

# FUTURE SKILLS INSTITUTE

CORNWALL'S TOP  
PROVIDER FOR  
EMPLOYER SATISFACTION

IN THE UK'S TOP 10 FOR  
APPRENTICESHIP  
ACHIEVEMENT

ILM APPROVED CENTRE

19+

2022/23

# CAREER & PROFESSIONAL DEVELOPMENT GUIDE

**CAREER DEVELOPMENT AND BUSINESS SOLUTIONS  
TO SUPPORT FUTURE SKILLS**

New courses, funding, pilot training, remote delivery,  
University-level qualifications, Apprenticeships, T Levels and Traineeships



**YOUR  
FUTURE  
STARTS  
HERE**





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# WELCOME TO THE FUTURE SKILLS INSTITUTE



Welcome to our 2022/23 Career & Professional Development guide, released at a time when the College, Cornish business community and job market has faced a period of significant challenge presented by the Covid-19 pandemic.

2022/23 brings increased optimism with the easing of Covid-19 restrictions suggesting we are at the beginning of the end as thoughts turn to the challenges of recovery while we continue to navigate the Brexit transition. There has never been a more important time for the College to connect with its employer partners to identify and resolve the challenges now facing our communities, our staff and our learners.

For Truro and Penwith College it has been a remarkable year for many reasons. The launch of the College's Future Skills Institute (FSI) has been a huge success, bringing all of our 19+ provision under the FSI umbrella to further align training with the need of Cornwall's employers, developing and retaining highly skilled learners in the county who are equipped to pursue sustainable careers that benefit the future of Cornwall's economy.

The College is leading Cornwall's new £2.4 million Government funded Skills Accelerator programme that is providing a huge boost to future skills and green technologies with the construction of state-of-the-art electric vehicle labs and a fleet of electric vehicles that will allow us to train the next generation of electric vehicle technicians and place Cornwall at the forefront of the UK's electric vehicle movement.

2021 saw the completion of the £7 million Valency building at Truro College, part of our partnership in the South West Institute of Technology, with facilities that match the best in the UK and ensure Cornwall is leading the way in aerospace, digital and engineering skills and growth. 2022 sees further development with the addition of a Skills Centre providing meeting and conference facilities for business engagement, curriculum development and training on a new mezzanine floor.

Working in partnership with the Cornwall and Isles of Scilly Local Enterprise Partnership (LEP), construction continues on the new £6.3 million STEM and Health Skills Centre in Bodmin. The Ottery building will be the College's Skills Centre for the North and East of Cornwall when it opens in early 2023, transforming the teaching of industry-relevant skills and heralding a new era in the growth of socio-economic opportunities in the area.

Health, Science and Construction areas were also boosted in 2021 with a share of a £48.5 million Government investment to support the provision of new T Level qualifications with new, state-of-the-art learning facilities across the Truro and Penzance campuses.

Our partnership with the Royal Cornwall Hospitals NHS Trust continues to grow as we work to boost nursing numbers in Cornwall, with the partnership spearheading the University Centre's development of FdAs, BSc (Hons) and degree-level Apprenticeships, with many other organisations across care and health joining us on that journey.

In professional training, over 95% of learners from Institute of Leadership and Management (ILM) courses reported the skills they gained had a direct, positive impact on their job role and organisation.

The latest published data from the Department for Education (DfE) has ranked the College as the top college provider for employer satisfaction in Cornwall, with the most recent Apprenticeship achievement rates placing the College in the top 10 of all college providers in the country.

We are grateful to all our partners in Cornwall's business community who are pivotal in shaping our programmes. While the last two years will be remembered for the impacts of Covid-19, we assure you our commitment and support will be as strong as ever as we strive to ensure that 2022/23 is remembered for the recovery of our resilient and vibrant business community and for revolutionising skills delivery for the success of our future economy and provision of sustainable, high-quality employment opportunities. I look forward to working with you as we shape Cornwall's future together.

**Martin Tucker**  
Truro and Penwith College Principal



# FUTURE SKILLS INSTITUTE

The College's 19+ career-driven learning options sit under the new Future Skills Institute (FSI) umbrella. Through the College's continued investment in infrastructure, qualifications and the future of Cornwall's skilled workforce, in collaboration with the Cornwall and Isles of Scilly LEP, Cornwall Council and Cornwall Chamber of Commerce, the FSI offers a pioneering package of state-of-the-art facilities and cutting-edge courses to support industry and prepare learners for Cornwall's future economy and future career opportunities.



## ALIGNED WITH EMPLOYER NEED AND CORNWALL'S FUTURE ECONOMY

The Future Skills Institute places significant focus on developing provision to fit employer need resulting in a range of training programmes that develop and retain highly skilled learners in Cornwall who are equipped to pursue high-quality, sustainable careers that benefit the wider Cornish economy.

The FSI is driven by sustainability, reducing Cornwall's carbon footprint and promoting green technologies is at the heart of everything it does.

## REACHING NEW HEIGHTS IN CORNWALL'S £1BN SPACE SECTOR

The College's Cornwall Space and Aerospace Technology Training (CSATT) project is playing a pivotal role in the UK's first space launch from Spaceport Cornwall in 2022. Work will support the introduction of satellites to Earth's atmosphere, allowing the monitoring of our environment and coastlines, informing green solutions to protect the future of our county.

CSATT is a vital contributor to the long-term success of Cornwall's space sector developing a suite of world-class training, Apprenticeships and degrees to support the emerging sector that is expected to be worth £1bn to the Cornish economy and create hundreds of jobs.

## LEADING THE ELECTRIC VEHICLE EVOLUTION

Closer to home, the College is supporting the UK's move to electric vehicles (EV) by 2030, with investment and renovation of motor vehicle workshops to transform them into new state-of-the-art EV labs complete with a fleet of electric vehicles at both Truro and Penwith Colleges. Work is funded by the College's £2.4 million Skills Accelerator Project that is developing the motor vehicle technicians the UK needs, while offering sustainable long-term careers to our students.



# UNIVERSITY CENTRE TRURO & PENWITH



The College's University Centre is home to stunning purpose-built buildings that provide the perfect location for a quality University-level education in over 30 career-focussed qualifications across 11 subject areas, accredited by the University of Plymouth, University of Greenwich and Pearson.

A unique combination of smaller class sizes and well-qualified, highly motivated lecturers provides students with the platform to achieve their career goals.

## UNIVERSITY CENTRE TRURO & PENWITH: CORNWALL'S CHOICE FOR HEALTH AND CARE

The University Centre's £200,000 Simulation Suite is boosting Cornwall's nursing numbers through Cornwall's only nursing degree and degree-level Apprenticeship programmes in partnership with Royal Cornwall Hospitals NHS Trust, Cornwall Partnership Foundation Trust and the county's care providers. This work is vital in developing future health and care infrastructure to cater for future Cornwall.

## ILM APPROVED SKILLS CENTRE FOR LEADERSHIP AND MANAGEMENT

The College's Skills Centre is an approved centre for the UK's leading provider of leadership, management and coaching qualifications, the Institute of Leadership and Management (ILM). Students benefit from free membership to ILM with high quality training materials, delivery and assessment resources.

ILM programmes are proven to impact on business and personal career progression. Last year, over 95% of learners from the College's Institute of Leadership and Management (ILM) courses reported the skills they gained had a direct, positive impact on their job role and organisation.

## BESPOKE SKILLS CENTRE TRAINING PROGRAMMES

Employer partners can benefit from training that is designed from scratch and in partnership with them. Subjects can include; preparing for promotion, team leadership, problem solving and decision making, managing performance and efficiency to name a few. Bespoke programmes provide the perfect blend of qualifications and content specific to the business, with an exceptionally high rate of employers returning to the College for more training having experienced tangible workplace results.

# BUILDING FOR THE FUTURE

## SPEARHEADING MULTIMILLION-POUND INFRASTRUCTURE INVESTMENTS FOR THE FUTURE OF CORNWALL.

### TRURO'S £7M SKILLS CENTRE FOR DIGITAL, ENGINEERING AND MANUFACTURING

The £7 million Valency building at Truro College is part of the South West Institute of Technology. Facilities match the best in the UK for Digital, Engineering and Aerospace with qualifications including higher-level certificates, diplomas and University-level Apprenticeships.

A new mezzanine floor will play host to a dedicated, high-quality Skills Centre for employer engagement in 2022, supporting curriculum development, skills delivery, knowledge transfer and innovation.



### BODMIN'S £6.3M HEALTH AND SKILLS CENTRE

The College's Ottery STEM (Science, Technology, Engineering and Maths) and Health Skills Centre in Bodmin is expected to welcome its first learners in early 2023. With support from the Cornwall and Isles of Scilly Local Enterprise Partnership (LEP), which is meeting £3.78m of the costs through the Government's Getting Building Fund (GBF), Ottery will offer 120 Apprenticeships and help 300 people per year into further learning. Sectors include Engineering, Manufacturing and Digital skills for the Aerospace, Space, Creative, Energy and Mining sectors, in line with the LEP's Local Industrial Strategy.

The Centre will also extend the College's Nursing and Care Apprenticeships in partnership with RCHT, CFT and a range of local care providers. Much like the Valency building at Truro, Ottery will offer employers a dedicated Skills Centre for North and East Cornwall, heralding a new era of growth in socio-economic opportunities in the area.



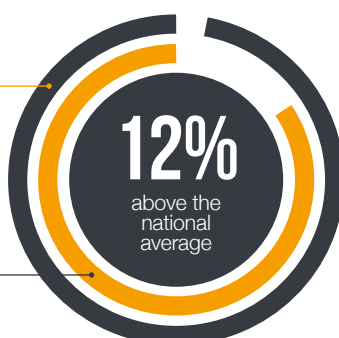
# DELIVERING RESULTS & FINANCIAL SUPPORT

97.1%

Overall employer satisfaction rate

84.3%

National average



## CORNWALL'S TOP FOR EMPLOYER SATISFACTION

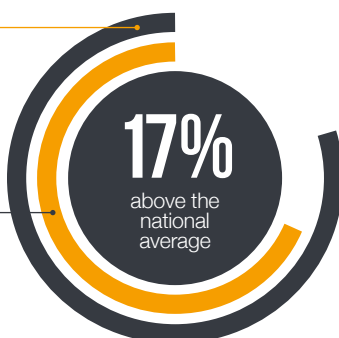
Ranked as the top FE and Tertiary College provider of Apprenticeships in Cornwall. Rated by 452 Cornish employers who took part in the Department for Education's (DfE) latest Employer Satisfaction Survey in 2019.

81.2%

Overall Apprenticeship achievement rate

64.7%

National average



## IN THE UK'S TOP 10 FOR APPRENTICESHIPS

National achievement rates show Truro and Penwith College is in the top 10 of all 167 college providers in the UK.

\*The latest Department for Education (DfE) Apprenticeship Achievement rates published in 2020.

## DEVELOPING CORNWALL'S LEADERS

Last year, over 95% of learners from Institute of Leadership and Management (ILM) courses reported the skills they gained had a direct, positive impact on their job role and organisation.

## TOP RESULTS FOR APPRENTICES

Over 82% of Business & Professional Apprentices achieved a distinction grade last year with over 80% of learners securing permanent, full-time employment in the relevant sector, demonstrating outstanding delivery, support and the relevance of the programmes to the local labour market.

## FINANCIAL SUPPORT

A wide range of projects part-funded by the European Social Fund (ESF) allow the College to offer up to 50% funding for the majority of its professional development courses. Support is also available to help adult learners understand and apply for University-level student finance and 19+ adult learner loans where appropriate. Find out more about financial support on page 67.

# A TEAM OF INDUSTRY LEADERS



## SAM GUNN, MANAGEMENT TRAINER - SKILLS CENTRE

Sam started her career as an estate agent before moving on to a training and development role and later at a well-known clothing brand. Sam has worked in and led a diverse range of teams, supporting staff to achieve personal and organisational goals. With over 20-years' experience as a learning and development professional, Sam delivers a range of Leadership, Management and Coaching qualifications including ILM Levels 2-5, Apprenticeships and bespoke training programmes. Sam enjoys communicating and motivating individuals to achieve, as well as seeing the impact of her training on individuals and organisations.



## DR. HEIDI THIEMANN, SPACE & AEROSPACE ESF PROJECT MANAGER - CSATT

Heidi heads up the College's Cornwall Space and Aerospace Technology Training (CSATT) project, shaping the College's training to meet the future needs of the space sector and its supply chain. Heidi joined the College having launched the Space Skills Alliance to tackle skills shortages in the sector, where she analysed skills demand, created skills taxonomies and ran the first national census of the UK space sector. Heidi also launched SpaceCareers.uk in 2016, which has since become the go-to resource for young people interested in careers in the space sector. Heidi recently completed a PhD in Astrophysics and has mentored young people at Space School UK.



## TAMZIN IRVIN, NURSING & ALLIED HEALTH CURRICULUM LEAD - UNIVERSITY CENTRE TRURO & PENWITH

Tamzin graduated from Oxford Brookes University in 1994 starting her nursing career at the John Radcliff Hospital in Oxford. Returning to Cornwall, Tamzin worked at RCHT before moving into community nursing where she became Team Leader of the Redruth District Nursing Team in 2006. Tamzin started teaching Health and Social Care one-day-a-week in 2010 before joining the College full-time in 2011 and became Deputy Team Leader of Community Studies in 2016. In her current role, Tamzin works closely with Cornwall's NHS to continually develop the College's suite of nursing qualifications to boost nursing numbers on Cornwall's front line.



## VANESSA OFFLAND, HOSPITALITY TRAINING ADVISOR & LECTURER

Vanessa started her journey working at her parents' hotel while at school, progressing to the role of General Manager at Forte Hotel Group after graduating from Anglia Ruskin University. Vanessa went on to set-up a fine dining restaurant, gastro pub and deli before working for Deborah Meaden as a Reservations and Marketing Manager. Moving into teaching in 2006, Vanessa has run departments with over 100 students. Joining the College in 2020, Vanessa now works with employers to continually adapt the Apprenticeship content she delivers to meet the needs of industry, and is Programme Lead for the new University-Level Hospitality Management Apprenticeship that she recently developed with an HNC in Hospitality Management.

# ENDORSED BY TOP EMPLOYERS



DAWN GEORGE - EDEN PROJECT

“Eden has chosen to partner with Truro and Penwith College for many years now and on a variety of programmes. The support from the Business Team is second to none and we know from learner and Apprentice feedback they have a superior learning experience, with great results.

“This has been at multiple levels from Apprentice to Senior Management and feedback is always excellent. I think it says a lot that many of our Apprentices who have studied at the College have gone on to be employed on a permanent basis with Eden and progressed in their careers.”



ELLIOTT ROTHON - WISKA UK

“The level of support the College has offered our Marketing Apprentice Chloe and our business has been excellent.

“The Apprenticeship has helped support the skills Chloe has learnt in the workplace as well as giving her a greater understanding of marketing theories and practices.

“Chloe has had a significant impact on the business; one stand-out piece of work has been a marketing campaign she developed and managed that resulted in significant increases in product value and units sold.”



NIKKI PRYKE - ROYAL CORNWALL HOSPITALS  
NHS TRUST

“The College works in partnership with us to grow our own talent with nursing Apprenticeships, tackling a national skills shortage and offering staff degree-level training locally in Cornwall that they can't always afford to fund themselves through alternate routes.

“In addition to nursing, the College runs our Business Administration Apprenticeships and has created programmes like 'Admin Excellence', resulting in improved efficiencies, quality, customer service and patient care.

“The level of support from the College is brilliant; we have a close working relationship that is very much a partnership and the team embrace innovation.”



# THE SKILLS CENTRE'S BUSINESS SUPPORT PACKAGE

Covid-19 has required the business community and College to overcome significant challenges, remaining agile and flexible as we move into recovery and a 'new normal'. The College is committed to continuing its flexible approach and is passionate about being part of the solution that helps businesses to bounce back, grow and exploit new opportunities. Skills shortages remain a challenge in many sectors and one that may be exacerbated post-Brexit. The College continues to support employers with workforce planning, identifying current and future skills gaps and providing quality solutions to focus learning and development budgets, deliver results in the workplace and nurture talent from within.



## FULLY-FUNDED PILOT TRAINING

The College manages a range of projects that will continue to be part-funded by the European Social Fund until 2023. These projects support our drive at the forefront of skills development in Cornwall offering significant employer partnerships and consultation to address skills needs through the development of new training, free pilot training to hone course content and financial assistance towards a range of professional qualifications. Sectors include: Hospitality, Hair and Beauty, Care and Healthcare, Space and Aerospace, Engineering, Leadership and Management and Digital Skills. Contact us to see how we can support your business.

## REMOTE DELIVERY

Introduced as a training solution amid the Covid-19 pandemic, our remote delivery offer has received exceptional feedback from learners and employers who value the blend of convenience with high levels of interaction, discussion and the quality you expect from Truro and Penwith College. The College has been recognised as a national leader of online learning as one of only 20 colleges leading a Department for Education (DfE) project to develop 'cutting-edge digital approaches to online learning'.

Look out for remote learning courses in this brochure. Remote learning courses avoid the need to commute to the College, allowing more time for work and study and reduces expenses.

## NEW COURSES

The Covid-19 pandemic has demonstrated the importance of our businesses having an online presence and the ability to sell their products and services online. We continue to enhance our digital marketing offer, building on our already successful courses and Apprenticeships to provide more training in this area. From marketing planning and content creation to WordPress, SEO and Analytics you'll find everything you need for essential e-commerce.

## FUNDING TOWARDS TRAINING COSTS

We understand that while training is a key part of supporting businesses to adapt and recover, you may not have the financial means to access training at this time. We can therefore offer 50% funding for the majority of the courses in this brochure, subject to eligibility.



# INTRODUCING NEW TALENT & UPSKILLING CURRENT STAFF

## APPRENTICESHIPS

It is important to remember that Apprenticeships can be used to train current members of staff at any age. With the government funding 95% of the training costs for SMEs and large employers building their Apprenticeship levy funds, it can be the most cost-effective training option. Apprenticeships can also be used to recruit new talent.

Businesses who have identified new opportunities, discovered new revenue streams or are in the process of reopening after Covid-19, will benefit from the added capacity that a new Apprentice can bring to ensure this trend continues, while developing talent is a cost-effective means of tackling skills shortages. Find out more about Apprenticeships on page 15.

