

BUSINESS TRAINING COURSES 2026-27

UNLOCK YOUR

Potential

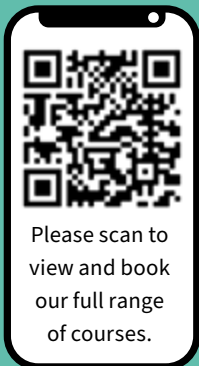


SPARSHOLT
BUSINESS TRAINING
INCORPORATING ANDOVER CAMPUS

Training courses to upskill individuals
and grow businesses

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LOOKING FOR ...

something different?

If so, we can arrange a bespoke course tailored to the needs of your business which can be run in your workplace.

For information on any of our training call **0845 850 0916** or email **business@sparsholt.ac.uk**

Welcome!

Welcome to Sparsholt and Andover Business, where your business education is shaped around you. Our programmes are built on the principle that people learn best when they are known, supported, and encouraged to take an active role in their studies. With small class sizes, you'll have the space to contribute, ask questions, and build genuine working relationships with your trainers and the other learners. Individual attention is a defining part of the experience here. Whether you're exploring new areas of business or sharpening your career ambitions, you'll have guidance from staff who understand your goals and take the time to help you reach them.

You'll study in modern, well-equipped facilities designed to reflect the environments used by today's business

professionals. From state-of-the-art welding workshops to bespoke IT suites and first-rate conference facilities, everything is set up to help you develop the skills and confidence you'll need to succeed.

All of this takes place on campuses known for their character and natural beauty, offering a calm, inspiring setting to focus on your training.

We look forward to welcoming you and supporting your development every step of the way.

**SPARSHOLT
ANDOVER
WORKPLACE
ONLINE**



BUSINESS SKILLS



Business Writing Skills

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

Fees on enquiry
Please enquire
about dates

SPARSHOLT

Coaching Skills for Managers and Supervisors

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

£189
15 Sept

SPARSHOLT

Communication in the Workplace

Aimed at managers, team leaders and team members.

£189
24 Sept

SPARSHOLT

Communication in the Workplace (one-to-one)

A personalised course aimed at managers, team leaders and team members.

£399
Please enquire
about dates

ANDOVER
SPARSHOLT
VIRTUAL

Conducting Effective Appraisals and Performance Reviews

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

£189
29 Sept

SPARSHOLT

Customer Service Skills

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

£165
17 Sept

SPARSHOLT

Data Protection and Cyber Security Awareness

Suitable for all employees.

Fees on enquiry
Please enquire
about dates

ANDOVER
SPARSHOLT

Disability Awareness

Suitable for anyone who wants to improve their awareness of different disabilities and how to effectively support and work with colleagues or customers with diverse needs and perspectives.

Fees on enquiry
Please enquire
about dates

VIRTUAL

Develop Yourself as an Emotionally Intelligent Leader (one-to-one)

A personalised course designed for leaders and managers.

£399
Please enquire
about dates

ANDOVER
SPARSHOLT
VIRTUAL

Inclusive Language

Aimed at anyone who wants to improve their awareness of how language evolves when talking to and about other people.

Fees on enquiry
Please enquire
about dates

VIRTUAL

Leading Effective Meetings

Suitable for anyone who arranges or chairs meetings.

Fees on enquiry
Please enquire
about dates

ANDOVER
SPARSHOLT

Managing Change in the Workplace (one-to-one)

A personalised course suitable for managers who need to lead through change.

Fees on enquiry
Please enquire
about dates

ANDOVER
SPARSHOLT
VIRTUAL

Managing Difficult Situations in the Workplace

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

£189
22 Oct

SPARSHOLT

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

A personalised course aimed at anyone who deals with challenging situations whilst at work.

£399
Please enquire
about dates

ANDOVER
SPARSHOLT
VIRTUAL

Managing Virtual Teams

Aimed at managers who manage staff remotely.

Fees on enquiry

Please enquire about dates

VIRTUAL

Mental Health at Work

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

Fees on enquiry

Please enquire about dates

SPARSHOLT

Minute Taking Skills

Suitable for anyone responsible for record keeping during meetings.

