasive Communication and Influencing Skills

Suitable for managers and those who need to influence and persuade in a professional and business context. Please note this is not designed to be a sales negotiation course.

| | | |
|-------|------|---------|
| 4 Jun | £168 | Virtual |
|-------|------|---------|

Stress Management and Personal Resilience (one-to-one)

For people who want to deal more effectively with external pressure but not for those facing mental health issues related to stress.

| | | |
|----------------------|------|---------|
| Bespoke - on enquiry | £382 | Virtual |
|----------------------|------|---------|

Time and Priority Management

Suitable for anyone who needs to be able to use their time more effectively.

| | | |
|------------------|------|-----------|
| 29 Feb or 19 Apr | £168 | Sparsholt |
|------------------|------|-----------|

Time and Priority Management (one-to-one)

Suitable for anyone who needs to be able to use their time more effectively.

| | | |
|----------------------|------|---------|
| Bespoke - on enquiry | £382 | Virtual |
|----------------------|------|---------|

Virtual Presentation Skills

Suitable for anyone who needs to make virtual business presentations of any kind.

| | | |
|----------------------|-----------------|---------|
| Bespoke - on enquiry | Fees on enquiry | Virtual |
|----------------------|-----------------|---------|

Virtual Presentation Skills (one-to-one)

Suitable for anyone who needs to make virtual business presentations of any kind.

| | | |
|----------------------|------|---------|
| Bespoke - on enquiry | £382 | Virtual |
|----------------------|------|---------|

“

The instructor was very knowledgeable, and the course was useful and could be applied to a variety of real-world scenarios.

Amy, Wessex Translations, Persuasive Communication and Influencing Skills

Project Management

Agile Essentials

An introductory course aimed at those who want to learn about Agile project management techniques.

8 Feb or 15 Apr

£99

Sparsholt

PRINCE2 Foundation

Suitable for anybody who needs to use PRINCE2 project management techniques at work.

15-17 Jan or 22-24 Apr

£928

Sparsholt

PRINCE2 Practitioner

Suitable for anybody who has passed or will take the PRINCE2 Foundation course and wants to gain the higher qualification.

18-19 Jan or 25-26 Apr

£744

Sparsholt

Project Management Essentials

An entry level course aimed at anyone wanting to learn basic project management techniques.

6-7 Feb or 29-30 Apr

£383

Sparsholt

“”

Richard was very eloquent, interesting and knowledgeable.

Michèle, Winchester Beacon, Project Management Essentials

Meet the Trainer

Richard Webber

Our Project Management trainer Richard has been delivering courses for over 15 years, using his wide industry experience to bring to life his training sessions.

“I’ve been lucky enough to work in several industries and countries, and I was able to see the stark difference in the time, cost and quality of project delivery between organisations. The difference wasn’t the people, it was all about whether the organisation was making good use of a recognised project methodology or not. I decided that on the back of seeing the success from using good project management methods I wanted to help others, and so I started delivering training.

As well as this, I really wanted to continue to “practice what I preach” and keep my skills alive and current. Not every aspect of methods like PRINCE2® work in every situation and the only way to discover this is to run projects, so I regularly run projects both large and small alongside training. My current engagement is with the Northern Ireland Education Authority helping them restructure their IT support provision. We’ve used PRINCE2® with some Agile and it’s coming to an end, on time and I’m told has delivered exactly what they wanted.

Agile is a new approach to managing work which has been applied in many areas including project management. Traditional projects tended to be very sequential in their delivery with little room to adapt once the project has started, whereas Agile can be more effective in allowing a solution to “emerge” during the project and adapt to changing customer needs. It also provides increased transparency,



collaboration and learning through the project. We’ve started offering an Agile Essentials course at Sparsholt which we are expecting to be popular and is part of our growth ambitions for our project courses here.

Outside of training I enjoy cycling, and over the summer cycled from Rotterdam in the Netherlands and south through Belgium and into France as far as Calais for the ferry home. I’m also a keen caver and a member of Mendip Cave Rescue. Thankfully rescues are very rare but a few years ago I helped in a major rescue in South Wales where it took the team 54 hours to get the casualty out. We ran this just like a project and I’m pleased to report that he is doing fine!”