## T LEVELS

The College was one of the first providers in the UK chosen by the Department for Education to introduce new T Level courses from September 2020. T Levels are equivalent to three A Levels, combine classroom theory, practical learning and a 45-day industry placement to make sure students have real experience of the workplace. If you can offer an industry placement you will benefit from; fresh ideas, new talent, a means of filling your skills gaps, opportunities for staff to develop mentoring and supervisory skills and the reputational benefits of supporting young people.

## TRAINEESHIPS

A traineeship is a course that includes a work placement that can last from 6 weeks up to 12 months. Traineeships help 16 to 24-year-olds, or 25-year-olds with an Education, Health and Care Plan (EHCP) to prepare for an Apprenticeship or to start their career. The College supports learners to enhance their Maths, English and employability skills alongside their traineeship placement in a sector and role that is relevant to their career ambitions.

Offering a traineeship placement would enable your business to benefit from the enthusiasm of a young person keen to join your industry and allows time for that young person to get to know your business and develop the skills and knowledge needed to make a positive contribution. If the fit feels right and your business is in the position to commit longer-term, you can employ the learner as an Apprentice, as a full-time member of staff or offer a longer work placement whilst they study a T Level.

The Chancellor announced a £126 million investment in traineeships in the 2021 Budget that will provide a £1,000 incentive for employers offering a placement to support skills development. To explore offering traineeships please get in touch with our Apprenticeship team.







# 15

## THINK YOU KNOW APPRENTICESHIPS? THINK AGAIN



A key part of Cornwall's Economic Strategy is to provide a skilled workforce and sustainable high-quality employment and careers. Our partnerships with Cornwall's top employers allow us to continually develop programmes to reflect the constantly evolving needs of the workplace.

### QUALITY APPRENTICESHIPS WITH CORNWALL'S TOP EMPLOYERS

Truro and Penwith College offers quality Apprenticeship programmes in 40 exciting job roles in partnership with Cornwall's top employers. Our continually expanding range of training is designed in partnership with employers to address the skills needed and career routes available at local businesses.

Programmes provide learners with a unique opportunity to earn while they learn and are suitable for anyone over the age of 16, with no upper age limit. Truro and Penwith College Apprenticeships are the ideal option for those looking to start a quality career for the first time and those who are already employed and seeking professional development.

### CAREER PROGRESSION AND DEVELOPMENT

The College offers 40 Apprenticeship programmes that support quality careers with some of Cornwall's top employers in a wide range of sectors.

### ENTRY-LEVEL PROGRAMMES

Entry requirements vary by programme and take practical experience into account as well as previous academic qualifications. Entry-level programmes at level 2 (equivalent to five GCSEs at grades 4-9) or level 3 (equivalent to two A Level passes) are usually the best option for the majority of learners who are entering a sector for the first time.

### UNIVERSITY-LEVEL PROGRAMMES

The College offers a range of higher-level Apprenticeships from levels 4 - 6 that are University-level qualifications. These programmes are often suited to those that have already completed an entry-level Apprenticeship or are seeking to further their career in a sector with previous qualifications and work experience that allow them to start their Apprenticeship journey at a higher-level.

### APPRENTICESHIP JOBS AND HOW TO APPLY

If you are not currently employed the College will support you to find an Apprenticeship job as part of the application process. Programmes start throughout the year; if learners can't see a job that suits their ambitions online at [truro-penwith.ac.uk/ApprenticeshipJobs](http://truro-penwith.ac.uk/ApprenticeshipJobs) we encourage them to contact us for help and advice.

Those who are employed and are considering Apprenticeships to further their career should have a conversation with their employer and contact the College for support.

# BOOST YOUR BUSINESS WITH APPRENTICESHIPS

Apprenticeships can be used to upskill current members of staff with the Government funding 95% of the training costs for SMEs and large employers funding through their Apprenticeship Levy. This means Apprenticeships can be the most cost-effective option to provide your staff with the skills they need for challenges post Covid-19. Apprenticeships are also a fantastic way to recruit and nurture talent to tackle skills shortages and overcome capacity challenges.



## THE BEST HAIR AND BEAUTY APPRENTICESHIPS IN THE UK:

Winner of Hair and Beauty Apprenticeship Provider of the Year at the AAC Apprenticeship Awards at ICC Birmingham in March 2020.

## TOP RESULTS FOR BUSINESS AND PROFESSIONAL APPRENTICES:

Over 82% of Business & Professional Apprentices achieved a distinction grade last year with over 80% of learners securing permanent, full-time employment in the relevant sector, demonstrating outstanding delivery, support and the relevance of the programmes to the local labour market.

## CORNWALL'S CHOICE FOR CARE AND HEALTH:

The College is the chosen provider of Royal Cornwall Hospitals NHS Trust, Cornwall Partnership Foundation Trust and care and health providers across Cornwall, boosting nursing numbers with Cornwall's only degree-level nursing training programmes and Apprenticeships.

## REACHING NEW HEIGHTS IN CORNWALL'S £1BN SPACE SECTOR:

The College's Cornwall Space and Aerospace Technology Training (CSATT) project is the South West's first dedicated space training centre, developing a suite of world-class training, Apprenticeships and degrees to support the emerging sector that is expected to be worth £1bn to the Cornish economy and create hundreds of jobs across the sector and its supply chain.

## WORKING WITH A QUALITY APPRENTICESHIP PROVIDER

## TOP FOR APPRENTICESHIP ACHIEVEMENT:

The latest national achievement rates published by the Department for Education (DfE) in 2020 show Truro and Penwith College is in the top 10 of all college providers in the UK.

## CORNWALL'S TOP COLLEGE FOR EMPLOYER SATISFACTION:

Ranked as the top FE and Tertiary College provider of Apprenticeships in Cornwall by 452 Cornish employers who took part in the DfE's latest employer satisfaction survey in 2019.



# APPRENTICESHIP PROGRAMMES

The College offers over 40 Apprenticeship programmes and this provision continues to expand in line with the skills needs of Cornish employers.

Apprenticeships are suitable for anyone over 16 and can be used to upskill current employees, bring in new talent to address skills gaps or to support succession planning. They can be the most cost effective method of training, with the government funding up to 95% of training costs for SMEs and large employers accessing funding through their Apprenticeship Levy. Apprenticeship programmes are all delivered over a minimum period of twelve months, however, the duration of each Apprenticeship depends on both the level of the programme and the prior knowledge and experience of the Apprentice.

SOUTH WEST	
AUTOMOTIVE & ENGINEERING	
I N S T I T U T E O F T E C H N O L O G Y	
Apprenticeship	Location
<b>Engineering Operative (Level 2)</b> An entry-level role in engineering operations covering; maintenance and breakdowns, components and systems, operating machines, assembling and repairing machines, press tools including dies, jigs, and fixtures, fabrication and installation.	Truro
<b>Engineering Technician - Machinist / Toolmaker (Level 3)</b> This course is suitable for Apprentice machinists working in the advanced manufacturing sector, typically producing highly skilled, complex and precise work from specialist materials using conventional and/or CNC machine tools.	Truro
<b>Engineering Technician - Mechatronics Maintenance Technician (Level 3)</b> Suitable for those responsible for ensuring that plant and equipment perform to the required standard. Typically, the work would cover a broad range of activities including installation, testing, fault finding and the on-going planned maintenance of complex automated equipment.	Truro
<b>Metal Fabricator (Level 3)</b> For staff who need to advance their welding skills and form structurally sound welds using arc welding. Metal fabricators are typically found in areas such as: Power generation, marine, transport, nuclear, processing, aerospace, pharmaceuticals, construction and many more.	Truro





**SOUTH WEST**

**I N S T I T U T E O F  
T E C H N O L O G Y**

## AUTOMOTIVE & ENGINEERING

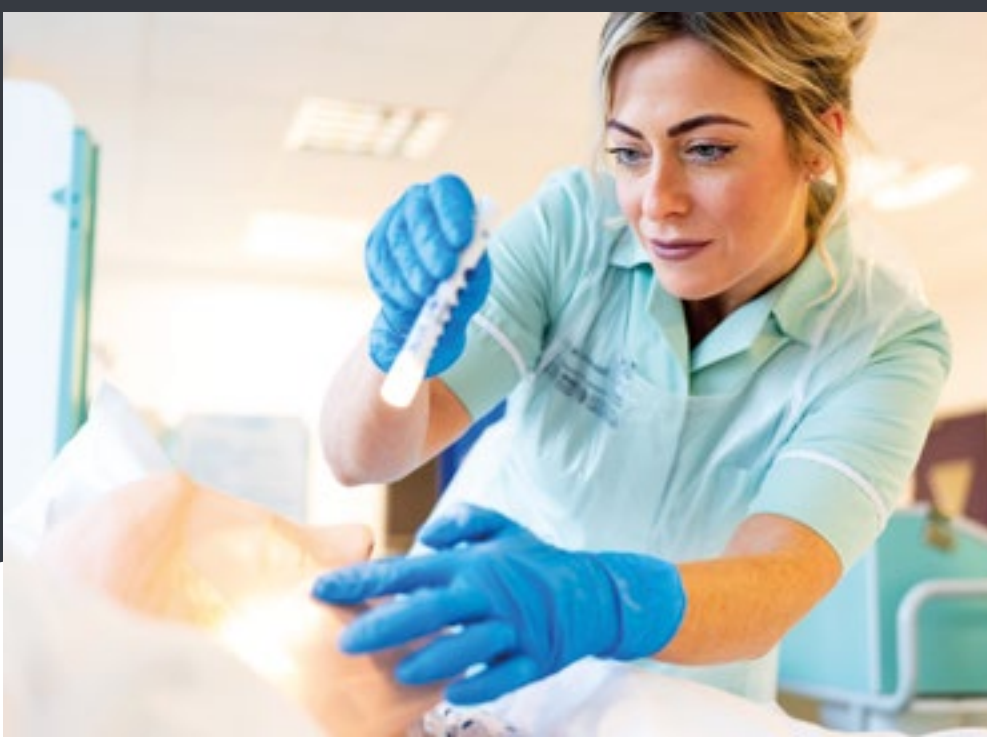
Apprenticeship	Location
<b>Engineering Manufacturing Technician (Level 4)</b> This higher-level programme is focused on developing Apprentices to provide specialist technical support so that organisations can develop, produce or test new and existing products, processes or procedures in line with customer specifications.	Truro
<b>Space Engineering Technician (Level 4)</b> This course is for people who want to launch their career in the space sector and become a qualified Space Engineering Technician, gaining an HNC in Space Technology. This Apprenticeship programme is suitable for both those wishing to apply for a new Apprenticeship opportunity or existing staff who need to demonstrate expertise in the technical side of their role.	Truro
<b>Autocare Technician (Level 2)</b> This programme is suitable for Apprentices who carry out a range of services and repairs to cars, car derived vans and light goods vehicles within an Auto-care or "Fast-Fit" Centre, and requires a combination of technical, retail and customer service skills.	Truro & Penwith
<b>Motor Vehicle Service &amp; Repair Maintenance Technician - Light Vehicle (Level 3)</b> This course is suitable for Apprentices working as motor vehicle technicians, who service and repair light vehicles such as cars and vans.	Truro & Penwith

## BUSINESS, ADMINISTRATION & FINANCE

Apprenticeship	Location
<b>Accounts/ Finance Assistant (Level 2)</b> This programme is a first step for individuals wanting to enter Accounting, providing both a professional AAT qualification and invaluable work experience in either a firm of accountants or the Finance department of an organisation.	Truro
<b>Assistant Accountant (Level 3)</b> This course is ideal for Apprentices working as an Assistant Accountant or within the Finance department of an organisation. Learners will gain the AAT Certificate in Accounting and the AAT Advanced Diploma in Accounting.	Truro
<b>Professional Accounting or Taxation Technician (Level 4)</b> This Apprenticeship is for staff in an accounting practice, a professional services company, the HMRC or within an accounting department. Apprentices will complete the AAT Level 4 Professional Diploma in Accounting.	Truro
<b>Business Administrator (Level 3)</b> This course is suitable for Apprentices in key administration or business support roles, who need to improve efficiency, effectiveness, increase business knowledge and develop high-end business and IT skills.	Truro
<b>Marketing Assistant (Level 3)</b> For people working within a Marketing capacity or department, this course develops knowledge and skills in marketing, digital marketing, SEO, social media campaigns, branding, budgeting, copywriting and e-mail marketing.	Truro
<b>Team Leader Supervisor (Level 3)</b> This course is suitable for staff undertaking their first line management role; providing a solid foundation for career progression and the skills and confidence to manage a wide range of activities and challenging situations.	Truro

## CARE, COMMUNITY & EDUCATION

Apprenticeship	Location
<p><b>Early Years Practitioner (Level 2)</b>                      Early Years Practitioners are found in a range of private and public settings including; full day care, Children's Centres, pre-schools, reception classes, playgroups, nursery schools, home based provision, hospitals, social care settings, out of school environments and Local Authority provision. Practitioners deliver the Early Years Foundation Stage (EYFS) requirements set by government for the learning, development and care of children from birth to five-years-old in both indoor and outdoor environments.</p>	Truro
<p><b>Early Years Educator (Level 3)</b>                      This course is designed for Apprentices working in a childcare setting such as a nursery, pre-school or childminder. The course content includes; supporting healthy lifestyles, understanding legislation, the wellbeing of children and literacy and numeracy skills.</p>	Truro
<p><b>Teaching Assistant (Level 3)</b>                      Typically for those already working as a Teaching Assistant or Learning Support Assistant, Apprentices support the class teacher to enhance pupils' learning either in groups or individually; ensuring pupils understand the work set, know their learning objectives and stay on task in order to make progress. Promoting self-belief, social inclusion and high self-esteem also play an integral part to pupils' well-being - ensuring they thrive in a positive, nurturing and safe environment.</p>	Truro
<p><b>Senior Healthcare Support Worker (Level 3)</b>                      Senior Healthcare Support Workers help registered practitioners to deliver healthcare services to people. These experienced support workers carry out a range of clinical and non-clinical healthcare or therapeutic tasks, under the direct or indirect supervision of the registered healthcare practitioner including high-quality compassionate healthcare, following standards, policies or protocols and always acting within the limits of their competence.</p>	Truro
<p><b>Nursing Associate (Level 5)</b>                      Nursing Associates work in the public, independent and voluntary sectors and it is a statutory regulated profession. The broad purpose of the occupation is to provide care for people of all ages and from different backgrounds, cultures and beliefs. Nursing Associates may provide care for people who have mental, physical, cognitive and behavioural care needs. They may provide care for people in their own home, the community, hospital or in any health care settings where needs are supported and managed.</p>	Truro
<p><b>Registered Nurse (Level 6)</b>                      Registered nurses work in the public, independent and voluntary sectors and Truro and Penwith College offers both Adult and Mental Health Apprenticeships pathways. The broad purpose of the occupation is to play a vital role in providing, leading, co-ordinating and evaluating care that is compassionate, evidence based and person centred. They are accountable for their own actions and those who they delegate to and must be able to work autonomously, or as an equal partner with a range of other professionals. They provide nursing care for people across the whole lifespan who could have complex and concurrent mental, physical, cognitive and behavioural care needs and for people at the end of their life.</p>	Truro
<p><b>Operating Department Practitioner (Level 6)</b>                      Operating Department Practitioners (ODPs) are registered healthcare professionals specialising in caring for people of all ages before, during and after surgery. ODPs therefore mainly work in operating departments alongside other professionals, such as doctors and nurses, and take a lead role in ensuring a patient is safe during each stage of their journey through the operating theatre.</p>	Truro



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## CONSTRUCTION

Apprenticeship	Location
<p><b>Bricklayer (Level 2)</b> For Bricklayers wishing to gain a formal qualification, this Level 2 Apprenticeship will suit individuals who are starting a role within a construction environment and offers a practical approach and a solid platform for anyone wishing to develop a career in the sector.</p>	Truro & Penwith
<p><b>Carpentry &amp; Joinery - Architectural Joinery (Level 2)</b> This Apprenticeship will suit individuals who are starting a role as an Architectural (Bench) Joiner within a construction environment, offering a solid start to their career.</p>	Truro
<p><b>Carpentry &amp; Joinery - Site Carpenter (Level 2)</b> This Apprenticeship offers the foundations for individuals commencing employment as a Site Carpenter within a construction environment.</p>	Truro & Penwith
<p><b>Carpentry &amp; Joinery - Architectural Joinery (Level 3)</b> For those with a Level 2 qualification who are continuing to work as an Architectural Joiner within a construction environment, this course will develop the joiner's skills, allowing them to take on more advanced work and supporting their career progression.</p>	Truro
<p><b>Advanced Carpentry &amp; Joinery - Site Carpenter (Level 3)</b> For those with a Level 2 qualification who are continuing to work as a Site Carpenter within a construction environment. The course will develop the carpenter's skills, allowing them to take on more advanced work and supporting their career progression.</p>	Truro & Penwith
<p><b>Painter &amp; Decorator (Level 2)</b> This course is designed for individuals working in painting and decorating; providing a practical approach and a solid platform for anyone wishing to start their career in this area.</p>	Penwith
<p><b>Plasterer (Level 2)</b> For individuals working in the construction industry who wish to become a professional Plasterer, this course helps learners develop and practice the skills required for the role and supports their career progression.</p>	Truro