£165

15 Oct

SPARSHOLT

New Manager Essential Skills

Aimed at those about to move into a management role.

£189

17 Nov

SPARSHOLT

Positive Psychology in the Workplace

Designed for leaders and managers.

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

Putting Lean Management into Practice

Aimed at anyone interested in the concept of lean management.

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

Team Leadership Skills

Designed for existing or aspiring team leaders.

£189

8 Dec

SPARSHOLT

Writing a Business Plan for a Start-up

Suitable for anybody planning to start a business.

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

NCFE L2 Certificate in Lean Organisation Management Techniques

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Business Administration

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Customer Service

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Team Leading

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Data Protection and Data Security

Free*

Flexible dates

ONLINE

“Very informative, in a relaxed setting. Very pleased”

Kevin, Team Leadership Skills

*Please see page 19 for more information

VIRTUAL courses are delivered live via MS Teams



Scan QR code to view courses

CHARTERED MANAGEMENT INSTITUTE



CMI Level 3 Award in Coaching and Mentoring

Designed for supervisors and first-line managers.

Fees on enquiry
Please enquire about dates

ANDOVER
SPARSHOLT

CMI Level 3 Certificate First Line Management and Leadership

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

£786
3 Feb–10 Mar (2 days and 2 assignments)

BLENDED

CMI Level 3 Certificate in Coaching and Mentoring

Designed for supervisors and first-line managers.

Fees on enquiry
Please enquire about dates

ANDOVER
SPARSHOLT

CMI Level 3 Diploma First Line Management and Leadership

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

£2,087
3 Feb–13 Oct (6 days and 6 assignments)

BLENDED

CMI Level 5 Certificate Management and Leadership

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

£928
20 Jan–17 Mar (2 days and 2 assignments)

BLENDED

CMI Level 3 Award First Line Management and Leadership

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

£417
3 Feb (1 day and 1 assignment)

SPARSHOLT

CMI Level 5 Award Management and Leadership

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

£539
20 Jan (1 day and 1 assignment)

SPARSHOLT

CMI Level 5 Diploma Management and Leadership

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

£2,317*
20 Jun–1 Dec (7 days and 7 assignments)

BLENDED

Advanced Learner Loan

*Level 5 Diploma in Management and Leadership may qualify for an Advanced Learner Loan. The loans are available to people aged 19 and over, cover tuition fees and are paid back once the course is completed and you are earning more than £25,000 a year.

For more information and details of loan terms visit:
gov.uk/advanced-learner-loan

BLENDED courses are delivered by a combination of face-to-face training at Sparsholt College and via MS Teams



Spaces that spark new thinking

SPARSHOLT

CONFERENCES & EVENTS

Our scenic and flexible setting is available for family, group and corporate events – from parties to presentations, sporting stays to team building.

Whether it's a gathering in our airy conservatory, a weekend cycling stay in our cosy en-suite rooms or a conference in our purpose-built centre, with on-site parking and accommodation, catering options and convenient travel links, it's easy for you to build an inspiring experience.

FIND OUT MORE

Contact us now to discuss your tailor-made event.

 sparsholt.ac.uk/conferences-events

 conferences@sparsholt.ac.uk

 01962 797259



CHARITY & COMMUNITY



Customer Service Skills

Example of a bespoke course developed for charity shop staff.

Free**

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Introduction to Digital Skills

Example of a course developed for a charity with long term unemployed clients.

Free**

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Managing Volunteers

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

Free**

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Practical Job Hunting

Example of a course created bespoke for a charity with long term unemployed clients.

Free**

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Work Readiness and Transferable Skills

Example of a course created bespoke for a charity with long term unemployed clients.

Free**

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

NCFE L2 Certificate in Awareness of Mental Health Problems

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Counselling Skills

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Information, Advice or Guidance

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Equality and Diversity

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Autism

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Behaviour that Challenges

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Free*

Flexible dates

ONLINE

NCFE L2 Certificate Understanding Specific Learning Difficulties

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Working with People with Learning Disabilities

Free*

Flexible dates

ONLINE

Funded training is available to staff, volunteers, and clients of charities, social enterprises, and community organisations in Andover and Winchester, where the organisation is addressing a local need.