Richard is an accredited trainer covering several leading certifications including PRINCE2®, PRINCE2® Agile, AgilePM®, and ITIL® 4. He teaches regularly for Sparsholt College and for our clients at their premises or online using virtual classrooms.

Excellence in Care

Suitable for those in the care sector who want to enhance and develop their essential skills including in manual handling, basic life support and catheter care

18 Apr-23 May (6 weeks, 9.00am-4.00pm)

£442

Andover

NCFE L3 Certificate in Understanding the Principles of Dementia Care

Suitable for anyone who wants to enhance their knowledge of dementia and dementia care

9 Jan-25 Jun

£777

Andover

End-of-Life Care

Suitable for anyone working in the care sector or who would like a job in care who wants to provide compassionate and dignified care for individuals at the end of their life

9 Feb or 22 Mar or 21 Jun

£147

Andover

Skin Integrity

Suitable for anyone in the care sector working with individuals at risk of skin breakdown

9 Feb or 1 Mar or 19 Apr

£147

Andover

NCFE L2 Certificate in Preparing to Work in Adult Social Care

Flexible dates

Free*

Online

NCFE L2 Certificate in Principles of Working with Individuals with Learning Disabilities

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Autism

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Behaviour that Challenges

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Children and Young People's Mental Health

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Specific Learning Difficulties

Flexible dates

Free*

Online

* Please see page 29 for more information.

Start-ups

A Website in a Day with WordPress

Aimed at business managers seeking to build their first website.

18 Jan or 29 Apr

£147

Andover

L3 Award Emergency First Aid at Work

Designed for individuals who wish to act as an emergency first aider in lower risk workplaces.

22 Jan or 2 Apr

£147

Andover

L3 Award Emergency First Aid at Work

Designed for individuals who wish to act as an emergency first aider in lower risk workplaces.

11 Mar or 7 May

£147

Sparsholt

L3 Award First Aid at Work

Specifically designed for individuals who wish to act as a first aider in their workplace.

Suitable for higher risk work environments.

3-5 Apr or 10-12 Jun

£369

Andover

L3 Award First Aid at Work

Specifically designed for individuals who wish to act as a first aider in their workplace.

Suitable for higher risk work environments.

10-12 Jan or 22-24 Apr

£369

Sparsholt

Email Marketing Mastery

For those new to email marketing.

24 Jan or 13 Mar

£168

Andover

Getting Started with Internet Marketing

For those who would like to learn first principles of digital marketing.

29 Jan or 26 Apr

£147

Virtual

Getting Started with Marketing

Suitable for beginners to marketing who work for start-up or small businesses.

22 Mar or 22 May

£147

Sparsholt

Social Media to Market Your Business

Some familiarity with using social media for business or leisure purposes would be beneficial.

19 Feb or 10 Apr

£147

Sparsholt

NCFE Certificate Level 2 – Creating a Business Start-up

Flexible dates

Free*

Online

* Please see page 29 for more information.

Introduction to Welding Thursday

A general introduction to MIG, TIG, MMA welding and gas cutting.

4 Jan-15 Feb or 29 Feb-25 Apr

or 9 May-27 Jun (7 weeks, 6.30-9.30pm)

£517

Sparsholt

Introduction to Welding Tuesday

A general introduction to MIG, TIG, MMA welding and gas cutting.

9 Jan-27 Feb or 12 Mar-14 May (7 weeks, 6.30-9.30pm)

£517

Andover

City & Guilds Level 2 MIG Welding Monday

Suitable for those who have experience in MIG, TIG or MMA welding. A test weld will be required before learners are accepted on the course.

8 Jan-15 Apr or 22 Apr-8 Jul (12 weeks, 6.30-9.30pm)

£899

Sparsholt

City & Guilds Level 2 MMA Welding Monday

Suitable for those who have experience in MIG, TIG or MMA welding. A test weld will be required before learners are accepted on the course.

8 Jan-15 Apr or 22 Apr-8 Jul (12 weeks, 6.30-9.30pm)

£989

Sparsholt

City & Guilds Level 2 TIG Welding Monday

Suitable for those who have experience in MIG, TIG or MMA welding. A test weld will be required before learners are accepted on the course.