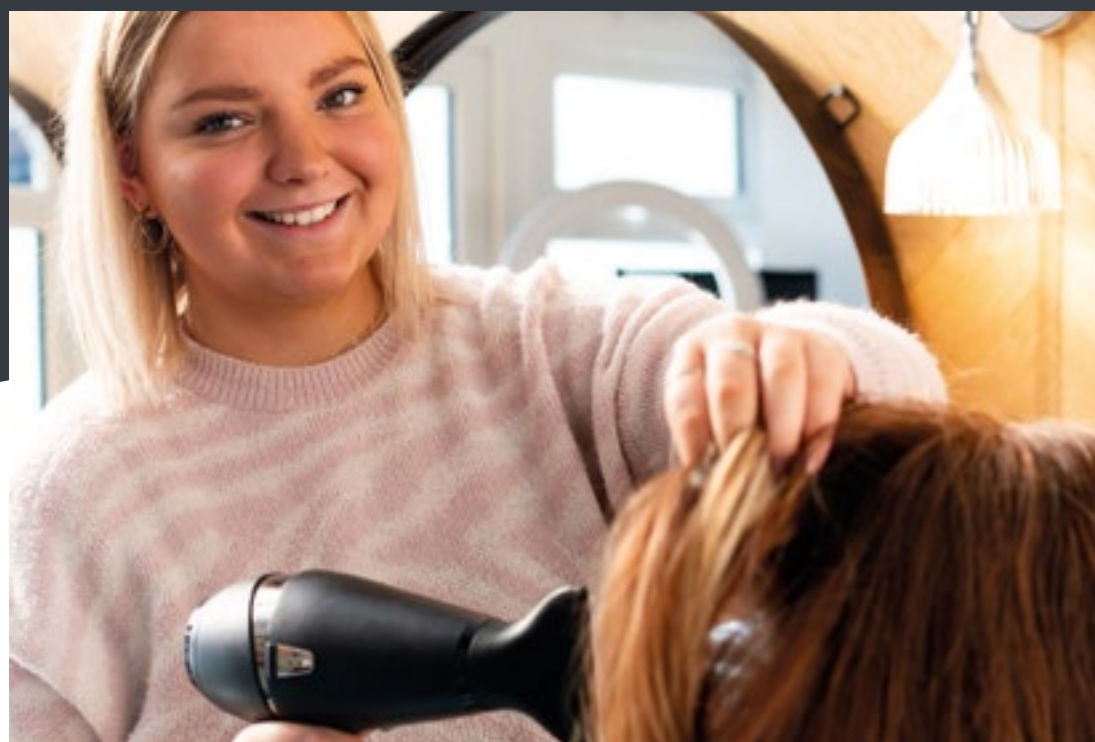
## HAIR & BEAUTY

Apprenticeship	Location
<p><b>Beauty Therapy (Level 2)</b> This programme is suitable for those needing to learn about facials, eyelash and brow treatments, waxing, manicures, pedicures and make-up. Reception work is also covered, including meeting and greeting clients, booking appointments and answering the phone.</p>	Truro
<p><b>Advanced Beauty Therapist (Level 3)</b> The broad purpose of this programme is to provide, design and implement bespoke treatment plans. These advanced treatments range from advanced manual therapies such as advanced massage techniques, technical therapies such as face and body electrical treatments and to meet and manage client needs and expectations. An employee in this occupation will be responsible for working independently delivering treatments in a private, secure and safe environment. An Advanced Beauty Therapist will also supervise colleagues as and when required to support team and business growth.</p>	Truro
<p><b>Wellbeing &amp; Holistic Therapist (Level 3)</b> This occupation is found in wellbeing environments such as Spa, Leisure, Holistic or Wellness Therapy Centres, Medi-Spas and Beauty salons. The broad purpose of the occupation is to create, implement and adapt tailored holistic and wellbeing experiences, in a variety of environments; meeting and managing treatment and experience outcomes in private, secure and safe environments.</p>	Truro
<p><b>Hair Professional - Barber (Level 2)</b> For those who are starting their career and need to learn basic Barbering techniques. Taught skills include; cutting, styling, male colouring techniques and creating pattern work in the hair.</p>	Truro
<p><b>Hair Professional - Hairdresser (Level 2)</b> For those who are starting their career and need to learn basic Hairdressing techniques. Taught skills include; consulting with clients, salon reception, conditioning and treating hair, styling and finishing and cut, colour and perm.</p>	Truro & Penwith
<p><b>Advanced &amp; Creative Hair Professional (Level 3)</b> Advanced and Creative Hair Professionals are creative, passionate and driven professionals who work without supervision, managing themselves and others when required. They provide a quality service, whilst working to the highest standards and continuously developing their personal and professional skills.</p>	Truro
<p><b>Nail Services Technician (Level 2)</b> This Apprenticeship is for those starting their career and providing a limited range of services to clients such as; manicure, pedicure, advising clients on gel polish services, basic nail art, nail enhancement and assisting and supporting more senior Nail Technicians.</p>	Truro



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# EUROPEAN SOCIAL FUND SKILLS FOR GROWTH

**TALK TO US ABOUT THE SKILLS THAT YOUR  
BUSINESS NEEDS - NOW AND FOR THE FUTURE**

- Dedicated support to understand the skills needs of your current and future workforce
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**European Union**  
European  
Social Fund

## HOSPITALITY & PROFESSIONAL COOKERY

Apprenticeship	Location
<b>Commis Chef (Level 2)</b> By supporting staff to train as commis chefs in fine and casual dining restaurants, hotels and gastro pubs, the primary objective of this Apprenticeship is to teach learners how to carry out the key functions of every section of the kitchen.	Truro
<b>Production Chef (Level 2)</b> This programme is suitable for Apprentices who work as part of a team within a kitchen environment that has centrally developed and standardised recipes and menus, often producing food in high volumes and within set timings.	Truro
<b>Chef de Partie (Level 3)</b> This programme is for staff who are responsible for running a specific section of the kitchen in fine or casual dining restaurants, hotels and gastro pubs.	Truro
<b>Hospitality Team Member (Level 2)</b> This course is ideal for Apprentices who are new to, or already work in, hospitality roles including front of house, food preparation, barista services and guest services within restaurants, bars, hotels and pubs.	Truro
<b>Hospitality Supervisor (Level 3)</b> Suitable for Duty Supervisors or Managers working in a variety of hospitality establishments. Job roles include Head Housekeepers or Reception Supervisors, Concierge, Barista, reservations, conference and banqueting services.	Truro
<b>Hospitality Manager (Level 4)</b> This higher-level programme is for Food and Beverage Managers, Conference and Event Managers, Kitchen Managers, Head Chefs and Housekeeping Managers who need to develop skills in business, customer liaisons, people management and leadership.	Truro

### SOUTH WEST

## IT & DIGITAL

I N S T I T U T E O F  
T E C H N O L O G Y

Apprenticeship	Location
<b>Network Engineer (Level 4)</b> The primary role of a network engineer is to design, install, maintain and support communication networks within an organisation or between organisations. Network Engineers need to maintain high levels of operation of communication networks in order to provide maximum performance and availability for their users, including staff, clients, customers and suppliers.	Truro
<b>Software Developer (Level 4)</b> For Apprentices who are self-taught or have a formal qualification in developing simple applications. Learners gain the BCS Systems Development Essentials qualification and at least one other qualification relevant to their employer's requirements.	Truro




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**I DECIDED TO WORK WITH TRURO AND PENWITH COLLEGE BECAUSE I LOVED WHAT I SAW. THE FACILITIES ARE PHENOMENAL, AND THE TUTORS HAVE THE SAME ENERGY AND GOALS AS I HAVE, TO DO OUR BIT FOR OUR INDUSTRY AND MAKE A DIFFERENCE.**

*Paul Ainsworth*

# 25



## PROFESSIONAL TRAINING PROGRAMMES

The College's Future Skills Institute delivers a range of professional qualifications from ILM leadership and management, marketing and accountancy to computing, health and safety and functional skills. All our professional qualifications can be found on pages 26 - 63.

### BESPOKE DEVELOPMENT SOLUTIONS

If off-the-shelf qualifications don't fulfil the needs of employers we offer fully bespoke solutions to suit business goals, contact us for more information.

#### DESIGNED TRAINING SESSIONS

To address specific organisational development needs. Flexibility on location, style and time of delivery.

#### COACHING TRAINING FOR MANAGERS

Training internal staff to support the development of individuals within the organisation.

#### 360 DEGREE FEEDBACK

An opportunity to gain developmental feedback from individuals who work with you in different capacities.

#### ONE-TO-ONE COACHING

One-to-one coaching with a fully trained coach, ideal for developing confidence and overcoming challenges.

#### ILM OR CITY & GUILDS ACCREDITATION

Accredited programmes adapted in response to your business' specific organisational need.

#### PSYCHOMETRIC ASSESSMENTS

Tools that enable understanding of an individual's personal traits and how these impact on roles and relationships.

#### BUSINESS IMPROVEMENT

Facilitated individual or group projects aimed at developing skills, knowledge and building relationships.

#### ACTION LEARNING SETS

Facilitated small group sessions, designed to support problem solving and expand thinking.





# AUTOMOTIVE, ENGINEERING & CONSTRUCTION

Delivered by industry professionals in our purpose-built workshops, we work in partnership with employers to ensure our programmes include the skills needed in the workplace.

SOUTH WEST									
I	N	S	T	I	T	U	T	E	OF
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AUTOMOTIVE					
Course	Start date	Duration	Location	Time	Cost
<b>Level 1 Award in Electric/Hybrid Vehicle Awareness <span style="color: green;">NEW</span></b> This course is for those with an interest in gaining the knowledge to work safely within the automotive retail industry as it continues to see an increase in electric and hybrid vehicles entering the workplace. It is therefore designed to provide learners with an introduction to the knowledge of safe working practices, the dangers surrounding and the precautions required to avoid potential injury when near electric or hybrid vehicles.	Tue 08 Nov 2022	1/2 day	Penwith College	16:00 - 21:00	£170
	Tue 07 Mar 2023	1/2 day	Penwith College	16:00 - 21:00	£170
	Tue 20 Jun 2023	1/2 day	Penwith College	16:00 - 21:00	£170
	Mon 17 Oct 2022	1/2 day	Truro College	16:00 - 21:00	£170
	Mon 06 Mar 2023	1/2 day	Truro College	16:00 - 21:00	£170
	Mon 12 Jun 2023	1/2 day	Truro College	16:00 - 21:00	£170
<b>IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities <span style="color: green;">NEW</span></b> The content of this qualification has been designed to give learners the knowledge and skills required to work safely on electric and hybrid vehicles whilst carrying out routine maintenance and repair activities (not voltage components or systems). This may include vehicles that may have or had damage to their high energy/ electrical system. The course contains one mandatory unit covering the knowledge of: electric and hybrid vehicle system components and operation, hazards surrounding electric and hybrid vehicles, how to reduce the risks to yourself and others when working on electric and hybrid vehicles and safely preparing the vehicle when carrying routine maintenance (NOT high voltage components or systems). This course is suitable for anyone who might, in their day-to-day work, come into regular contact with electric or hybrid vehicles. Employers have a responsibility for anyone handling electricity as part of their job role.	Dates on request	1 day	Truro College	09:00 - 17:00	£345
	Dates on request	1 day	Penwith College	09:00 - 17:00	£345

BOOK NOW

EMAIL [FUTURESKILLS@TRURO-PENWITH.AC.UK](mailto:FUTURESKILLS@TRURO-PENWITH.AC.UK) | CALL 01872 308000 | VISIT [TRURO-PENWITH.AC.UK/FUTURESKILLS](http://TRURO-PENWITH.AC.UK/FUTURESKILLS)



Course	Start date	Duration	Location	Time	Cost
<b>IMI Level 3 Award in Automotive Refrigerant Handling</b> <b>NEW</b> This Level 3 Award in Automotive Refrigerant Handling qualification allows MAC technicians to legally recover F-Gas (fluorinated greenhouse gas) from air conditioning systems in motor cars and car derived vans.	Tue 27 Sep 2022	10 wks	Penwith College	18:30 - 20:30	£600
	Tue 10 Jan 2023	10 wks	Penwith College	18:30 - 20:30	£600
	Tue 18 Apr 2023	10 wks	Penwith College	18:30 - 20:30	£600
<b>IMI Level 3 Award in Electric/Hybrid Vehicle System Repair &amp; Replacement</b> <b>NEW</b> The content of this qualification has been designed to give learners the knowledge and skills required to work safely on electric and hybrid vehicles whilst carrying out diagnostic, testing and repair activities. This may include vehicles that may have or had damage to their high energy/electrical system. The course contains two mandatory units EV2.2 and EV3. EV2.2 covers all the skills and knowledge from IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance. EV3 covers skills in: working safely on an electric/hybrid vehicle, using information to carry out the task, carrying out repairs on high energy electrical systems, recording information and making suitable recommendations. As a result of successfully completing this qualification, learners will acquire significant core knowledge and skills and the ability to remove and replace electric and hybrid vehicle high voltage components. This course is suitable for anyone involved in the diagnosis and repair of electric and hybrid vehicles. This could include service and repair technicians, diagnostic technicians and auto electricians.	Dates on request	2 days	Truro College	09:00 - 17:00	£690
	Dates on request	2 days	Penwith College	09:00 - 17:00	£690
<b>IMI Level 4 Award in the Diagnosis, Testing &amp; Repair of Electric/Hybrid Vehicles &amp; Components (VRQ)</b> <b>NEW</b> This qualification contains the knowledge of the dangers surrounding repairs carried out to live high voltage vehicle electrical components and systems. The purpose and aim of this qualification are to provide technicians working on electric and hybrid vehicles with the required level of skills and knowledge to carry out repairs on live high voltage vehicle electrical components and systems safely. This course is suitable for Senior Technicians, Master Technicians and Engineers. Learners must have the IMI Level 3 Electric Vehicle qualification and be willing to complete a 1000-word assignment in order to complete this training course.	Dates on request	1 day	Truro College	09:00 - 17:00	£345
	Dates on request	1 day	Penwith College	09:00 - 17:00	£345
<b>Light Vehicle MOT Annual Training/Assessment</b> This course includes the annual training content and the mandatory annual assessment. (Completing both the annual training and passing the annual assessment is required each year to maintain nominated tester status.)	Tue 29 Nov 2022	1/2 day	Penwith College	18:00 - 21:00	£99
	Tue 07 Mar 2023	1/2 day	Penwith College	18:00 - 21:00	£99
	Tue 27 Jun 2023	1/2 day	Penwith College	18:00 - 21:00	£99

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## CONSTRUCTION

Course	Start date	Duration	Location	Time	Cost
<b>City &amp; Guilds Level 1 Award in Construction Skills (Bricklaying)</b> This course is designed for students with little or no knowledge of bricklaying who wish to develop their skills further. Students must provide their own safety footwear and safety glasses.	Tue 20 Sep 2022	10 wks	Penwith College	18:00 - 21:00	£311
	Tue 10 Jan 2023	10 wks	Penwith College	18:00 - 21:00	£311
	Tue 18 Apr 2023	10 wks	Penwith College	18:00 - 21:00	£311
	Tue 03 Oct 2022	10 wks	Truro College	18:00 - 21:00	£311
	Tue 17 Jan 2023	10 wks	Truro College	18:00 - 21:00	£311
	Tue 18 Apr 2023	10 wks	Truro College	18:00 - 21:00	£311
<b>City &amp; Guilds Level 1 Award in Construction Skills (Painting &amp; Decorating)</b> This course is designed for anyone who would like to learn some basic practical skills. The Level 1 Award is a City & Guilds qualification which focuses on the basic practical principles for the absolute novice to build confidence and underpinning knowledge. The course will be delivered by qualified, experienced tutors who are experts in their disciplines. Teaching will be carried out in a practical setting which will allow you to spend the time using the relevant tools and resources.	Tue 20 Sep 2022	10 wks	Penwith College	18:00 - 21:00	£311
	Tue 10 Jan 2023	10 wks	Penwith College	18:00 - 21:00	£311
	Tue 18 Apr 2023	10 wks	Penwith College	18:00 - 21:00	£311

## CONSTRUCTION

Course	Start date	Duration	Location	Time	Cost
<b>City &amp; Guilds Level 1 Award in Construction Skills (Plastering) NEW</b> This course allows you to learn, develop and practise the skills required for employment and/or career progression in Plastering. You will learn how to prepare background surfaces and mix plastering materials, apply scratch coats to internal backgrounds, fix sheet materials, apply floating coats to walls and apply setting coats to walls.	Mon 03 Oct 2022	10 wks	Truro College	18:00 - 21:00	£311
	Mon 09 Jan 2023	10 wks	Truro College	18:00 - 21:00	£311
	Mon 17 Apr 2023	10 wks	Truro College	18:00 - 21:00	£311
<b>City &amp; Guilds Level 1 Award in Health &amp; Safety in a Construction Environment NEW</b> The Level 1 Award in Health and Safety in a Construction Environment qualification is one of the key foundation construction courses recognised in the United Kingdom. The course is aimed at learners who currently work or want to work in the construction industry.	Wed 12 Oct 2022	3 days	Penwith College	09:15 - 16:15	£75
	Mon 27 Feb 2023	3 days	Penwith College	09:15 - 16:15	£75
	Mon 12 Jun 2023	3 days	Penwith College	09:15 - 16:15	£75
<b>City &amp; Guilds Level 2 Diploma in Site Carpentry NEW</b> This qualification covers a wide range of knowledge and skills required for working as an advanced craft site carpenter. You will learn about the industry, including the principles of constructing buildings, and the types of information used in building design and construction. You will learn about health, safety and environmental issues faced on construction sites, and how to communicate with others on the job, including supervisory skills such as planning, organising and pricing work. You will also learn practical skills specific to site carpentry.	Mon 26 Sep 2022	30 wks	Penwith College	09:15 - 16:15	£1286

## ENGINEERING

Course	Start date	Duration	Location	Time	Cost
<b>City &amp; Guilds Computer Aided Design (CAD) Level 1 (Solidworks)</b> This is a certificated course that is aimed at individuals who want an introduction into the world of Computer Aided Design. Although this course is an introduction, individuals who have used the software have benefited extensively from the skills developed but also the advice and guidance given during the course. This course would be ideal for people with a design or engineering background, although it is not essential. Some learners use this course as a pathway for career progression/development or even a change of career. You will need good basic IT skills; these skills will also be developed as part of the course.	Tue 20 Sep 2022	10 wks	Truro College	18:00 - 21:00	£270
	Mon 30 Jan 2023	10 wks	Truro College	18:00 - 21:00	£270
	Mon 17 Apr 2023	10 wks	Truro College	18:00 - 21:00	£270
<b>City &amp; Guilds Computer Aided Design (CAD) Level 2 (Solidworks)</b> This course is ideal if you have some experience in computing, perhaps in manufacturing or engineering design and want to increase your knowledge and skills and progress in your career. By the end of the course, you will be able to create complex 2D sketches, create and edit work using complex features and commands, create table driven parts, add additional information to a drawing layout to aid communication to the fabrication teams and create presentation quality displays of parts and assemblies. You must have some experience in using Solidworks before undertaking this course. This course is to develop the skills learnt on the level 1 course. This course would be ideal for the more competent user of the software, as it would cover the more advanced principles of integrating CAD and Spreadsheets, as well as advanced CAD features like lofting and sweeping. This will allow you to create more complex and organic designs, as well as saving time for you or your company.	Mon 19 Sep 2022	15 wks	Truro College	18:00 - 21:00	£360
	Tue 10 Jan 2023	15 wks	Truro College	18:00 - 21:00	£360