The training courses listed above are examples of those previously offered to charities and are not a comprehensive list - we can also develop training tailored specifically to the needs of your clients or staff. Please contact us on business@sparsholt.ac.uk or call **0845 850 0916** for more information on which courses are available or for a discussion about developing exactly the training you require.

*Please see page 19 for more information

**Free for eligible organisations meeting a local need



ELECTRICAL

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

Suitable for practising electricians.

Fees on enquiry

Please enquire about dates

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.

Fees on enquiry

Please enquire about dates

ANDOVER

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

Suitable for practising electricians.

Fees on enquiry

Please enquire about dates

ANDOVER

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

Suitable for practising electricians.

Fees on enquiry

Please enquire about dates

ANDOVER



Scan QR code to view courses

FIRST AID



Level 3 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.

£415

3–5 Nov or 17–19 May

SPARSHOLT

Level 3 Award First Aid at Work Requalification

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

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT

Level 3 Award Emergency First Aid at Work

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

£165

27 Jan

ANDOVER

Level 3 Award Emergency First Aid at Work

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

£165

30 Sep or 27 Apr

SPARSHOLT

Level 3 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.

£415

22–24 Feb

ANDOVER

Level 2 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.

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT

“One of the best courses I have attended in a long time! Everything about the course was spot on – trainer, content, PowerPoint, theory, practical sessions.”

Sian, Emergency First Aid at Work





HEALTH & SAFETY

Level 2 Award in Health and Safety in the Workplace

Ideal for all employees.

Fees on enquiry

Please enquire about dates



Level 2 Award in Principles of Risk Assessment

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

Fees on enquiry

Please enquire about dates

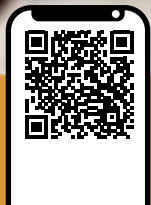


Level 2 Award in Safe Moving and Handling

For anyone who performs manual handling duties in the workplace.

Fees on enquiry

Please enquire about dates



Scan QR code to view courses

HEALTH & SOCIAL CARE



Basic Life Support for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Continence Care for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Person Centred Care for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Blood glucose training for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

End-of-Life-Care

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Pressure Area Management for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Skin Integrity

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Stoma Care for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER

Suctioning for Health and Social Care Professionals

Suitable for anyone working in a health and social care setting.

Fees on enquiry
Please enquire
about dates

ANDOVER



NCFE L2 Certificate in Awareness of Mental Health Problems

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Counselling Skills

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Preparing to Work in Adult Social Care

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Autism

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Behaviour that Challenges

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Specific Learning Difficulties

Free*

Flexible dates

ONLINE

*Please see page 19 for more information



T-LEVELS

THE NEXT LEVEL QUALIFICATION

DESIGNED BY

industry for industry

Support an industry placement
and help develop new talent.





Our diverse range of courses includes Livestock Production, Engineering, Trees and Woodland, Adult Nursing and more, which means our students can bring their new ideas, skills and talent to a wide variety of industries.

We have a dedicated team offering year-round support to employers and students. Why not contact them today on **01962 797415** and see how an industry placement can benefit your business.

You can hear from students and employers in our case study videos online by visiting: **sparsholt.ac.uk/industry_placements** or **scan the QR code** to find out more.

CONTACT US

 ip@sparsholt.ac.uk

 01962 797415



A Website in a Day with WordPress

Aimed at business managers seeking to build their first website.

Fees on enquiry

Please enquire about dates

ANDOVER

Introduction to Excel

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

£165

10 Sept or 15 Oct
or 3 Dec

ANDOVER

Intermediate Excel

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

£165

17 Sept or 1 Oct
or 5 Nov or 12 Nov
or 10 Dec

ANDOVER

Advanced Excel

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

£165

19 Nov

ANDOVER

Artificial Intelligence (AI) for Business (one to one) half day

For anyone who wants to use AI tools confidently and responsibly in their everyday work.

£682

Please enquire about dates

ANDOVER

Artificial Intelligence (AI) for Managers

For managers, team leaders and business owners who want to know how to use AI for decision making, productivity and leadership.

