

PROFESSIONAL TRAINING FOR BUSINESS

EMPLOYER TRAINING
& APPRENTICESHIPS



THERE'S ONLY ONE WAY TO GET THE TEAM YOU WANT. BUILD IT.

In today's recruitment market, even if you can afford to, hiring experienced people with the exact skills you need can be a challenge.

That's where professional training and apprenticeships come in. By developing the staff you've got, and bringing in new apprentices to support them, you can get the skills your organisation needs now, and build a solid pipeline of talent for the future.

Our offering to you is a breadth of professional courses to match your needs, outstanding facilities in which to learn, and a team of incredible people committed to supporting you on this journey.

Training available in:

- Accountancy
- Business Support
- HR
- IT and Cyber Security
- Leadership and Management
- Marketing

ACCOUNTANCY



We understand the importance of supporting all members of your finance team as they undertake their professional accountancy qualifications. We offer a range of courses accredited by the Association of Accounting Technicians (AAT) whether people are looking to gain basic accountancy skills, become an accounting technician or become a fully qualified chartered accountant.

Over 80,000 people train for AAT qualifications every year. They award 80% of all vocational accounting and finance qualifications in the UK.

Part-time courses:

- AAT Foundation Certificate in Accounting Level 2 (12 months)
- AAT Advanced Diploma in Accounting Level 3 (12 months)
- AAT Professional Diploma in Accounting Level 4 (12 months)

Various types of delivery are available.

Apprenticeships:

- AAT Accounting Apprenticeship Level 2 (up to 15 months)
- AAT Accounting Apprenticeship Level 3 (up to 18 months)
- AAT Professional Accounting/Taxation Apprenticeship Level 4 (up to 24 months)

BUSINESS SUPPORT

Our Business Support courses are designed to upskill people across a range of business functions including customer services and sales, to improve the efficiency and competitiveness of your business. They are tailored around business goals and the aspirations of learners involved.

Business administration focuses on preparing business documents, planning, organisation and working relationships. Customer service training focuses on building trust with customers, personalising the customer experience and the impact of customer services on the wider organisation. Sales training focuses on generating and qualifying sales leads, building rapport with customers, and negotiating and closing sales.

Part-time courses:

- FREE Certificate in Principles of Business and Administration (14 weeks)
- FREE Certificate in Customer Service Level 2 (12 weeks)

Apprenticeships:

- Business Administrator Apprenticeship Level 3 (21 months)
- Customer Service Practitioner Apprenticeship Level 2 (12 months)
- Customer Service Specialist Apprenticeship Level 3 (15 months)
- Team Leader/Supervisor Apprenticeship Level 3 (up to 18 months)

IT AND CYBER SECURITY

Our specialised IT and cyber security apprenticeships are accredited by the British Computing Society (BCS). The training is delivered by highly-qualified lecturers in our state-of-the-art training facility in Cheltenham, ADA. The programmes are adapted to suit the programmes and systems you use in-house.

Our cyber security degree apprenticeship, delivered in partnership with the University of the West of England (UWE Bristol) is the first in the country to be provisionally certified by the National Cyber Security Centre (NCSC), part of GCHQ.



ADA – Our state-of-the-art training facility in Cheltenham.

Cyber Security Apprenticeships

- Cyber Security Technician Apprenticeship Level 3 (Up to 15 months)
- Cyber Security Degree Apprenticeship Level 6 (36 months with up to six months for End Point Assessment)

Information Communications Apprenticeships

- Information Communication Technician Apprenticeship Level 3 (Up to 24 months)

Software Development Apprenticeships

- Software Developer Technician Apprenticeship Level 3 (Up to 18 months)
- Software Tester Apprenticeship Level 4 (Up to 24 months)

Software Engineering Apprenticeships

- DevOps Apprenticeship Level 4 (Up to 28 months)

Digital and Technology Solutions Apprenticeships

- Digital and Technology Solutions (DATS) Professional Apprenticeship Level 6 (Software and Network Engineer pathways) (42 months with up to 6 months for End Point Assessment)

Short Courses

- Microsoft Excel Basics, Pivot Tables, Manipulating Data, Functions & Formula, Advanced Functions & Formula (Half day each)



HR

Our range of HR training courses are suitable for people working within your HR function, delivering front line support to managers and other employees. They allow people to gain a professional CIPD qualification whilst working in a role such as HR Administrator or Assistant (Level 3) or HR Business Partner (Level 5).

The courses allow people to advance their skills and knowledge, feel confident in their professional abilities, and improve efficiencies within your business. Studying towards an internationally recognised CIPD qualification will provide exclusive access to the latest thinking from industry experts.

Part-time Courses:

- CIPD Certificate in Human Resource Practice Level 3 (12 months)

Apprenticeships:

- HR Support Apprenticeship Level 3 (Up to 18 months)
- HR Consultant Apprenticeship Level 5 (Up to 21 months)

LEADERSHIP AND MANAGEMENT

Managers with strong leadership skills ensure teams achieve their true potential, and that organisations are equipped to deal with future possibilities and challenges.

Our Leadership and Management apprenticeships and courses support the growth of dynamic, strategic leaders. They are designed to be flexible to suit your business needs and strategies.

80% of employees with leadership responsibility stated that training and development activities had a positive impact on their performance at work.

Statistics taken from i-l-m.com, February 2020

Part-time Courses:

- Business HNC (10 months)

Apprenticeships:

- Team Leader/Supervisor Apprenticeship Level 3 (Up to 18 months)
- Operations/Departmental Manager Apprenticeship Level 5 (Up to 24 months)

Short Courses:

- Principles of Team Leading (12 weeks) - FREE ONLINE COURSE
- Safeguarding Prevent and British Values (12 weeks) - FREE ONLINE COURSE
- Equality and Diversity (9 weeks) - FREE ONLINE COURSE
- Lean Organisation Management Techniques (9 weeks) - FREE ONLINE COURSE

MARKETING

Our marketing apprenticeships enable people to develop a range of skills including marketing planning, designing marketing promotions, conducting market research and coordinating events. Our digital marketing apprenticeship is designed for those looking to specialise in digital marketing, enabling them to coordinate, monitor and analyse online and social media activities. The training is flexible and focuses around real-life projects that will have a measurable impact on your business.

Apprenticeships:

- Digital Marketer Apprenticeship Level 3 (up to 24 months)
- Marketing Assistant Apprenticeship Level 3 (up to 24 months)
- Marketing Executive Apprenticeship Level 4 (up to 22 months)





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Gloucestershire College