Course	Start date	Duration	Location	Time	Cost
<b>C&amp;G Level 1 Award in Introductory Welding</b> Whether you are upskilling, in need of a welder qualification, having a change of occupation or a hobby enthusiast, we have a course here for you. We can give you the skills you need to succeed in industry. You can be skilled in MIG/MAGS welding, TIG/TAGS welding and MMA/ARC Welding and Fabrication	Mon 03 Oct 2022	8 wks	Truro College	18:00 - 21:00	£500
	Mon 09 Jan 2023	8 wks	Truro College	18:00 - 21:00	£500
	Mon 17 Apr 2023	8 wks	Truro College	18:00 - 21:00	£500
<b>City &amp; Guilds Level 2 Award in Welding</b> This Level 2 course is ideal for those progressing from the Level 1 course, or those who have suitable previous welding experience. We can give you the skills you need to succeed in industry. You can be skilled in MIG/MAGS welding, TIG/TAGS welding, MMA/ARC Welding and Fabrication	Mon 03 Oct 2022	10 wks	Truro College	18:00 - 21:00	£750
	Mon 09 Jan 2023	10 wks	Truro College	18:00 - 21:00	£750
	Mon 17 Apr 2023	10 wks	Truro College	18:00 - 21:00	£750
<b>C&amp;G Level 3 Award in Advanced Welding Skills <span style="color: orange;">NEW</span></b> This Level 3 course is ideal for those progressing from the Level 2 course, or those who have suitable previous welding experience. You can be skilled in MIG/MAGS Welding, TIG/TAGS Welding, MMA/ARC Welding and Fabrication. You can be trained to service a whole manner of engineering sectors including marine, aerospace, motorsport, renewable energy and the building trade.	Mon 19 Sep 2022	12 wks	Truro College	18:00 - 21:00	£1500
	Mon 09 Jan 2023	12 wks	Truro College	18:00 - 21:00	£1500
	Mon 17 Apr 2023	12 wks	Truro College	18:00 - 21:00	£1500

**Coded Welding Certificates NEW**

Coded Welding certifies an individual's ability to weld structures pressure vessels tube and pipe etc. to a given BS, ISO, ASME, specification/standard. We have forged an alliance with the TWI (The Welding Institute) to bring affordable quality in manufacturing to the Southwest. Processes include MMA, MIG & MAGS, FLUXCORE MAGS, TIG & TAGS in tube plate sheet and pipe covering any position and thickness of material.

We offer the following coded welding test standards: BSEN 4872 parts1 and 2, BSEN ISO 9606 and ASME IX.

Employer prices includes free visits from our coded welding coordinator to discuss a more in-depth thorough service. Initial assessment coding £100. One day in a company: code up to three people (depending on the process and code) £150. One day in our welding centre: code up to five codes (depending on the process and codes) cost includes materials, machines and consumables £250. Each certificate is £160 (depending on the code) plus £100 X-ray test centre services if needed.





# BUSINESS SKILLS

Suitable for staff in a range of sectors, our business skills courses focus on boosting skills in core business functions such as HR, marketing, finance, computing, administration and secretarial.

ACCOUNTING						
Course	Start date	Duration	Location	Time	Cost	
<b>AAT Level 1 Access Award in Bookkeeping</b> AAT Access gives you a comprehensive understanding to work within the finance and accountancy profession. This course covers: accounting in a professional environment, mathematics for accounting, creating business documents and essential accounting procedures. Interview required.	Tue 20 Sep 2022	10 wks	Truro College	18:00 - 21:00	£225	BOOK NOW
	Tue 10 Jan 2023	10 wks	Truro College	18:00 - 21:00	£225	
	Tue 18 Apr 2023	10 wks	Truro College	18:00 - 21:00	£225	
<b>AAT Accounting Level 2 Certificate</b> Focusing on Purchase and Sales ledgers as well as the preparation of books for final accounts. Students will also be trained on the use of basic computing skills including SAGE. Price includes textbooks. AAT registration is paid direct to AAT. Interview required.	Wed 14 Sep 2022	35 wks	Penwith College	09:15 - 13:15	£1300	
	Mon 12 Sep 2022	35 wks	Truro College	17:45 - 21:00	£1300	
	Tue 13 Sep 2022	35 wks	Truro College	17:45 - 21:00	£1300	
	Thu 15 Sep 2022	35 wks	Truro College	09:00 - 13:15	£1300	
	Tue 10 Jan 2023	35 wks	Truro College	17:45 - 21:00	£1300	
<b>AAT Accounting Level 3 Diploma</b> Focuses on preparation of financial accounts, VAT returns, costings, statistical analysis and professional ethics. Price includes textbooks only. AAT registration is paid direct to AAT. Interview required.	Fri 21 Apr 2023	35 wks	Truro College	09:15 - 13:15	£1300	
	Tue 13 Sep 2022	34 wks	Penwith College	17:45 - 21:00	£1700	
	Tue 13 Sep 2022	34 wks	Truro College	17:45 - 21:00	£1700	
	Fri 16 Sep 2022	34 wks	Truro College	09:15 - 13:15	£1700	
<b>AAT Accounting Level 4 Diploma</b> Students who successfully complete this level will attain qualified AAT Technician status. AAT registration is paid direct to AAT. Interview required.	Thu 12 Jan 2023	34 wks	Truro College	09:15 - 13:15	£1700	LOANABLE
	Tue 13 Sep 2022	34 wks	Truro College	09:00 - 15:00	£2200	
	Tue 13 Sep 2022	34 wks	Truro College	17:45 - 21:00	£2200	

## ADMINISTRATION

Course	Start date	Duration	Location	Time	Cost
<b>City &amp; Guilds Level 2 Award in Medical Terminology</b> This course is suitable for beginners as well as those already working as a Medical Secretary / Administrator who may be looking to gain recognition for their knowledge and skills or who wish to have a refresher course in Medical Terminology.	Tue 08 Nov 2022	10 wks	Truro College	13:00 - 16:00	£350
<b>Level 3 Diploma in Business Support</b> The Level 3 Diploma in Business Support is ideal if you are fairly new to administration or have worked in an administrative role for some time and you would like to prepare to move into a leadership role by learning how to effectively supervise others and contribute to wider departmental or organisational change. For this qualification, you will complete a number of mandatory units, including: Principles of Personal Responsibilities and How to Develop and Evaluate Own Performance at Work, Principles of Working with and Supervising Others in a Business Environment, Principles of Managing Information and Producing Documents in a Business Environment and Principles of Providing and Maintaining Administrative Services. You will also choose from a range of optional units, including: Principles of Supporting Change in a Business Environment, Principles of Working in the Public Sector, Principles of Project Management and Principles of Contributing to Innovation and Change.	Tue 19 Sep 2022	32 wks	Truro College	09:30 - 15:30	£1987
<b>Achieving Administration Excellence Programme <b>NEW</b></b> This course has been developed alongside local companies and their needs. The course will cover maintaining customer service standards, effective time and workload management, communicating and presenting information and minute taking.	Dates on request				

## BUSINESS SEMINARS

Course	Start date	Duration	Location	Time	Cost
<b>Project Management 101</b> For those starting out in project management or in need of some essential project management tools and techniques. Delivered by an enthusiastic trainer with a passion for project management, it is packed with tools and techniques you can apply tomorrow.	Dates on request	2 days	Truro College	09:00 - 17:00	£240
<b>Assertiveness &amp; Challenging Conversations</b> This course is for new or existing team leaders, managers and team members who find it difficult being assertive in different situations and with different people. It's also for those who find being in conflict situations challenging and want to discover the skills and techniques to improve when confronted with this in the workplace.	Tue 18 Oct 2022	1 day	Truro College	09:30 - 16:30	£120
	Thu 01 Dec 2022	2 days	Remote	16.00 - 18.00	£120
	Wed 15 Mar 2023	1 day	Truro College	09:30 - 16:30	£120
	Tue 20 Jun 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Change Management for Managers</b> This course is suitable for all managers who need to implement and support their teams through change. It covers a range of proven change management tools and techniques enabling participants to lead change projects with confidence.	Mon 03 Oct 2022	2 days	Truro College	09:30 - 16:30	£240
	Thu 02 Feb 2023	2 days	Truro College	09:30 - 16:30	£240
	Wed 10 May 2023	2 days	Truro College	09:30 - 16:30	£240
<b>Copywriting &amp; Content Creation</b> This course is for those responsible for creating content and writing copy for the web, blogs and social media. You will learn how to structure and adapt copy for the web, how to engage and develop a brand voice and style and how to optimise your copy for search engines.	Tue 22 Nov 2022	2 days	Remote	13:30 - 16:00	£120

FOR MORE **BUSINESS SKILLS COURSES**, SEE OUR RANGE OF SUCCESS - UNIVERSITY LEVEL SHORT COURSES ON **PAGE 61**

## BUSINESS SEMINARS

Course	Start date	Duration	Location	Time	Cost
<b>Customer Service</b> This course focuses on fine tuning the end-to-end customer experience, ensuring all opportunities are taken to leave a lasting positive impression.	Thu 24 Nov 2022	1 day	Truro College	09:30 - 16:30	£120
	Thu 10 Mar 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Delivering Briefings &amp; Presentations</b> This short course covers how to deliver confident and effective team briefings and presentations.	Wed 19 Oct 2022	1/2 day	Truro College	09:30 - 12:30	£60
	Wed 18 Jan 2023	1/2 day	Truro College	09:30 - 12:30	£60
	Thu 15 Jun 2023	1/2 day	Truro College	09:30 - 12:30	£60
<b>Developing Talent</b> This course is ideal for anyone with an interest in or responsibility for building an effective team. The ability of organisations to attract and retain talent is crucial to their continued success. Developing a sustainable “pipeline of talent” enables greater resilience, increased opportunities for growth and a more motivated, productive workforce. As the competition for talent intensifies, discover how you can become a genuine employer of choice for new and existing team members.	Tue 04 Oct 2022	1 day	Truro College	09:30 - 16:30	£120
	Thu 09 Feb 2023	1 day	Truro College	09:30 - 16:30	£120
	Thu 18 May 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Effective Mentoring</b> Workplace mentoring is a key component of staff development. To ensure that mentoring is as effective as possible it is important that all mentors are suitably skilled to support and develop their colleagues. This half-day workshop will provide an opportunity for attendees to evaluate their mentoring roles, reflecting on theory and practice to optimise the success of their workplace mentoring programmes.	Wed 14 Sep 2022	1/2 day	Truro College	09:30 - 12:30	£60
	Tue 15 Nov 2022	1/2 day	Truro College	09:30 - 12:30	£60
	Tue 13 Dec 2022	1/2 day	Remote	16.00 - 18.00	£60
	Wed 08 Feb 2023	1/2 day	Truro College	09:30 - 12:30	£60
	Tue 16 May 2023	1/2 day	Truro College	09:30 - 12:30	£60
<b>Emotional Intelligence in the Workplace</b> Recognising that emotions underpin all behaviours in the workplace is integral to managing relationships. Join us on this course to explore the different aspects of emotional intelligence and how these can be used constructively within your organisation.	Thu 20 Oct 2022	2 days	Truro College	09:30 - 16:30	£240
	Thu 09 Feb 2023	2 days	Truro College	09:30 - 16:30	£240
	Thu 08 Jun 2023	2 days	Truro College	09:30 - 16:30	£240
<b>Introduction to Coaching</b> Coaching can be a powerful tool for both personal and career development. It is proven to increase confidence and the ability to overcome challenges. This course will help learners gain a better understanding of coaching and introduce them to some basic ideas.	Wed 16 Nov 2022	1 day	Truro College	09:30 - 16:30	£120
	Wed 29 Mar 2023	1 day	Truro College	09:30 - 16:30	£120
	Tue 13 Jun 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Introduction to Equality &amp; Diversity in the Workplace</b> This course is suitable for learners of all levels, including employers, managers, supervisors, full-time and part-time workers, as everyone in the workplace has a responsibility for supporting equality and diversity. The course has been designed as an introductory level and so no prerequisite training is needed.	Thu 17 Nov 2022	1 day	Truro College	09:30 - 16:30	£120
	Thu 09 Mar 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Introduction to SEO</b> An introduction to key SEO tools and techniques and how to measure success.	Tue 07 Feb 2023	2 days	Remote	13:30 - 16:00	£120
<b>Marketing Planning</b> What should be included in a marketing plan and how do you write one? This course will provide learners with a deeper understanding of the elements and factors involved in creating a marketing strategy, marketing principles and how to implement a strategy including identifying goals, competitor research, customising for the audience and measuring success.	Tue 08 Nov 2022	2 days	Remote	13:30 - 16:00	£120

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# SUBSCRIBE

Join our Business Bytes mailing list to receive the latest news, event invitations, access to webinars and guides, tailored to support the Cornish business community.  
[truro-penwith.ac.uk/subscribe](https://truro-penwith.ac.uk/subscribe)





Course	Start date	Duration	Location	Time	Cost
<b>Performance Management Essentials</b> This course is for new or existing team leaders or managers who wish to understand how to carry out and gain maximum value from appraisals and performance management. It will enable managers to understand best practice and how to turn these into useful development and performance tools to optimise individual and team performance.	Thu 24 Nov 2022	1 day	Truro College	09:30 - 16:30	£120
	Tue 25 Apr 2023	1 day	Truro College	09:30 - 16:30	£120
<b>Time Management</b> This short course will introduce learners to tools and techniques that will enable them to manage their time more effectively, helping to improve personal organisation and productivity.	Wed 12 Oct 2022	1/2 day	Truro College	09:30 - 12:30	£60
	Wed 25 Jan 2023	1/2 day	Truro College	09:30 - 12:00	£60
	Tue 09 May 2023	1/2 day	Truro College	09:30 - 12:30	£60
<b>Website &amp; Social Media Analytics</b> A key benefit of digital marketing tools is the data available to show how they are performing. Knowing what to measure, how often to report and where to find the most meaningful data can be very confusing and time consuming. This workshop will introduce learners to the marketing metrics they should be paying attention to on Google Analytics and social media platforms. It will help them decide what to include in their regular monitoring and reporting, put together a plan for when and how they will monitor activities and identify what they can afford to ignore.	Tue 06 Dec 2022	2 days	Remote	13:30 - 16:00	£120
<b>WordPress - An Introduction</b> An introduction to editing and managing websites in WordPress and optimising for SEO. This workshop will assume learners already have a WordPress site and does not cover development of a site from scratch. The course will introduce learners to the WordPress Dashboard and basic editing functions such as editing page content, adding pages and blog posts, adding or editing photos and media, and adjusting the menu and navigation settings. Learners will also grasp the basics of managing a WordPress site's security including User Management, keeping backups and keeping on top of updates. The course will also teach the basics of optimising a WordPress site's content for search engines (SEO).	Tue 10 Jan 2023	2 days	Remote	13:30 - 16:00	£120

BOOK NOW

## COMPUTING - STEP 1

Course	Start date	Duration	Location	Time	Cost
<b>Word &amp; Excel Diagnostic Workshop</b> This diagnostic session with an expert IT tutor will allow attendees to discuss their IT goals and complete some practical tasks to identify their skills and knowledge gaps in Microsoft Word and Excel. Support will be available to help you discover the shortcuts and secrets that can revolutionise how you use these applications and improve your productivity.	Thu 08 Sep 2022	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 13 Oct 2022	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 01 Dec 2022	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 12 Jan 2023	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 02 Mar 2023	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 06 Apr 2023	1/2 day	Truro College	09:00 - 12:00	FREE
	Thu 01 Jun 2023	1/2 day	Truro College	09:00 - 12:00	FREE

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## COMPUTING - STEP 2

Course	Start date	Duration	Location	Time	Cost	
<b>Digital Arts: The Adobe Creative Suite, Photoshop, Illustrator &amp; InDesign</b> This course explores how to use Photoshop to manipulate pre-existing images, using Illustrator to create digital drawings and typography and make multiple-page documents in InDesign. Students will discover how the programmes work together through the production of digital artwork.	Tue 20 Sep 2022	10 wks	Truro College	18:00 - 21:00	£142	BOOK NOW
	Tue 10 Jan 2023	10 wks	Truro College	18:00 - 21:00	£142	
	Tue 18 Apr 2023	10 wks	Truro College	18:00 - 21:00	£142	
<b>International Certification of Digital Literacy (ICDL) Level 2 Certificate</b> The ICDL Certification is the perfect way for employees to prove their computer literacy skills. The course is designed for novices or casual computer users and will progress them to a high computer literacy standard. Many UK companies and organisations set the ICDL as a mandatory requirement.	Tue 11 Oct 2022	10 days	Truro College	09:00 - 17:00	£295	
	Tue 07 Feb 2023	10 days	Truro College	09:00 - 17:00	£295	
	Tue 09 May 2023	10 days	Truro College	09:00 - 17:00	£295	
	Tue 25 Oct 2022	20 wks	Penwith College	18:00 - 21:00	£295	
<b>Photoshop for Beginners</b> This course invites you to explore the basic tools of Photoshop. You will be able to open a picture file in Photoshop, save a picture on the desktop and CD. Come and learn tools like selection, layer and colour manipulation.	Tue 20 Sep 2022	10 wks	Penwith College	18:30 - 20:30	£100	BOOK NOW
	Tue 10 Jan 2023	10 wks	Penwith College	18:30 - 20:30	£100	
	Tue 25 Apr 2023	10 wks	Penwith College	18:30 - 20:30	£100	
	Tue 27 Sep 2022	10 wks	Truro College	18:30 - 20:30	£100	
	Tue 10 Jan 2023	10 wks	Truro College	18:30 - 20:30	£100	
	Tue 18 Apr 2023	10 wks	Truro College	18:30 - 20:30	£100	
<b>Working with Excel Level 2</b> This course provides solid knowledge of the most important tools in Excel. Learners will gain a powerful skill set to use in building spreadsheets, making them even more efficient in their role.	Wed 07 Sep 2022	4 days	Truro College	09:00 - 17:00	£160	
	Wed 01 Feb 2023	4 days	Truro College	09:00 - 17:00	£160	
<b>Working with Word Level 2</b> Designed for those who use Microsoft Word on a regular basis, learners will build upon the skills learned in the Word Level 1 course. The course will cover how to increase your productivity while using a wide range of customary tools to design the perfect document.	Tue 06 Sep 2022	4 wks	Truro College	09:00 - 17:00	£160	
	Tue 10 Jan 2023	4 wks	Truro College	09:00 - 17:00	£160	