8 Jan-15 Apr or 22 Apr-8 Jul (12 weeks, 6.30-9.30pm)

£989

Sparsholt

City & Guilds Level 2 MIG Welding Saturday

Suitable for those who have experience in MIG welding. A test weld will be required before learners are accepted on the course.

6 Jan-30 Mar (12 weeks, 9.30am-12.00pm)

£899

Andover

City & Guilds Level 2 MMA Welding Saturday

Suitable for those who have experience in MMA welding. A test weld will be required before learners are accepted on the course.

6 Jan-30 Mar (12 weeks, 9.30am-12.00pm)

£989

Andover

City & Guilds Level 2 TIG Welding Saturday PM

Suitable for those who have experience in TIG welding. A test weld will be required before learners are accepted on the course.

6 Jan-30 Mar (12 weeks, 9.30am-12.00pm)

£989

Andover

City & Guilds Level 3 Award in Advanced Welding Skills MIG Friday PM

Suitable for those who have significant experience in MIG welding. A test weld will be required before learners are accepted on the course.

12 Jan – 21 Jun (19 weeks, 1.30-5.30pm)

£1,899

Sparsholt

City & Guilds Level 3 Award in Advanced Welding Skills TIG Friday PM

Suitable for those who have significant experience in TIG welding. A test weld will be required before learners are accepted on the course.

12 Jan – 21 Jun (19 weeks, 1.30-5.30pm)

£2,047

Sparsholt

City & Guilds Level 3 Award in Advanced Welding Skills MMA Friday PM

Suitable for those who have significant experience in MMA welding. A test weld will be required before learners are accepted on the course.

12 Jan – 21 Jun (19 weeks, 1.30-5.30pm)

£2,047

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Fees on enquiry

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Davina and Antonio taught me lots in a short amount of time and have made me more confident in my ability. They were amazing.

Oscar, Introduction to Welding

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NCFE L2 Certificate in Mental Health First Aid & Mental Health Advocacy in the Workplace

Flexible dates

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NCFE L2 Certificate in Principles of Business Administration

Flexible dates

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Online

NCFE L2 Certificate in Understanding Business Improvement Techniques

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Climate Change and Environmental Awareness

Flexible date

Free*

Online

NCFE L2 Certificate in Understanding Data Protection and Data Security

Flexible dates

Free*

Online

* Please see page 29 for more information.



Social Care

NCFE L2 Certificate in Awareness of Mental Health Problems

Flexible dates

Free*

Online

NCFE L2 Certificate in Counselling Skills

Flexible dates

Free*

Online

NCFE L2 Certificate in Preparing to Work in Adult Social Care

Flexible dates

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NCFE L2 Certificate in Principles of Working with Individuals with Learning Disabilities

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Autism

Flexible dates

Free*

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NCFE L2 Certificate in Understanding Behaviour that Challenges

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Children and Young People's Mental Health

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Flexible dates

Free*

Online

NCFE L2 Certificate in Understanding Specific Learning Difficulties

Flexible dates

Free*

Online

* Please see page 29 for more information.

Teaching & Learning



City & Guilds Award L3 Education & Training

Designed for learners with no prior experience of training or teaching as an introductory qualification to the adult education sector, giving you a beginner's look into teaching and what it involves.

14 Mar-6 Jun, Thursday (12 weeks, 1.30-4.30pm)

£533

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Our Level 2 online learning courses are free to eligible English learners aged 24+ regardless of previous qualifications. Eligible English learners aged 19-23 can access free courses if they have already achieved a full Level 2 qualification or equivalent. Learners aged 19-23 who have not already achieved a full Level 2 qualification may be subject to costs. Please contact the college for further information

*Please also note that due to funding restrictions, courses marked with an asterisk are not available to residents from devolved local authorities (Cambridge and Peterborough; Greater London Authority, Greater Manchester; Liverpool City Region; North of Tyne Combined Authority; South Yorkshire; Tees Valley, West of England, West Midlands; West Yorkshire; North East)



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