Fees on enquiry

Please enquire about dates

ANDOVER

Artificial Intelligence (AI) for Sales and Marketing

For SME owners, sales managers, account managers and anyone responsible for sales or marketing within a specialist team.

Fees on enquiry

Please enquire about dates

ANDOVER

First Steps in IT

Designed for learners who are new to IT.

Fees on enquiry

Please enquire about dates

ANDOVER

First Steps in IT (one to one) half day

Designed for learners who are new to IT.

Fees on enquiry

Please enquire about dates

WORKPLACE
ANDOVER

Introduction to Excel

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

Fees on enquiry

Please enquire about dates

VIRTUAL

Intermediate Excel

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

Fees on enquiry

Please enquire about dates

VIRTUAL

Advanced Excel

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

Fees on enquiry

Please enquire about dates

VIRTUAL

L2 Certificate in the Principles of Cyber Security

Free*

Flexible dates

VIRTUAL

*Please see page 19 for more information



Scan QR code
to view courses

MARKETING & SOCIAL MEDIA



A Website in a Day with WordPress

Aimed at business managers seeking to build their first website.

Fees on enquiry

Please enquire about dates

ANDOVER

Advanced WordPress

Aimed at those with some existing knowledge of WordPress.

Fees on enquiry

Please enquire about dates

ANDOVER

Creating a Marketing Plan half day

Suitable for anyone heading up a marketing department or responsible for marketing in a business.

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Email Marketing Mastery

For those new to email marketing.

Fees on enquiry

Please enquire about dates

ANDOVER

Getting Started with Internet Marketing

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

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Getting Started with Marketing

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

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Increasing Sales with Facebook Advertising

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

Fees on enquiry

Please enquire about dates

ANDOVER

Market Research and Consumer Behaviour half day

Suitable for anyone who wants to understand consumer behaviour to inform their marketing.

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Online Lead Generation

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

Fees on enquiry

Please enquire about dates

ANDOVER

Social Media to Market Your Business

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

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Advanced Social Media to Market Your Business

Aimed at business managers seeking to build their first website.

Fees on enquiry

Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Social Media Strategy and Content

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

Fees on enquiry

Please enquire about dates

SPARSHOLT



Scan QR code to view courses

ONLINE COURSES



BUSINESS & WORK SKILLS

NCFE L2 Certificate in Creating a Business Start-Up

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in the Principles of Cyber Security

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Equality and Diversity

Free*

Flexible dates

ONLINE

NCFE-CACHE L2 Certificate in Information, Advice or Guidance

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Lean Organisation Management Techniques

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Business Administration

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Customer Service

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Principles of Team Leading

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Business Improvement Techniques

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Climate Change and Environmental Awareness

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Data Protection and Data Security

Free*

Flexible dates

ONLINE





SOCIAL CARE

NCFE L2 Certificate in Awareness of Mental Health Problems

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Counselling Skills

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Preparing to Work in Adult Social Care

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Autism

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Behaviour that Challenges

Free*

Flexible dates

ONLINE

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

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Safeguarding and Prevent

Free*

Flexible dates

ONLINE

NCFE L2 Certificate in Understanding Specific Learning Difficulties

Free*

Flexible dates

ONLINE

*Please see page 19 for more information

Free* COURSE ELIGIBILITY

Our Level 2 online learning courses are free to eligible* learners aged 19+

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

Unleash your awesome

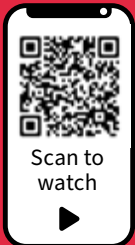
Apprenticeships are a great way to earn money and gain a nationally recognised qualification through a mix of training in college and in the workplace. Sparsholt and Andover College work with over 3,000 employers across a vast range of different industries.



Our Apprenticeship Team can support you to find an apprentice or explore current vacancies. Visit [apprenticeships.gov.uk](https://www.apprenticeships.gov.uk) or contact us at:

 apprenticeships@sparsholt.ac.uk

 01962 797526



Voices of success

Sparsholt Apprentices Ben and Ryan talking about their experience at Liphook Golf Club.