## COMPUTING - STEP 3

Course	Start date	Duration	Location	Time	Cost
<b>CompTIA A+ Computer Hardware Certificate</b> An internationally recognised qualification for computer technicians. Covers hardware, operating systems and basic networking. Building systems from components, upgrading, repairing, and troubleshooting. Requires some prior knowledge or experience. Assessed through two rigorous computer-based theory examinations. Attending the Introduction to Computer systems or equivalent is highly recommended before doing A+. Successful students can progress to the Network + course.	Mon 19 Sep 2022	30 wks	Truro College	18:00 - 21:00	£510
<b>Excel for Business Level 3</b> This is for anyone who has completed the Excel Level 2 course and is looking for more knowledge on Excel, including the foundations of working with pivot tables and basic macros. If staff work with Excel extensively, this course will benefit them.	Thu 27 Oct 2022	5 days	Truro College	09:00 - 17:00	£210
	Wed 01 Mar 2023	5 days	Truro College	09:00 - 17:00	£210
<b>Word for Business Advanced Level 3</b> This is an advanced Microsoft Word course that aims to take learners knowledge to a more expert level, with topics such as how to work with references, marks, notes, index and table of contents, document security settings and working with forms.	Wed 02 Nov 2022	5 days	Truro College	09:00 - 17:00	£210
	Wed 03 May 2023	5 days	Truro College	09:00 - 17:00	£210



OUR **MARKETING ASSISTANT APPRENTICESHIP** HAS PROVEN TO BE A SUCCESSFUL WAY OF GROWING THE DIGITAL MARKETING AND ONLINE SELLING CAPACITY WITHIN A BUSINESS - SEE PAGE 18 FOR DETAILS

## COMPUTING - STEP 4

Course	Start date	Duration	Location	Time	Cost
<b>CompTIA Network+</b> An internationally recognised qualification for network technicians. Covers hardware, protocols, network operating systems and the services that run from them (e.g. Active Directory). Building systems using theoretical processes and creating small LANS in the lab, analysis and troubleshooting. Requires some prior knowledge or experience using computers in a networked environment. Students should have previously passed A+ or have the equivalent of 9 months' work or educational experience in networking.	Tue 20 Sep 2022	30 wks	Truro College	18:00 - 21:00	£510

## ENVIRONMENTAL

Course	Start date	Duration	Location	Time	Cost
<b>Level 3 Certificate in Environmental Sustainability NEW</b> Climate change will impact every aspect of the UK's economy, society and environment. The latest UK climate projections show that the UK faces hotter, drier summers; warmer, wetter winters; sea level rises and an increase in extreme weather events such as heavy rains and heat waves. Companies are being tasked to reduce their carbon footprint, and as a result the number of people working in corporate sustainability is expanding fast. Many organisations now have large, diverse teams who are delivering the practical responses to some of the most challenging circumstances ever to face business; from responding to resource depletion and supply chain sustainability to driving consumer behaviour change and realising energy efficiency savings. This course aims to help people to become occupationally ready to take up employment at the appropriate level in the sustainability sector, or in a corporate sustainability role.	Tue 20 Sep 2022	30 wks	Truro College	18:00 - 21:00	£1265

LOANABLE

## MARKETING

Course	Start date	Duration	Location	Time	Cost
<b>CIM Level 6 Diploma in Sustainable Marketing (VRQ) NEW</b> This module is designed to enable you to explore concepts of sustainability and better understand how to embed these to create long-term value for your organisation. You will consider the role of marketing in engaging with stakeholders to understand how to reframe core strategies and construct a brand purpose that aligns with relevant sustainability imperatives. The module will equip you to plan, resource and execute key actions and communicate how and why your organisation is responding to the evolving sustainability agenda, delivering continuous improvement and results.	Dates on request				





# CARE, COMMUNITY & EDUCATION



**European Union**  
European  
Social Fund

These qualifications provide staff with the skills they need to flourish and progress in health, social care, childcare and education. The College works with employers to raise excellence and aspirations in these sectors and takes great pride in supporting employers to develop the skills to educate and train others.

## CARE & CHILDCARE

Course	Start date	Duration	Location	Time	Cost
<b>NCFE CACHE Level 2 Diploma for the Early Years Practitioner</b> This is an occupational qualification for people who would like to work in an early years setting (examples of early years settings - pre-school, full day-care nursery or childminder covering the age range of 0 -5 years). It would suit those new to the sector or those who have limited responsibilities and who work under close supervision. This qualification meets the Department for Education's Level 2 criteria. It provides learners with the knowledge and understanding of working with babies and young children and supports the development of the practical skills needed to work with children up to the age of 5 years. You will learn and demonstrate skills for supporting babies and young children's development. You will gain a broad understanding of the sector and an introduction to the practical skills and knowledge required. Subjects taught include Child Development, Safeguarding, Equality and Inclusion, Health and Safety, Supporting Activities, Purposeful Play and Educational Programmes. Students must have a relevant placement of at least 8 hours per week (paid or voluntary).	Tue 20 Sep 2022	34 wks	Penwith College	09:15 - 12:30	£800
	Wed 21 Sep 2022	34 wks	Truro College	09:30 - 16:00	£800
	Wed 25 Jan 2023	34 wks	Truro College	09:30 - 16:00	£800

Course	Start date	Duration	Location	Time	Cost
<b>NCFE CACHE Level 3 Diploma for the Early Years Workforce (Early Years Educator)</b> This course runs part-time over an academic year, covering vocational and academic elements to meet specific criteria to enable access to the Early Years Workforce. Students attend college one evening or a full day per week and are also required to work within an early years setting for approx. 350 hours over the year. Topics covered during the course include child developmental theory and provision, including implementing EYFS, legislation related to working within a childcare setting and vocational practice in regard to implementing activities. You will need to undertake an enhanced DBS check. You will build up a portfolio of evidence of your knowledge and skills towards a range of units and be assessed in the workplace. You will also complete a longitudinal study. You will need to commit time to complete work at home. Additional costs include the recommended textbook and DBS check if carried out by the College. Previous experience working with children is an asset. Students must have a placement in an Early Years setting before starting the course (to total approx. 350 hours across the academic year). Students must hold a minimum of four GCSE's at Grade 4 or 5 (or equivalent) to include English and Maths.	Tue 20 Sep 2022	32 wks	Penwith College	09:15 - 15:00	£2882
	Tue 20 Sep 2022	32 wks	Truro College	17:00 - 20:00	£2882
	Fri 23 Sep 2022	32 wks	Truro College	09:30 - 16:00	£2882
	Tue 03 Jan 2023	32 wks	Truro College	17:00 - 20:00	£2882
	Fri 06 Jan 2023	32 wks	Truro College	09:30 - 16:00	£2882

LOANABLE

## HEALTH, SOCIAL CARE & WELLBEING

Course	Start date	Duration	Location	Time	Cost
<b>Diabetes Awareness</b> This online course is about raising awareness of the symptoms and management of diabetes.	Dates on request	1/2 day	Remote	10:00 - 12:30	£50
<b>Falls Prevention &amp; Immediate Management of Falls</b> This course provides training on evidence-based falls prevention and management strategies to support and enable people working in nursing and care homes. Falls incidence in care homes is reported to be approximately three times that of the community. However, many are preventable and there are multiple tools and resources to help prevent falls. Developed in collaboration with Kernow CCG, RCHT and Cornwall Council, this workshop aims to: reduce the likelihood and frequency of falls through effective risk assessment; minimise complications and safely manage unavoidable falls; develop skills and confidence to assess a falls situation and initiate the most appropriate response.	Dates on request	1/2 day	Truro College	10.00 - 13.00	£50
<b>Mouth Care Matters</b> Training for those supporting older adults or people with learning disabilities receiving care services, enabling good mouth care to benefit health, nutrition and self-esteem. Poor oral health care can lead to pain and tooth loss, negatively affecting self-esteem and the ability to eat, laugh, smile and enjoy life. Developed in partnership with Royal Cornwall Hospitals Trust, Health Education England, Public Health England and Kernow Clinical Commissioning Group, this session will raise awareness of the full spectrum of mouth care. This includes considering swallowing difficulties, nutrition and hydration, as well as practical advice around dental hygiene. The session will provide you with tools to assess people's ongoing day-to-day oral hygiene needs and to consider approaches to overcoming any reluctance to mouth care.	Dates on request	1/2 day	Truro College	13:00 - 15:00	£50

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## HEALTH, SOCIAL CARE & WELLBEING

Course	Start date	Duration	Location	Time	Cost
<b>NCFE CACHE Level 2 Certificate in Understanding Children &amp; Young People's Mental Health</b> The purpose of this qualification is to increase learner's knowledge and awareness of children and young people's mental health. By completing the qualification, learners will develop knowledge of: children and young people's mental health in context, mental health problems commonly associated with children and young people, the impact of mental ill-health on children and young people and support available to maintain mental wellbeing in children and young people.	Mon 03 Oct 2022	20 wks	Truro College	17:30 - 20:30	£600
	Tue 11 Oct 2022	20 wks	Penwith College	13:15 - 16:15	£600
	Tue 17 Jan 2023	20 wks	Truro College	17:30 - 20:30	£600
<b>NCFE CACHE Level 2 Certificate in Understanding Autism</b> The NCFE Level 2 Certificate in Understanding Autism is designed for anyone who aspires to work with individuals with autism or who wants to expand their knowledge on this subject. The course is comprehensive, instructional and highly useful if you want to learn more about this condition. Autism has no cure, however, it can be effectively managed allowing the individual to lead a happy and fulfilled life. Whether you are a parent, teacher or caregiver, this Level 2 course will give you a sound understanding of autism and how to relate to anyone struggling with this condition.	Tue 20 Sep 2022	30 wks	Penwith College	17:30 - 20:30	£400
	Mon 19 Sep 2022	30 wks	Truro College	17:30 - 20:30	£400
<b>NCFE Level 1 Award in Mental Health Awareness</b> This Level 1 course was created in partnership with CACHE, with the aim of allowing learners to gain a basic knowledge and understanding of mental health issues. The course would suit those in a support worker or care assistant role who wish to gain an awareness of the issues surrounding this sensitive topic. It is also suitable for those with an interest in the subject.	Tue 15 Nov 2022	1 day	Truro College	09:30 - 16:30	£150
	Tue 17 Jan 2023	1 day	Truro College	09:30 - 16:30	£150
	Tue 18 Apr 2023	1 day	Truro College	09:30 - 16:30	£150
<b>NCFE/CACHE Level 2 Award in Awareness of End-of-Life Care</b> This qualification is aimed at both individuals who work in the health and social care sector and those that have a general interest in this topic and would like to develop their knowledge in this area. The qualification provides an opportunity to develop an understanding of different perspectives of death and dying and the impact it has on individuals.	Thu 13 Oct 2022	2 wks	Truro College	09:30 - 16:30	£175
	Mon 13 Mar 2023	2 wks	Truro College	09:30 - 16:30	£175
	Thu 11 May 2023	2 days	Truro College	09:30 - 16:30	£175
<b>NCFE/CACHE Level 2 Award in the Awareness of Dementia</b> This three-day award is suited to individuals who are new workers directly involved in providing health or care services for people with dementia, or for those that wish to move into this area of work.	Mon 31 Oct 2022	3 wks	Truro College	09:30 - 16:30	£175
	Mon 27 Feb 2023	3 wks	Truro College	09:30 - 16:30	£175
	Mon 08 May 2023	3 wks	Truro College	09:30 - 16:30	£175
<b>Restore 2 Full Tool</b> The RESTORE2™ Full Tool enables healthcare staff to identify and manage acute deterioration in community health and care settings. The RESTORE2™ uses the "soft signs" of deterioration, recording of physiological observations, calculation of a National Early Warning Score (NEWS2), an escalation protocol and the use of SBARD, a structured communication tool, to help staff to raise their concerns effectively. The face-to-face training will enable attendees to gain the knowledge, practical skills and confidence to apply the RESTORE2™ tool in their place of work. It is appropriate for registered nurses and non-registered care staff who have previously undertaken training in the recording of physiological observations and have evidence of competency. The British Geriatric Society, NHS England and the Academic Health Science Network recommend using RESTORE2™.	Fri 16 Sep 2022	1/2 day	Truro College	09:00 - 12:00	£40
	Fri 25 Nov 2022	1/2 day	Truro College	09:00 - 12:00	£40
	Fri 10 Feb 2023	1/2 day	Truro College	09:00 - 12:00	£40
	Fri 24 Mar 2023	1/2 day	Truro College	09:00 - 12:00	£40
	Fri 12 May 2023	1/2 day	Truro College	09:00 - 12:00	£40
	Fri 16 Jun 2023	1/2 day	Truro College	09:00 - 12:00	£40

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Course	Start date	Duration	Location	Time	Cost
<b>Restore 2 Mini</b> This RESTORE2TM Mini course is a condensed version of the full RESTORE2TM tool and is ideal for care staff currently unable to record a full set of observations. It introduces the concepts of “soft signs” of deterioration and structured communication using the SBARD tool. It is designed to be used as a steppingstone to the adoption of the full RESTORE2TM tool. The British Geriatric Society, NHS England and the Academic Health Science Network all recommend using RESTORE2TM to recognise and escalate deterioration.	Mon 07 Nov 2022	1/2 day	Remote	12:00 - 13:00	£30
	Wed 22 Mar 2023	1/2 day	Remote	14:00 - 16:00	£30
	Thu 15 Jun 2023	1/2 day	Remote	12:00 - 13:00	£30
<b>The Wellbeing Toolbox</b> A session designed to support and sustain positive mental wellbeing. This course will help you to access advice, tips and techniques on how to look after you and your mental health. The wellbeing toolbox has contents covering dealing with trauma, mental wellbeing, physical wellbeing, relaxation and resilience. Learn exercises that help to pinpoint areas of imbalance in life and implement a tool to maximise work/life balance and promote good physical and mental health. Learn some coping skills that can help to navigate daily trauma, maintaining motivation and changing your internal dialogue.	Dates on request	1/2 day	Truro College	13:00 - 14:30	£50
<b>Workplace Mental Health &amp; Wellbeing</b> This course has been developed through our REACH Cornwall project and is designed to allow learners to gain a basic understanding of workplace health and wellbeing. It is suitable for any member of staff within an organisation who wishes to develop their awareness of workplace wellbeing, the impact of organisational culture and how to introduce initiatives which better support staff with their health and wellbeing within the workplace.	Mon 03 Oct 2022	1 day	Truro College	09:00 - 16:00	£100
	Wed 08 Mar 2023	1 day	Truro College	09:00 - 16:00	£100
	Tue 09 May 2023	2 wks	Truro College	09:00 - 12:00	£100

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# MAKATON

Course	Start date	Duration	Location	Time	Cost
<b>Makaton Levels 1 &amp; 2</b> A signed communication package for use with children and adults with learning difficulties. Level 1 is a practical introduction to the Makaton Language Programme, sessions include discussing commonly asked questions, hints and tips for effective signing and symbol use and how to start using Makaton in everyday situations at home or work. You will also learn the signs and symbols for Stages 1 & 2 and Additional Part A of the Core Vocabulary. Makaton Level 2 sessions provide a detailed introduction to Makaton and combines a practical approach with theory and technical information building on Level 1. Lectures cover research into sign and symbol use, symbol design themes, the use and purpose of Makaton and an overview of alternative systems of communication. You will learn the signs and symbols for Stages 3 & 4 and Additional Part B of the Core Vocabulary.	Mon 26 Sep 2022	4 wks	Truro College	18:00 - 21:00	£116
	Mon 16 Jan 2023	4 wks	Truro College	18:00 - 21:00	£116
	Mon 24 Apr 2023	4 wks	Truro College	18:00 - 21:00	£116
<b>Makaton Level 3</b> A signed communication package for use with children and adults with learning difficulties. This course concentrates on improving and developing signing and symbol skills. You will learn translation skills using signs and symbols. Lectures examine the assessment of users' needs, adapting communication to suit an individual's needs and how to develop communication skills. You will revise the signs and symbols you have previously learned from Stages 1-4 and Additional Part A and B, and learn the signs and symbols for Stages 5-8 of the Core Vocabulary.	Mon 07 Nov 2022	2 wks	Truro College	18:00 - 21:00	£62
	Mon 27 Feb 2023	2 wks	Truro College	18:00 - 21:00	£62
	Mon 05 Jun 2023	2 wks	Truro College	18:00 - 21:00	£62

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# TEACHING & ASSESSING

Course	Start date	Duration	Location	Time	Cost
<b>C&amp;G Level 2 Certificate in Supporting Teaching &amp; Learning in Schools</b> The Level 2 Certificate in Supporting Teaching and Learning in Schools is designed for learning support staff whose responsibilities at work are closely supervised. You will be working in the sector either paid or as a volunteer for a minimum of 8 hours per week and will be working under the direction of the class teacher whose lesson planning and day-to-day direction set the framework within which the individual works. You will take an active part in supporting numeracy and English. Topics covered will include Safeguarding, Behaviour Management, Child Development, Schools as Organisations and Supporting Learning.	Wed 28 Sep 2022	32 wks	Truro College	09:30 - 14:30	£820
	Wed 11 Jan 2023	32 wks	Truro College	09:30 - 14:30	£820
	Wed 19 Apr 2023	32 wks	Truro College	09:30 - 14:30	£820
<b>Level 2 Award in Forest School Programme Support</b> The Level 2 Award in Forest School Programme Support provides learners with the skills required to support Forest School Leaders when conducting Forest School outdoor programmes and activities. It is designed to meet the needs of teachers, youth workers, students and others in providing preparation for further development and study to becoming a Forest School Leader.	Sat 05 Nov 2022	3 wks	Truro College	09:30 - 16:30	£260
	Mon 08 May 2023	3 wks	Truro College	09:30 - 16:30	£260
<b>Level 3 Diploma in Specialist Support for Teaching &amp; Learning in Schools</b> The Level 3 Diploma is designed for learning support staff with a working role which requires competence in a specialist area and/or across a varied range of responsibilities. They will be working under the direction of a teacher who has overall responsibility for teaching and learning in the classroom. They will contribute to planning, implementing and evaluating learning activities and will work alongside the teacher to support whole class activities, as well as working on their own with individual, or groups of, pupils. Topics that will be covered include: Safeguarding, Behaviour Management, Child Development, Schools as Organisations, Supporting Learning and Assessment for Learning.	Wed 28 Sep 2022	32 wks	Truro College	09:30 - 14:30	£2225
	Wed 11 Jan 2023	32 wks	Truro College	09:30 - 14:30	£2225
	Wed 19 Apr 2023	32 wks	Truro College	09:30 - 14:30	£2225

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Course	Start date	Duration	Location	Time	Cost
<b>Higher Level Teaching Assistant (HLTA) Status</b> Higher Level Teaching Assistant Status is awarded to support staff who meet the national HLTA standards. An HLTA does all the things that regular teaching assistants do, but the biggest difference is the increased level of responsibility, including whole class teaching in the short-term absence of the teacher. This course requires two days in the classroom, followed by in school tasks and a portfolio to complete before a three-hour assessment visit in school. Topics that will be covered include: The role of the HLTA, Understanding the HTLA standards, Self-review, Providing supporting evidence and Preparation for assessment.	Wed 19 Oct 2022	2 days	Truro College	09:30 - 16:30	£850
	Wed 08 Feb 2023	2 days	Truro College	09:30 - 16:30	£850
	Wed 10 May 2023	2 days	Truro College	09:30 - 16:30	£850
<b>Practical Training Skills</b> Do you have to train staff members who have to carry out practical tasks? The use of a structured approach will give your team member confidence in acquiring these new skills. Your team will work safely and independently in a short period of time and you will be able to deliver truly effective on-the-job training.	Wed 02 Nov 2022	3 days	Truro College	09:00 - 17:00	£360
	Fri 05 May 2023	3 days	Truro College	09:00 - 17:00	£360
<b>C&amp;G Level 3 Award in Education &amp; Training</b> This course is for: those who work, or want to work as teachers/trainers in the further education and skills sector, those who are not in a teaching/training role or have just started a teaching/training role or those who wish to explore teaching as a career. The qualification covers the knowledge and skills required by teachers/trainers in the further education and training skills sector. It is a demanding but enjoyable 12 weeks of 3 hours plus written assignments and an assessment of practical teaching.	Tue 20 Sep 2022	12 wks	Truro College	17:30 - 20:30	£400
	Tue 24 Jan 2023	12 wks	Truro College	17:30 - 20:30	£400
<b>C&amp;G Level 3 Certificate in Assessing Vocational Achievement</b> This qualification is for people who carry out assessment roles in their organisation to develop and improve their practise as well as achieve a professional qualification for the role.	Wed 05 Oct 2022	5 days	Truro College	09:00 - 16:00	£811
	Wed 01 Mar 2023	5 days	Truro College	09:00 - 16:00	£811

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## INFORMATION ADVICE & GUIDANCE

Course	Start date	Duration	Location	Time	Cost
<b>NVQ Level 3 Certificate in Advice &amp; Guidance</b> This level is ideal if your role involves providing advice and guidance directly to clients, reporting to line management as well as associated services. You may also supervise and support other staff members. You must complete a range of mandatory and optional units, including: Establish Communication with Clients for Advice and Guidance, Assist Advice and Guide Clients to Decide on a Course of Action and Manage Personal Case Load.	Rolling Programme	On request			£811
<b>NVQ Level 4 Diploma in Advice &amp; Guidance</b> This level is ideal if your role involves providing specialist advice and guidance to clients, reporting to senior management and networking with associated services. You must complete a range of mandatory and optional units, including: Support Clients to Make Use of the Advice and Guidance Service, Stage and Manage the Mediation Process and Provide Support for Other Practitioners.	Rolling Programme	On request			£1987

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Capture your creativity and boost your business or career with a wide range of skills to support marketing and content creation along with opportunities to delve into the world of graphic design that will ensure you leave your mark and make a lasting impression.

## ART & DESIGN

Course	Start date	Duration	Location	Time	Cost
<b>UAL Level 2 Award in Drawing <span style="color: orange;">NEW</span></b> The UAL Level 2 Award in Drawing has been designed to provide students with an exciting and challenging experience, which will introduce them to the rigours and rewards of exploring and working within the most fundamental of creativity activities. Whilst allowing learners to build on prior experience, the course will require them to approach new intellectual and material challenges, designed to deliver an independent critical understanding and extended skills base.	Mon 03 Oct 2022	8 wks	Truro College	18:00 - 21:00	£300
	Mon 16 Jan 2023	8 wks	Truro College	18:00 - 21:00	£300
	Mon 24 Apr 2023	8 wks	Truro College	18:00 - 21:00	£300
<b>UAL Level 2 Award in Printmaking <span style="color: orange;">NEW</span></b> The UAL Level 2 Award in Printmaking has been designed to provide students with an exciting and challenging experience which will introduce them to the rigours and rewards of exploring and working within this creative activity. The course will allow learners to develop skills in printmaking, by developing a portfolio of work which demonstrates their practical and technical understanding. Learners will learn how to use equipment and techniques safely, as well as research practitioners working in the field.	Tue 04 Oct 2022	8 wks	Penwith College	18:00 - 21:00	£200
	Tue 17 Jan 2023	8 wks	Penwith College	18:00 - 21:00	£200
	Tue 25 Apr 2023	8 wks	Penwith College	18:00 - 21:00	£200

# SUBSCRIBE

Join our Business Bytes mailing list to receive the latest news, event invitations, access to webinars and guides, tailored to support the Cornish business community  
[truro-penwith.ac.uk/subscribe](https://truro-penwith.ac.uk/subscribe)

## COMPUTING - STEP 2

Course	Start date	Duration	Location	Time	Cost
<b>Digital Arts: The Adobe Creative Suite, Photoshop, Illustrator &amp; InDesign</b> This course explores how to use Photoshop to manipulate pre-existing images, using Illustrator to create digital drawings and typography and make multiple-page documents in InDesign. Students will discover how the programmes work together through the production of digital artwork.	Tue 20 Sep 2022	10 wks	Truro College	18:00 - 21:00	£142
	Tue 10 Jan 2023	10 wks	Truro College	18:00 - 21:00	£142
	Tue 18 Apr 2023	10 wks	Truro College	18:00 - 21:00	£142
<b>Photoshop for Beginners</b> This course invites you to explore the basic tools of Photoshop. You will be able to open a picture file in Photoshop, save a picture on the desktop and CD. Come and learn tools like selection, layer and colour manipulation.	Tue 20 Sep 2022	10 wks	Penwith College	18:30 - 20:30	£100
	Tue 10 Jan 2023	10 wks	Penwith College	18:30 - 20:30	£100
	Tue 25 Apr 2023	10 wks	Penwith College	18:30 - 20:30	£100
	Tue 27 Sep 2022	10 wks	Truro College	18:30 - 20:30	£100
	Tue 10 Jan 2023	10 wks	Truro College	18:30 - 20:30	£100
	Tue 18 Apr 2023	10 wks	Truro College	18:30 - 20:30	£100

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## MUSIC

Course	Start date	Duration	Location	Time	Cost
<b>Level 1 Award in Music Technology NEW</b> This Level 1 Award in Music Technology qualification provides the opportunity to gain a sound understanding of studio and broadcast technology whilst producing and recording sound sources. Learners will improve their communication and ICT skills during the course by using the equipment and you will have the opportunity to learn the basic principles of music production software and its use to create music. The qualification also provides the opportunity for an introduction to DJ techniques, where learners will set up a DJ rig and use DJ equipment to demonstrate straightforward DJ mixing techniques.	Mon 03 Oct 2022	30 wks	Truro College	18:00 - 21:00	£295

## PHOTOGRAPHY

Course	Start date	Duration	Location	Time	Cost
<b>UAL Level 2 Award in Photography NEW</b> This qualification has been designed to provide students with an exciting and challenging experience, which will introduce them to the rigours and rewards of exploring and working within this creative discipline. The qualification, whilst allowing learners to build on prior experience, will require them to approach new intellectual and material challenges, designed to deliver an independent critical understanding and extended skills base.	Tue 04 Oct 2022	8 wks	Penwith College	18:00 - 21:00	£200
	Tue 17 Jan 2023	8 wks	Penwith College	18:00 - 21:00	£200
	Tue 25 Apr 2023	8 wks	Penwith College	18:00 - 21:00	£200
	Mon 03 Oct 2022	8 wks	Truro College	18:00 - 21:00	£200
	Mon 16 Jan 2023	8 wks	Truro College	18:00 - 21:00	£200
	Mon 24 Apr 2023	8 wks	Truro College	18:00 - 21:00	£200



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# ENGLISH & FUNCTIONAL SKILLS

Avoid communication issues, give your staff the tools they need to greet clients professionally and help them communicate effectively in writing. The College supports both non-native English speakers and learners who need to brush up on functional English skills.

## ESOL

Are you a non-native English speaker living and / or working in the UK?  
 Do you need to improve your communication skills for your personal and professional life?  
 We welcome people with all levels of ability on our friendly ESOL courses.  
 You will gain confidence and have fun as you study, meeting students from all over the world and learning about a wealth of cultures.  
 You might also be able to get qualifications to add to your CV and improve your career prospects.

Course	Start date	Duration	Location	Time	Cost
<b>ESOL - English for Speakers of Other Languages</b> This course is for non-native English speakers and will support the improvement of reading, writing, speaking and listening skills for living and working in the UK. Learners will meet people from all over the world, gain more confidence and have fun with our varied enrichment programme throughout the year. We cater for a wide range of abilities, from elementary through to advanced levels, and offer both face to face classes and online provision if required. All new learners undertake a pre-course individual guidance session. Employability and Maths skills are also covered.	Rolling start dates (every 4-12 weeks)	4 wks	Truro College		£100
<b>Preparation Course for UKVI - Trinity SELT</b> For people who need to apply for a UK visa extension or British Citizenship. The College is the only approved centre in Cornwall delivering Trinity SELT preparation courses. We will make sure you know everything you need to pass your Secure English Language Test so you can take their exam with confidence.	Dates on request	12 hours over 4 days	Truro College		£100



## FUNCTIONAL SKILLS

Course	Start date	Duration	Location	Time	Cost
<b>Functional Skills in English</b> This year-long Functional Skills course seeks to ensure that an individual has the basic applied skills in order to solve problems and become a valuable employee. It builds the confidence needed to tackle commonly recurring problems in any job role. Functional Skills English qualifications ensure that learners are able to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness so that they can prepare for employment. It is also relevant for people in a current role looking to develop their skills resulting in the achievement of a nationally recognised qualification.	Tue 27 Sep 2022	30 wks	Truro College	16:30 - 18:30	Free for learners without a GCSE Grade C/4 or equivalent
<b>Functional Skills in English L1</b> This is an intensive course run for 3 days over 3 weeks designed to ensure that an individual has the basic applied skills in order to solve problems and become a valuable employee. They build the confidence needed to tackle commonly recurring problems in any job role. Functional Skills English qualifications ensure that learners are able to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness so that they can prepare for employment. It is also relevant for people in a current role looking to develop their skills resulting in the achievement of a nationally recognised qualification. Level 1 English is popular for people who need to improve English skills before starting Level 2 English.	Wed 05 Oct 2022 Wed 25 Jan 2023 Fri 12 May 2023	3 wks 3 wks 3 wks	Truro College Truro College Truro College	09:00 - 16:00 09:00 - 16:00 09:00 - 16:00	Free for learners without a GCSE Grade C/4 or equivalent
<b>Functional Skills in English L2</b> This is an intensive course run for 3 days over 3 weeks designed to ensure that an individual has the basic applied skills in order to solve problems and become a valuable employee. They build the confidence needed to tackle commonly recurring problems in any job role. Functional Skills English qualifications ensure that learners are able to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness so that they can prepare for employment. It is also relevant for people in a current role looking to develop their skills resulting in the achievement of a nationally recognised qualification. Level 2 Functional Skills English is equivalent to GCSE English Grade 4 to 9 (A* to C on the old GCSE grading system).	Wed 05 Oct 2022 Wed 25 Jan 2023 Fri 12 May 2023	3 wks 3 wks 3 wks	Truro College Truro College Truro College	09:00 - 16:00 09:00 - 16:00 09:00 - 16:00	Free for learners without a GCSE Grade C/4 or equivalent
<b>Functional Skills in Mathematics L1</b> This is an intensive course run for 6 days over 6 weeks designed to ensure that an individual has the basic applied skills in order to solve problems and become a valuable employee. You will build the confidence needed to tackle commonly recurring problems in any job role. Functional Skills Maths Level 1 is equivalent to a Grade 2-3 (E-D) at GCSE and is a very good steppingstone to access Level 2 qualifications.	Wed 02 Nov 2022 Wed 22 Feb 2023 Fri 09 Jun 2023	6 days 6 days 6 days	Truro College Truro College Truro College	09:00 - 16:00 09:00 - 16:00 09:00 - 16:00	Free for learners without a GCSE Grade C/4 or equivalent
<b>Functional Skills in Mathematics L2</b> This is an intensive course run for 6 days over 6 weeks designed to ensure that an individual has the basic applied skills in order to solve problems and become a valuable employee. You will build the confidence needed to tackle commonly recurring problems in any job role. This course can help you learn underpinning skills and their real-life application to increase your confidence; improve your career prospects; and/or help your children with their schoolwork. Functional Skills Maths Level 2 is equivalent to a GCSE Maths pass Grade 9 to 4 (A* to C). It's an alternative qualification to GCSE Maths for those who learn better with practical, real-life examples.	Wed 02 Nov 2022 Wed 22 Feb 2023 Fri 09 Jun 2023	6 days 6 days 6 days	Truro College Truro College Truro College	09:00 - 16:00 09:00 - 16:00 09:00 - 16:00	Free for learners without a GCSE Grade C/4 or equivalent

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For those who dream of a career in the Fitness sector, our holistic programme of courses and qualifications take learners from enthusiast through to professional gym instructor, personal trainer, exercise to music instructor and more, supporting careers at gyms and health clubs as well as start-up fitness businesses.

FITNESS					
Course	Start date	Duration	Location	Time	Cost
<b>YMCA Awards Level 2 Certificate in Fitness Instructing (Exercise to Music)</b> If you would like to gain a teaching qualification that is nationally recognised within the fitness industry then this is the course for you. Previous students have tended to find employment easily as this qualification is readily accepted within leisure facilities or for those wishing to become self-employed instructors. All our team are qualified lecturers and instructors currently working within the industry so you will be able to learn from our knowledge and experience. If you have any further questions or would like to come in and meet us please do not hesitate to email Michelle Penhaligon - michellep@truro-penwith.ac.uk	Sat 17 Sep 2022 Sat 04 Mar 2023	15 wks 15 wks	Truro College Truro College	09.15 - 17.45 09.15 - 17.45	£380 £380
<b>YMCA Awards Level 2 Certificate in Gym Instructing</b> If you would like to gain a teaching qualification that is nationally recognised within the fitness industry then this is the course for you. Previous students have tended to find employment easily as this qualification is readily accepted within leisure facilities or for those wishing to become self-employed instructors. All our team are qualified lecturers and instructors currently working within the industry so you will be able to learn from our knowledge and experience. If you have any further questions or would like to come in and meet us please do not hesitate to email Michelle Penhaligon - michellep@truro-penwith.ac.uk	Sat 17 Sep 2022 Tue 04 Oct 2022 Sat 04 Mar 2023	15 wks 30 wks 15 wks	Truro College Penwith College Truro College	09.15 - 17.45 17:00 - 21:00 09.15 - 17.45	£380 £380 £380
<b>YMCA Awards Level 3 Diploma in Personal Training (Practitioner)</b> This course is designed for those looking to pursue a career as a personal trainer in a health club, sports/leisure centre environment or on a self-employed basis. It will provide you with the skills and knowledge to structure and instruct safe, effective, motivating, one to one, baseline assessment, nutritional advice and progressive programming, which is specific to the individual needs of a client.	Sat 08 Oct 2022 Sat 04 Mar 2023	30 wks 30 wks	Truro College Truro College	09.15 - 17.45 09.15 - 17.45	£1417 £1417
<b>YMCA Level 3 Diploma in Exercise Referral <span style="color: red;">NEW</span></b> Aimed at qualified fitness professionals who wish to learn how to provide assistance/advice and design exercise programmes for people with certain medical conditions which put their health at risk. Entry Requirements: YMCA Level 2 Certificate in Fitness Instructing or equivalent.	Sat 08 Oct 2022	30 wks	Truro College	09.15 - 17.45	£1987

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# GCSE

If your GCSE qualifications are holding you back or are something you've always wanted to improve, our suite of courses will allow you to benefit from the College's first-class training facilities and teaching, with small class sizes and an exceptional level of support to help you flourish.