Our apprenticeship offer



LEVEL 2

- Accounts/Finance Assistant
 - Adult Care Worker
 - Autocare Technician
 - Early Years Practitioner
 - General Welder
 - Hair Professional
 - COMING SOON – Engineering Operative
-

LEVEL 3

- Assistant Accountant
 - Business Administrator
 - Early Years Educator
 - Information Communication Technician
 - Installation Electrician/Maintenance Electrician
 - Lead Adult Care Worker
 - Metal Fabricator
 - Motor Vehicle Service and Maintenance Technician (Light Vehicle)
 - Safeguarding Support Officer
 - Senior Healthcare Support Worker
 - Team Leader or Supervisor
-

HIGHER APPRENTICESHIPS

- Early Years Lead Practitioner Level 5
- Professional Accounting/Taxation Technician Level 4
- Learning & Skills Teacher Level 5



LEVEL 2

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

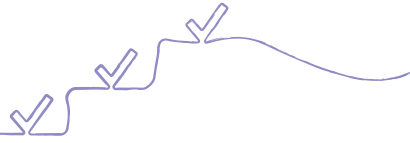
LEVEL 3

- Advanced Sports Turf Technician
 - Crop Technician
 - Information Communications Technician
 - Keeper and Aquarist
 - Metal Fabricator
 - Senior Equine Groom
 - Veterinary Nurse
 - COMING SOON – Forest Craftsperson
 - COMING SOON – Thatcher
-

HIGHER APPRENTICESHIPS

- Assistant Farm Manager Level 4
- Countryside Ranger Level 4
- Learning & Skills Teacher Level 5

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.

Fees on enquiry
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Develop Your CV Skills (one-to-one)

For anyone who would like to improve their CV to make it stand out in job applications.

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Develop Your Interview Skills (one-to-one)

For anyone who would like to improve their interview technique.

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Develop Yourself as an Emotionally Intelligent Leader (one-to-one)

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

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Developing Assertiveness Skills

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

£189
13 Oct

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.

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Improve Your Presentation Skills

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

Fees on enquiry
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

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.

Fees on enquiry
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

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.

£189
26 Nov

SPARSHOLT

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.

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Time and Priority Management

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

£165
19 Nov

SPARSHOLT

Time and Priority Management (one-to-one)

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

£399
Please enquire about dates

ANDOVER
SPARSHOLT
VIRTUAL

Virtual Presentation Skills

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

Fees on enquiry
Please enquire about dates

VIRTUAL

Virtual Presentation Skills (one-to-one)

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

£399
Please enquire about dates

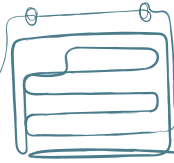
VIRTUAL

If you prefer not to discuss certain issues in front of others during a public course, or if you have a development need you wish to keep confidential, we can arrange a one-to-one course. This allows you to work privately with the trainer and address your specific concerns without attending a group session.

Please note that if a safeguarding concern is raised during one-to-one training, this cannot be treated as confidential and will be discussed with the Designated Safeguarding Lead at the College.



PROJECT MANAGEMENT



Agile Essentials

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

Fees on enquiry
Please enquire
about dates

ANDOVER
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ITIL® 4 Foundation

Suitable for IT professionals, managers and anyone involved in IT service management.

Fees on enquiry
Please enquire
about dates

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SPARSHOLT

PRINCE2® Foundation

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

£1,296
19–21 Oct

SPARSHOLT

PRINCE2® Practitioner

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

£1,080
22–23 Oct

SPARSHOLT

Project Management Essentials

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

Fees on enquiry
Please enquire
about dates

ANDOVER
SPARSHOLT
VIRTUAL



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to view courses

START-UPS



A Website in a Day with WordPress

Aimed at business managers seeking to build their first website.

Fees on enquiry

Please enquire about dates

ANDOVER

Level 3 Award Emergency First Aid at Work

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

£165

27 Jan

ANDOVER

Level 3 Award Emergency First Aid at Work

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

£165

30 Sept or 27 Apr

SPARSHOLT

Level 3 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.

£415

22-24 Feb

ANDOVER

Level 3 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.