GCSE					
Course	Start date	Duration	Location	Time	Cost
<b>GCSE Biology</b> This course is Edexcel GCSE Biology in one year. The course aims to give students the opportunity to develop their interest in, and enthusiasm for, Biology. Topics covered include: Cell Biology, Genetics, Ecology, Health and Disease, Human Biology and Plant Biology.	Tue 20 Sep 2022 Tue 13 Sep 2022	30 wks 30 wks	Penwith College Truro College	18:00 - 21:00 17:30 - 20:30	£300 £300
<b>GCSE English</b> We focus on the Edexcel GCSE English Language course. This provides a strong foundation in literacy skills for further academic/vocational study and for employment. The objectives of the Edexcel GCSE (9-1) in English Language are to enable students to: read a wide range of texts fluently and with good understanding, read critically and use knowledge gained from wide reading to inform and improve their own writing, write effectively and coherently using Standard English appropriately, use grammar correctly, punctuate and spell accurately, acquire and apply a wide vocabulary, listen to, understand and use spoken Standard English effectively. Topics covered include: 19th Century Literature, Imaginative Writing, 20th/21st Century Non-Fiction, Transactional Writing and Delivering a Speech.	Mon 12 Sep 2022 Wed 14 Sep 2022 Mon 12 Sep 2022 Tue 13 Sep 2022	30 wks 30 wks 30 wks 30 wks	Penwith College Penwith College Truro College Truro College	16:30 - 18:30 16:30 - 18:30 16:30 - 18:30 16:30 - 18:30	Free for learners without a GCSE Grade C/4 or equivalent
<b>GCSE Mathematics Foundation Tier</b> This is a one-year intensive course leading to a GCSE Mathematics qualification. The course will include three broad topics: Number and Algebra - working with Numbers and the Number System; Fractions, Decimals and Percentages; Ratio and Proportion; the Language of Algebra; Expressions and Equations; Sequences, Functions and Graphs. Geometry and Measures - Properties of Angles and Shapes; Geometrical Reasoning and Calculation; Measures and Construction; Mensuration; Vectors. Statistics and Probability - the Handling Data Cycle; Data Collection; Data Presentation and Analysis; Data Interpretation; Probability. You will need a notebook, pens, pencils, scientific calculator (your course tutor will advise of the best calculator to purchase) and geometry set comprising a ruler, set square, protractor and pair of compasses. A set of text/work books can also be purchased for £10 from the College.	Mon 12 Sep 2022 Tue 13 Sep 2022 Wed 14 Sep 2022 Mon 12 Sep 2022 Tue 13 Sep 2022 Wed 14 Sep 2022	30 wks 30 wks 30 wks 30 wks 30 wks 30 wks	Truro College Truro College Truro College Penwith College Penwith College Penwith College	17:30 - 20:30 17:30 - 20:30 15:30 - 18:30 16:00 - 19:00 18:00 - 21:00 15:30 - 18:30	Free for learners without a GCSE Grade C/4 or equivalent
<b>GCSE Mathematics Higher Tier</b> Students are required to have C/4 Grade from Foundation or Higher tier GCSE already and will be required to undertake an assessment. Students without a C/4 GCSE Grade (e.g. O Levels) should sit the Foundation Tier first to obtain the 4 pass Grade.	Tue 13 Sep 2022	30 wks	Truro College	17:30 - 20:30	£300
<b>GCSE Psychology <span style="color: orange;">NEW</span></b> This engaging and effective qualification introduces students to the fundamentals of psychology, developing critical analysis, independent thinking and research skills. Knowledge of research methods gained through classroom experience of practical psychology will be assessed using scenario-based questions.	Mon 13 Sep 2022 Tue 13 Sep 2022	30 wks 30 wks	Truro College Penwith College	18:00 - 21:00 18:00 - 21:00	£300 £300

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# HAIR, BEAUTY & COMPLEMENTARY THERAPIES



**European Union**  
European Social Fund

Staff from our Inspiration training salons work in partnership with local salons to develop outstanding hairdressers and beauty therapists of the future.

## BEAUTY

Course	Start date	Duration	Location	Time	Cost
<b>Eye Enhancer - Lift/Define/Lengthen</b> This course will cover eyelash and eyebrow tinting, eyebrow shaping, eyelash lifting and individual eyelash extensions. You will be taught the practical skills through a realistic salon environment, working on each other. To gain the qualifications you will be required to carry out treatments on clients, where you will be assessed in health and safety, client care and overall treatment competence. You will be required to work on assignments independently, in addition to the college hours being delivered. You will also have online exams in each of the practical units being delivered. Kit and uniform required at an extra cost. You will achieve three qualifications: AB20263 Level 2 Award in Eyelash and Eyebrow Treatments, AB20127 Level 2 Award in Eyelash Perming and AB30143 Level 3 Award in Lash Extensions.	Tue 13 Sep 2022	18 wks	Truro College	17:30 - 21:00	£560
	Tue 24 Jan 2023	18 wks	Truro College	17:30 - 21:00	£560
<b>Russian Lashes</b> The Russian Layering Technique originated in Russia and has recently made a breakthrough in the US and Europe. This multi-lash technique involves adhering synthetic, ultra-fine lashes onto a single natural lash. The main benefit of Russian Layering is that it gives clients a full, high impact look with maximum natural looking volume. This procedure is very delicate and much more intricate than classic extensions. Applicants must hold a Level 3 eyelash extension qualification to undertake the course.	Mon 31 Oct 2022	2 wks	Truro College	18:00 - 21:00	£105
	Mon 06 Feb 2023	2 wks	Truro College	18:00 - 21:00	£105
<b>VTCT Level 2 Award in LED Gel Polish</b> The VTCT Level 2 Award in LED Gel Polish Techniques is a single unit award qualification about applying, maintaining and removing LED gel polish products to the nails. This qualification aims to enable you to enhance the ranges of services and techniques offered to nail services clients. This qualification also covers the skills and knowledge required to prepare for the service and maintain effective health, safety and hygiene working practices throughout the treatment.	Thu 29 Sep 2022	2 wks	Penwith College	10:00 - 14:00	£80
	Thu 12 Jan 2023	2 wks	Penwith College	10:00 - 14:00	£80
	Thu 20 Apr 2023	2 wks	Penwith College	10:00 - 14:00	£80
	Thu 29 Sep 2022	2 wks	Truro College	10:00 - 14:00	£80
	Thu 12 Jan 2023	2 wks	Truro College	10:00 - 14:00	£80
	Thu 20 Apr 2023	2 wks	Truro College	10:00 - 14:00	£80

Course	Start date	Duration	Location	Time	Cost
<b>VTCT Level 2 Award in Nail Technology</b> You will be inspired by our lecturers who use current trending techniques to ensure that you are qualified to the highest standard and will stand out when ready to enter the workplace. You will learn how to apply, maintain, and remove nail enhancements, using either UV gel, liquid and powder or wrap nail systems.	Thu 03 Nov 2022	6 wks	Penwith College	09:15 - 16:15	£400
	Thu 23 Feb 2023	6 wks	Penwith College	09:15 - 16:15	£400
	Thu 18 May 2023	6 wks	Penwith College	09:15 - 16:15	£400
	Thu 03 Nov 2022	6 wks	Truro College	09:15 - 16:15	£400
	Thu 23 Feb 2023	6 wks	Truro College	09:15 - 16:15	£400
	Thu 18 May 2023	6 wks	Truro College	09:15 - 16:15	£400
<b>VTCT Level 2 Certificate in Beauty Specialist Techniques</b> This course will include: skincare and facial, eye treatments, make up, manicure, pedicure and wax depilation. You will develop understanding of anatomy and physiology, client care, health and safety and learn technical skills to support achievement of practical assessments. Kit and uniform for the course is approx. £250. Students need to provide their own clients if at all possible and charges will be made for services. The knowledge and skills learnt throughout the course will be tested through practical assessments and online tests. Home study is required. High standards of code of dress are an expectation.	Tue 13 Sep 2022	34 wks	Penwith College	09:30 - 18:30	£995
	Mon 19 Sep 2022	34 wks	Truro College	09:30 - 18:30	£995
<b>VTCT Level 2 Certificate in Nail Treatments</b> A course that will give you the skills and knowledge to perform manicures, pedicures, deluxe footcare treatments and nail art designs. Throughout this qualification, you will develop your knowledge and understanding of relevant anatomy and physiology, health and safety, client care and nail products and equipment. You will also develop a range of technical skills enabling you to prepare and enhance nails and cuticles on the hands and feet using different techniques. Additional cost for kit, uniform cost approx. £54. You will be required to complete case studies and assignments to support your studies.	Mon 12 Sep 2022	15 wks	Penwith College	09:15 - 12:15	£687
	Mon 16 Jan 2023	15 wks	Penwith College	09:15 - 12:15	£687
	Tue 13 Sep 2022	15 wks	Truro College	18:00 - 21:00	£687
	Wed 14 Sep 2022	15 wks	Truro College	15:00 - 18:00	£687
	Tue 28 Feb 2023	15 wks	Truro College	18:00 - 21:00	£687
	Wed 18 Jan 2023	15 wks	Truro College	15:00 - 18:00	£687
<b>VTCT Level 2 Award in Skin Cancer NEW</b> This course has been designed to enable beauty therapists, complementary therapists, nail technicians, sports massage therapists, fitness instructors, hairdressers and barbers to recognise the signs and symptoms of skin cancer. You will be able to alert clients to changes in their skin and sign-post clients to public information and their GP. This qualification will enable hair, beauty and wellbeing professionals to gain the appropriate knowledge and communication skills required to provide non-diagnostic, professional advice and information to clients in a discrete, empathetic and confidential manner.	Dates on request	1 day	Truro College	09:30 - 15:30	£80
<b>VTCT Level 2 Certificate in Nail Technology NEW</b> This is a substantial vocational qualification for learners seeking a career as an employed and/or self-employed nail technician. This qualification is based on the nail services National Occupational Standards (NOS) and is recognised by the UK's leading professional bodies as being fit for purpose for preparing learners for a career as a junior nail technician. This qualification includes all the required elements to work effectively as a nail technician including: providing and maintaining nail enhancements, manicure treatments, health and safety and client care.	Tue 13 Sep 2022	18 wks	Truro College	17:00 - 21:00	£724
	Wed 14 Sep 2022	18 wks	Truro College	09:15 - 13:15	£724
	Tue 28 Feb 2023	18 wks	Truro College	17:00 - 21:00	£724
	Wed 01 Mar 2023	18 wks	Truro College	09:15 - 13:15	£724
<b>VTCT Level 3 NVQ Diploma in Nail Services</b> This course will cover all the skills needed to become a qualified nail technician. You will learn the application of gel and acrylic through tip and sculpting techniques. Advanced nail art is a large focus within delivery, trends which range from 3D to embedding, using a variety of products and techniques. You'll start by learning the theory and science for the nail enhancement systems. You will then have the opportunity to practice all of your new skills on yourself, your peers and training hands, before carrying out the techniques on clients in our nail salon.	Tue 20 Sep 2022	27 wks	Penwith College	09:15 - 12:15	£3345
	Tue 22 Nov 2022	27 wks	Penwith College	17:00 - 20:00	£3345
<b>VTCT Level 3 Certificate in Fashion and Photographic Make-up NEW</b> This course will prepare you to enter the beauty or media sector as a specialist make-up artist, with the specific skill of providing fashion and photographic make-up services. All the units in this qualification directly relate to the role of a specialist make-up artist.	Fri 16 Sep 2022	16 wks	Truro College	09:15 - 15:15	£724
	Fri 03 Feb 2023	16 wks	Truro College	09:15 - 15:15	£724

## BEAUTY

Course	Start date	Duration	Location	Time	Cost
<b>VTCT NVQ Level 3 Diploma in Beauty Therapy</b> This course is run over one year (One day Mondays 9am - 5pm and one evening Tuesday 5pm - 9pm per week) and includes body massage, electrical facials, electrical body treatments, stone therapy, Indian head massage, anatomy and physiology, health and safety and professional ethics. Students will need to provide clients if possible - charges will be made for the service. Students must hold a L2 qualification in beauty therapy. A pre-course interview is required. Uniform required, approximately £54.	Mon 12 Sep 2022 Mon 12 Sep 2022	34 wks 34 wks	Truro College Penwith College	09:00 - 17:00 09:00 - 17:00	£3345 £3345

LOANABLE

## COMPLEMENTARY THERAPY

Course	Start date	Duration	Location	Time	Cost
<b>VTCT Level 3 Certificate in Swedish Massage</b> This qualification is designed for learners aged 16 years or over and will support you to gain employment as a beauty (Swedish massage) therapist as the units contained in this qualification cover all the skills and knowledge required for this role. Additional cost for kit and uniform, interview essential.	Mon 16 Jan 2023 Tue 28 Feb 2023	15 wks 15 wks	Truro College Penwith College	17:00 - 21:00 17:00 - 21:00	£941 £941
<b>VTCT Level 3 Diploma in Aromatherapy</b> The VTCT Level 3 Diploma in Aromatherapy is a preparation for work qualification that has been designed to prepare you for a career as an aromatherapist. This qualification will develop your knowledge and understanding of the principles and practice and business practice for complementary therapies. Furthermore, you will learn about anatomy, physiology and pathology for complementary therapies. You will also develop your understanding and practical skills to competently provide aromatherapy services. Students will be required to purchase a kit and uniform.	Thu 15 Sep 2022 Mon 12 Sep 2022	30 wks 30 wks	Truro College Penwith College	09:30 - 15:30 09:00 - 15:30	£2882 £2882
<b>VTCT Level 3 Diploma in Complementary Therapies</b> The content of this qualification includes all the required elements to work effectively as a complementary therapist: anatomy, physiology and pathology, principles and practice of complementary therapies including health and safety, client care, client consultation, business principles, aromatherapy, massage and reflexology. Additional home study time is required. Additional cost for kit and uniform. Interview required.	Mon 12 and Tue 13 Sep 2022 Thu 15 and Fri 16 Sep 2022	34 wks 34 wks	Penwith College Truro College	09:00 - 15:30 09:30 - 15:30	£4670 £4670
<b>VTCT Level 3 Diploma in Massage</b> This course will train students to a professionally competent level in order to carry out a comprehensive range of massage techniques and is a good platform for sports massage or other therapy courses. Course covers principles and practice for Complementary Therapies, business plans, case studies and H & S. VTCT Diploma in Health, Safety, Security and Employment standards will be taken as part of this course. Additional home study is required. Additional costs for textbooks, tunic, oils approx. £50.	Thu 15 Sep 2022 Mon 12 Sep 2022	32 wks 32 wks	Truro College Penwith College	09:30 - 15:30 09:30 - 15:30	£2882 £2882
<b>VTCT Level 3 Diploma in Reflexology</b> This is a vocational qualification and includes all the required elements to work effectively as a reflexologist including mandatory units covering the following: knowledge and understanding of the principles and practice of reflexology; business practice; anatomy, physiology and pathology for complementary therapies. You will also develop your understanding and practical skills to competently provide reflexology treatments. Pre course interview required.	Fri 16 Sep 2022 Tue 13 Sep 2022	34 wks 34 wks	Truro College Penwith College	09:30 - 15:30 09:30 - 15:30	£2882 £2882

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Course	Start date	Duration	Location	Time	Cost	LOANABLE
<b>VTCT Level 3 Diploma in Sports Massage Therapy</b> Students must hold a certificate in HSE emergency first aid at work although this can be taken alongside. Designed to provide you with the requisite knowledge, understanding and skills to work as a sports massage practitioner, with non-pathological (non-injured) tissue. Develop the understanding, skills and techniques to plan, prepare for and apply a range of sports massage methods to uninjured clients. Enhance your skills to evaluate massage strategies and methods to inform on future practice. Students are required to complete 50 hours of on-site massage. Students will need to purchase professional uniform, kit, books and towels. Interview required.	Tue 20 Sep 2022 Mon 19 Sep 2022	30 wks 30 wks	Penwith College Truro College	17:00 - 21:00 17:00 - 21:00	£2225 £2225	

## HAIRDRESSING

Course	Start date	Duration	Location	Time	Cost	LOANABLE
<b>VTCT Level 2 Certificate in Barbering</b> The VTCT Level 2 Certificate in Barbering is a technical level qualification aimed at learners who wish to pursue a career as an employed/self-employed senior barber or senior men's hairdresser/stylist. Throughout this qualification, learners will develop their knowledge and understanding of relevant anatomy and physiology and health and safety. They will also develop the knowledge, understanding and skills to consult with clients, provide a range of cutting and barbering services specifically for men's hair, provide shaving services and create facial hair shapes. In parallel, learners will develop their communication and customer service skills, their awareness of environmental sustainability and their commercial skills, all of which are valued highly by employers. Problem solving and research skills will also be developed.	Thu 15 Sep 2022 Wed 18 Jan 2023 Mon 12 Sep 2022 Mon 12 Sep 2022 Mon 06 Feb 2023 Mon 27 Feb 2023	20 wks 20 wks 20 wks 20 wks 20 wks 20 wks	Penwith College Penwith College Truro College Truro College Truro College Truro College	09:15 - 15:00 13:15 - 16:15 09:30 - 15:30 16:00 - 21:00 09:30 - 15:30 16:00 - 21:00	£700 £700 £700 £700 £700 £700	
<b>VTCT Level 2 Certificate in Women's Hairdressing</b> If you are interested in having a rewarding career within the hair industry and enjoy meeting people, then this is the course for you. This is a qualification that has been specifically designed to develop practical skills in: the creative art of cutting and dressing women's hair; how to provide effective shampooing and conditioning services; the artistic skill of colouring and lightening hair; and how to provide a good consultation service for your clients. You will start by learning the basic techniques that are the foundation of becoming a successful hairdresser. During the course you will have the opportunity to develop and research your understanding and knowledge on all aspects of hairdressing.	Tue 13 Sep 2022 Tue 10 Jan 2023 Tue 13 Sep 2022 Mon 09 Jan 2023	34 wks 34 wks 34 wks 34 wks	Penwith College Penwith College Truro College Truro College	16:30 - 21:00 16:30 - 21:00 16:30 - 21:00 16:30 - 21:00	£1287 £1287 £1287 £1287	
<b>VTCT Level 3 Diploma in Women's Hairdressing</b> Develop your practical skills to an advanced level through a variety of techniques to enable you to perform your own salon services as well as support others. Includes: the creative art of cutting women's hair, the artistic skills of colouring, imaginative dexterity of styling and dressing hair, and how to provide effective consultation support for colleagues. Uniform & kit approx. £220. Students must be working as a Level 2 stylist in a salon. Interview essential.	Tue 27 Sep 2022 Mon 12 Sep 2022	34 wks 34 wks	Truro College Penwith College	16:30 - 21:00 09:00 - 17:00	£2583 £2583	



# HOSPITALITY & PROFESSIONAL COOKERY

Working in partnership with some of the biggest names in Cornish hospitality, our tutors are industry professionals who understand the work environment, industry challenges and deliver training accordingly.