£415

3-5 Nov or 17-19 May

SPARSHOLT

Email Marketing Mastery

For those new to email marketing.

Fees on enquiry

Please enquire about dates

ANDOVER

Getting Started with Internet Marketing

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

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

Getting Started with Marketing

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

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

Social Media to Market Your Business

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

Fees on enquiry

Please enquire about dates

**ANDOVER
SPARSHOLT
VIRTUAL**

NCFE L2 Certificate in Creating a Business Start-up

Free*

Flexible dates

ONLINE



*Please see page 19 for more information





TEACHING & LEARNING

City & Guilds L3 Certificate Advice and Guidance

Suitable for pastoral support staff/
Progress Coaches who offer learner-
focused careers information, advice
and guidance.

£2,104

29 Oct–4 Mar

VIRTUAL

City & Guilds L3 Award Education & Training

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

£600

11 Mar–3 Jun

Thursday, 1.30–4.30pm

ANDOVER

City & Guilds L3 Award Education & Training

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

£600

1 Oct–14 Jan

Thursday, 5.30–8.30pm

SPARSHOLT



WELDING



APPROVED
CENTRE

Introduction to Welding Thursday (7 weeks, 6.30-9.30pm)

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

£582

10 Sept–22 Oct
or 5 Nov–17 Dec

SPARSHOLT

Introduction to Welding Wednesday (7 weeks, 6.30-9.30pm)

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

£582

9 Sept–21 Oct
or 4 Nov–16 Dec

ANDOVER

City & Guilds Level 2 MIG Welding Monday (12 weeks, 6.30-9.30pm)

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

£1,152

7 Sept–30 Nov

SPARSHOLT

City & Guilds Level 2 MMA Welding Monday (12 weeks, 6.30-9.30pm)

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

£1,287

7 Sept–30 Nov

SPARSHOLT

City & Guilds Level 2 TIG Welding Monday (12 weeks, 6.30-9.30pm)

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

£1,287

7 Sept–30 Nov

SPARSHOLT

City & Guilds Level 2 Oxyacetylene Welding Monday (12 weeks, 6.30-9.30pm)

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

£1,287

7 Sept–30 Nov

SPARSHOLT

City & Guilds Level 3 Award in Advanced Welding Skills MIG Wednesday (19 weeks, 6.30-9.30pm)

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

£2,355

13 Jan–23 Jun

SPARSHOLT

City & Guilds Level 3 Award in Advanced Welding Skills TIG Wednesday (19 weeks, 6.30-9.30pm)

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

£2,436

13 Jan–23 Jun

SPARSHOLT

City & Guilds Level 3 Award in Advanced Welding Skills MMA Wednesday (19 weeks, 6.30-9.30pm)

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

£2,436

13 Jan–23 Jun

SPARSHOLT

OXYACETYLENE GAS CUTTING

A one-day course for anybody who needs to use oxy gas cutting in their work.

Fees on enquiry

Please enquire
about dates

SPARSHOLT

PLASMA CUTTING

For anybody who needs to use plasma cutting in their work.

Fees on enquiry

Please enquire
about dates

SPARSHOLT

“Great teacher,
great facilities -
I really enjoyed
every minute.”

Jack, Introduction
to Welding



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BUTCHERY



Burger and Sausage Making

Suitable for anyone interested in making burgers and sausages, including keen cooks and smallholders, in addition to those in the hospitality and catering sectors.

Fees on enquiry

Please enquire about dates

SPARSHOLT

Introduction to Preparing Half a Pig

Suitable for anyone who would like to process pork joints, chops and rashers.

Fees on enquiry

Please enquire about dates

SPARSHOLT

Preparing a Venison Carcass

Suitable for anyone who needs to know how to process a venison carcass, including hunting and shooting.

Fees on enquiry

Please enquire about dates

SPARSHOLT

Introduction to Preparing Lamb

Suitable for anyone who would like to process lamb joints and chops.

Fees on enquiry

Please enquire about dates

SPARSHOLT

Did you know we offer Skills Bootcamps in Butchery for chefs and butchers? Scan for details, dates and eligibility.



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