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## CATERING

Course	Start date	Duration	Location	Time	Cost
<b>Food &amp; Nutrition in Care</b> Cookery workshop with food connoisseurs and NHS specialists. Includes practical tips for creating nutritious, inspiring food for a wide range of individual needs. Covers why it is important to be mindful of factors such as texture, calorie content, nutrition, and the dining experience when planning meals for care and health settings. Also includes practical, hands-on learning where participants prepare delicious recipes that can be adapted depending on the particular needs of clients.	Dates on request	1 day	Truro College	09:00 - 17:00	£100
<b>VTCT Level 1 Diploma in Introduction to Professional Cookery</b> This qualification will give you a comprehensive introduction to the hospitality industry, teaching you a range of skills including boiling, braising, stewing, baking, roasting, grilling and frying all meats and poultry. Kit and uniform required plus attendance on five Saturday workshops.	Tue 13 Sep 2022 Tue 13 Sep 2022	34 wks 34 wks	Penwith College Truro College	11:00 - 21:00 11:00 - 21:00	£1287 £1287

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Course	Start date	Duration	Location	Time	Cost
<b>Level 2 Award in Food Safety in Catering</b> The Level 2 Award in Food Safety in Catering is a regulated and nationally recognised qualification designed for those working, or planning to work, in the food catering industry. It is ideal for everyone who comes into contact with food. You will build an understanding of the importance of safe food handling practices and keeping foods safe. Topics covered include: food safety laws, types of contamination and the associated risks, bacteriology, personal hygiene, safe food handling practices. It is a one-day course with a theory assessment (30 x Multiple Choice Question Paper) at the end.	Sat 07 Oct 2022	1 day	Penwith College	09:00 - 16:00	£60
	Sat 03 Feb 2023	1 day	Penwith College	09:00 - 16:00	£60
	Sat 05 May 2023	1 day	Penwith College	09:00 - 16:00	£60
	Fri 21 Oct 2022	1 day	Truro College	09:00 - 16:00	£60
	Fri 17 Mar 2023	1 day	Truro College	09:00 - 16:00	£60
	Fri 16 Jun 2023	1 day	Truro College	09:00 - 16:00	£60
<b>Award in Barista Skills Level 2</b> The Level 2 Award in Barista Skills is an entry-level qualification for anyone who has an interest in hot beverage production but with little or no experience in a Barista role and commercial espresso machines. This is a recognised qualification awarded by VTCT. The course has a theory element looking at the production methods and the history of hot beverages. You will be introduced to the equipment within the barista area, learning how they work and how to use them safely to produce beverages which can be served to the public.	Mon 26 Sep 2022	6 wks	Truro College	18:00 - 20:30	£147
	Mon 23 Jan 2023	6 wks	Truro College	18:00 - 20:30	£147
	Mon 15 May 2023	6 wks	Truro College	18:00 - 20:30	£147
<b>VTCT Level 2 Diploma in Professional Cookery</b> This is a nationally recognised qualification for learners seeking a career as a chef. It will develop a knowledge and understanding of the technical skills required for employment. The mandatory unit such as poultry, meat and offal, fish and shellfish will cover all elements that will ensure you can work effectively in a professional kitchen. The optional units will expand your breadth of knowledge and skills to enhance your employability in the ever-changing industry. The course requires attendance on an additional five days (Saturdays), kit and uniform required.	Tue 13 Sep 2022	34 wks	Truro College	11:00 - 21:00	£1295
	Tue 13 Sep 2022	34 wks	Penwith College	11:00 - 21:00	£1295
<b>Award in Supervising Food Safety in Catering Level 3</b> This Level 3 Food Hygiene Training Course is designed for managers and supervisors in the catering industry to help them understand their essential day-to-day responsibilities. The course offers knowledge of food hygiene practice and legal responsibilities and provides further detail on the controls that can be implemented to ensure that the food handling process is as safe and hygienic as possible.	Mon 20 Feb 2023	3 days	Truro College	09:00 - 17:00	£180
	Mon 07 Nov 2022	3 days	Penwith College	09:15 - 16:15	£180

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## WINE & BEER

Course	Start date	Duration	Location	Time	Cost
<b>BIAB Level 2 Award for Personal Licence Holders</b> This qualification is aimed at anyone who wishes to work in licensed premises where alcohol is sold. You will look at licensing authorities; at the responsibilities of the personal licence holder; police powers; rights of entry; specific prohibitions; strengths of alcoholic drinks; responsible retail of alcohol; and the protection of children from harm. On completion of this course, candidates will hold a licensing qualification with which they can apply for the Personal Licence.	Mon 05 Sep 2022	1 day	Truro College	09:00 - 17:00	£180
	Mon 07 Nov 2022	1 day	Truro College	09:00 - 17:00	£180
	Mon 09 Jan 2023	1 day	Truro College	09:00 - 17:00	£180
	Mon 13 Mar 2023	1 day	Truro College	09:00 - 17:00	£180
	Mon 15 May 2023	1 day	Truro College	09:00 - 17:00	£180
<b>BIAB Level 2 Award in Beer &amp; Cellar Quality (Cask &amp; Keg)</b> <b>NEW</b> This qualification has been designed to allow learners to obtain and then demonstrate the knowledge related to good practises relating to beer quality at Level 2.	Tue 08 Nov 2022	1 day	External venue	09:00 - 17:00	£180
	Wed 15 Mar 2023	1 day	External venue	09:00 - 17:00	£180
	Tue 16 May 2023	1 day	External venue	09:00 - 17:00	£180
<b>WSET Level 1 Award in Spirits</b> A beginner level introduction to spirits for those starting a career in the industry or pursuing an interest in spirits. For individuals new to the subject, this qualification offers a hands-on introduction to the world of spirits. You will explore the main styles and types of spirits through sight, smell, and taste to develop an understanding of the key factors affecting flavours and aromas. No prior knowledge is required.	Tue 06 Sep 2022	1 day	Truro College	09:30 - 16:30	£97
	Tue 14 Mar 2023	1 day	Truro College	09:30 - 16:30	£97
<b>WSET Level 1 Award in Wines</b> A beginner level introduction to wine suitable for those starting a wine career or pursuing an interest in wine. For individuals new to wine study, this qualification provides a hands-on introduction to the world of wine. You will explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. No prior knowledge is required.	Thu 08 Sep 2022	1 day	Truro College	09:30 - 16:30	£97
	Thu 16 Mar 2023	1 day	Truro College	09:30 - 16:30	£97
<b>WSET Level 2 Award in Wines</b> WSET's Level 2 Award in Wines is a beginner to intermediate level qualification exploring wines, suitable for industry professionals and wine enthusiasts. This qualification is intended for beginners wishing to learn about a wide range of wines or those seeking to build on the introductory knowledge gained with the WSET Level 1 Award in Wines. You will gain knowledge of the principal and regionally important grape varieties of the world, the regions in which they are grown and the styles of wine they produce. Through a combination of tasting and theory, you will explore the factors that impact style and quality and learn how to describe these wines with confidence.	Wed 07 Sep 2022	4 days	Truro College	09:30 - 16:30	£305
	Fri 10 Mar 2023	4 days	Truro College	09:30 - 16:30	£305
<b>WSET Level 3 Award in Wines &amp; Spirits</b> An advanced level qualification for professionals working in the wine industry and for wine enthusiasts. For individuals seeking to delve deeper into the world of wines, this qualification provides a detailed understanding of grape growing and wine making. Upon completion you will be able to assess wines accurately and use your understanding to confidently explain wine style and quality.	Dates on request	6 days	Truro College	09:30 - 16:30	£425

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# HEALTH, SAFETY & FIRST AID

These courses will help your business meet its regulatory obligations and ensure staff have the skills to cope with emergency situations.

## FIRST AID

Course	Start date	Duration	Location	Time	Cost
<b>Level 3 Emergency First Aid in the Workplace</b> Teaches the theoretical and practical skills necessary to deal with first aid emergencies. Candidates are taught about personal safety, the best methods to assess an incident, how to record and report an incident, what to keep in your First Aid kit and legislation.	Fri 16 Sep 2022	1 day	Truro College	09:00 - 16:00	£60
	Fri 14 Oct 2022	1 day	Truro College	09:00 - 16:00	£60
	Fri 09 Dec 2022	1 day	Truro College	09:00 - 16:30	£60
	Thu 02 Mar 2023	1 day	Truro College	09:00 - 16:00	£60
	Fri 09 Sep 2022	1 day	Penwith College	09:00 - 16:00	£60
	Fri 03 Feb 2023	1 day	Penwith College	09:00 - 16:00	£60
<b>Level 3 First Aid at Work</b> This course is specifically designed for individuals who wish to act as a first aider in their workplace. The Health and Safety (First Aid) Regulations 1981 require all employers to make arrangements to ensure their employees receive immediate attention if they are injured or taken ill at work. This includes carrying out a risk assessment, appointing a suitable amount of first aiders and providing appropriate first aid training. Topics include: The Role and Responsibilities of a First Aider, Assessing an Incident, Managing an Unresponsive Casualty, CPR and AED use, Recovery Position, Heart Attack, Stroke, Choking, Epilepsy, Asthma, Diabetes, Anaphylaxis Shock, Head and Spinal Injuries, Chest Injuries, Wounds and Bleeding, Fractures, Sprains, Strains and Dislocations, Minor Injuries, Burns and Scalds, Poisoning and Eye Injuries.	Wed 16 Nov 2022	3 days	Penwith College	09:00 - 16:00	£180
	Mon 05 Jun 2023	3 days	Penwith College	09:00 - 16:00	£180
	Wed 14 Dec 2022	3 days	Truro College	09:00 - 16:00	£180
	Mon 27 Feb 2023	3 days	Truro College	09:00 - 16:00	£180
<b>Level 3 First Aid at Work Requalification</b> This course is suitable for those wishing to renew their First Aid at Work (FAW) certificate. Please note, your FAW certificate must be in date when you attend this course and you are required to bring a copy with you to be shown as proof. If the certificate is out of date you will need to do the full three-day First Aid at Work course.	Mon 12 Dec 2022	2 days	Penwith College	09:00 - 16:30	£100
	Mon 14 Nov 2022	2 days	Truro College	09:00 - 16:00	£100
<b>Level 3 Paediatric First Aid</b> Concerned with the appropriate First Aid treatment of children and babies as recommended by OFSTED. On successful completion of this course candidates will gain a certificate valid for three years. This course is ideally suited for childminders, nursery and school workers, people working with early years and even parents who want to increase their knowledge of First Aid for children.	Thu 01 Dec 2022	2 days	Penwith College	09:00 - 16:00	£100
	Mon 19 Sep 2022	2 days	Truro College	09:00 - 16:00	£100
	Mon 24 Apr 2023	2 days	Truro College	09:00 - 16:00	£100

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## HEALTH & SAFETY

Course	Start date	Duration	Location	Time	Cost
<b>Level 2 Award in Health &amp; Safety in the Workplace</b> During this one-day course, learners will develop a greater understanding of health and safety issues. Topics include: Health and Safety laws, risk assessments and risk control hierarchy, identifying and controlling the risks from common workplace hazards, the legal requirements related to health and safety in the workplace and what to do in response to accidents and incidents at work. The objective of the qualification is to benefit learners by developing their health and safety awareness. Learners will have the opportunity to build an understanding of health and safety in the workplace and the role that everyone plays in maintaining a safe working environment.	Wed 16 Nov 2022	1 day	Penwith College	09.00 - 17.30	£70
	Wed 26 Apr 2023	1 day	Penwith College	09.00 - 17.30	£70
	Wed 30 Nov 2022	1 day	Truro College	09.00 - 17.30	£70
	Tue 14 Mar 2023	1 day	Truro College	09.00 - 17.30	£70
<b>Level 2 Award in Principles of Manual Handling</b> The objective of the qualification is to benefit learners through developing their understanding of the principles of manual handling so they can apply what they have learned to their working environment and make their practices safer. This qualification is suitable for all employees to raise their awareness of the risks of unsafe manual handling practices and for people who might have to carry out manual handling as part of their job, e.g. handling deliveries, parcels and boxes.	Fri 15 Nov 2022	1/2 day	Penwith College	09:00 - 13:30	£55
	Fri 25 Apr 2023	1/2 day	Penwith College	09:00 - 13:30	£55
	Fri 02 Dec 2022	1/2 day	Truro College	09:00 - 13:30	£55
	Fri 17 Mar 2023	1/2 day	Truro College	09:00 - 13:30	£55
<b>Level 2 Award in the Principles of Risk Assessment</b> Learners will gain a basic introduction into the principles of risk assessment. Topics covered include main causes of work-related fatalities, basic processes for undertaking a risk assessment, key terms associated with risk assessments, methods that can be used to prioritise risks and more.	Wed 07 Dec 2022	1 day	Penwith College	09.00 - 17.30	£70
	Wed 29 Mar 2023	1 day	Penwith College	09.00 - 17.30	£70
	Wed 28 Jun 2023	1 day	Penwith College	09.00 - 17.30	£70
	Tue 11 Oct 2022	1 day	Truro College	09.00 - 17.30	£70
	Tue 07 Feb 2023	1 day	Truro College	09.00 - 17.30	£70
	Tue 20 Jun 2023	1 day	Truro College	09.00 - 17.30	£70

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# LEADERSHIP & MANAGEMENT



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## LEADERSHIP & MANAGEMENT

Course	Start date	Duration	Location	Time	Cost
<b>Level 2 Award in Leadership &amp; Team Skills</b> Providing learners with the skills to lead, organise and motivate a team, this course helps boost the learner's performance as a team member and helps to make that transition from a team member to a team leader. It will help build and broaden the team skills learners already have. We recommend that you combine this course with two half-day seminars on Time Management and Delivering Briefings and Presentations.	Tue 13 Sep 2022	3 days	Truro College	09:00 - 17:00	£495
	Thu 15 Sep 2022	9 days	Remote	16.00 - 18.00	£495
	Thu 01 Dec 2022	3 days	Truro College	09:00 - 17:00	£495
	Tue 07 Mar 2023	3 days	Truro College	09:00 - 17:00	£495
	Thu 09 Mar 2023	9 days	Remote	16.00 - 18.00	£495
	Tue 06 Jun 2023	3 days	Truro College	09:00 - 17:00	£495
<b>ILM Level 3 Award in Effective Coaching</b> This course provides a thorough introduction to coaching practices and techniques and involves significant practical experience to help learners develop key coaching skills. At the end of the course, attendees should feel confident to coach professionally or in the workplace. Coaching helps individuals to build confidence, take greater ownership and improve effectiveness and productivity. Learners will undertake 6 hours of coaching sessions as part of this programme.	Tue 04 Oct 2022	5 days	Truro College	09:00 - 17:00	£725
	Thu 23 Feb 2023	5 days	Truro College	09:00 - 17:00	£725
	Mon 05 Jun 2023	5 days	Truro College	09:00 - 17:00	£725

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Course	Start date	Duration	Location	Time	Cost
<b>Level 3 Award in Leadership &amp; Management</b> This course is for practising first line managers who have little or no formal management training. Also, team leaders who are seeking to move up to the next level of management. It is ideal for managers who have responsibility for a range of team activities looking to develop their management skills and confidence to manage a team effectively. The course will cover; developing yourself as a manager and others; solving problems and making decisions; leading and motivating a team effectively. We recommend that you combine this course with two full-day seminars, Assertiveness and Challenging Conversations and Introduction to Coaching.	Wed 05 Oct 2022	5 days	Truro College	09:00 - 17:00	£725
	Tue 18 Oct 2022	10 days	Remote	16.00 - 18.00	£725
	Fri 13 Jan 2023	5 days	Truro College	09:00 - 17:00	£725
	Tue 18 Apr 2023	5 days	Truro College	09:00 - 17:00	£725
	Thu 20 Apr 2023	10 days	Remote	16.00 - 18.00	£725
<b>ILM Level 3 Certificate in Principles of Leadership &amp; Management</b> This programme covers all the content for the ILM L3 award plus exploring further areas, for example leadership styles, health and safety and innovation and change.	Wed 05 Oct 2022	10 days	Truro College	09:00 - 17:00	£1350
	Fri 13 Jan 2023	10 days	Truro College	09:00 - 17:00	£1350
<b>ILM Level 5 Award in Leadership &amp; Management</b> This Institute of Leadership & Management programme is designed for practising middle and senior managers providing a supportive, focused environment for them to review, assess and develop their ability as a senior manager in a way that will improve their own and organisational performance. By attending this course learners will: develop core leadership and management techniques to drive better results, develop strategic thinking as well as operational management skills to foster business improvement, develop the ability to lead, motivate and inspire and gain an internationally recognised qualification which is valued by employers.	Thu 08 Sep 2022	6 days	Truro College	09:00 - 17:00	£925
	Thu 05 Jan 2023	6 days	Truro College	09:00 - 17:00	£925
	Tue 10 Jan 2023	10 days	Remote	16.00 - 18.00	£925
	Thu 27 Apr 2023	6 days	Truro College	09:00 - 17:00	£925
<b>Level 5 Certificate in Effective Coaching &amp; Mentoring</b> This qualification is for managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an organisational context. It is also ideal for individuals who wish to move into a development role or start a career as a freelance coach or mentor.	Tue 08 Nov 2022	8 days	Truro College	09:00 - 17:00	£1350
	Tue 07 Mar 2023	8 days	Truro College	09:00 - 17:00	£1350
<b>ILM Level 7 Award in Leadership &amp; Management</b> This qualification is designed for senior managers and leaders seeking to develop themselves within their role, who recognise they must satisfy various stakeholders and who want to invest in their own personal brand. They are looking to make the best use of resources and understand the need to innovate and optimise performance. They may also have to present arguments for change, construct business cases, lead change implementation and evaluate the impact of that change.	Tue 08 Nov 2022	6 days	Truro College	09:00 - 17:00	£1200



**MANAGEMENT DEVELOPMENT TOOLS AND COACHING SESSIONS** ARE OPTIONAL EXTRAS TO ENHANCE YOUR BESPOKE MANAGEMENT TRAINING PROGRAMME.



## PERSONNEL & HR

Course	Start date	Duration	Location	Time	Cost
<b>CIPD Foundation Certificate in People Practice</b> This is the foundation for your career in the people profession, incorporating both HR and L&D. Develop your skills by facing real-life challenges. Learn to act with confidence, perform effectively, drive change in your organisation and progress in your career. You will study four core units: Business, Culture and Change in Context, Principles of Analytics, Core Behaviours for People Professionals and Essentials of People Practice.	Thu 06 Oct 2022	33 wks	Truro College	13.30 - 18.00	£724

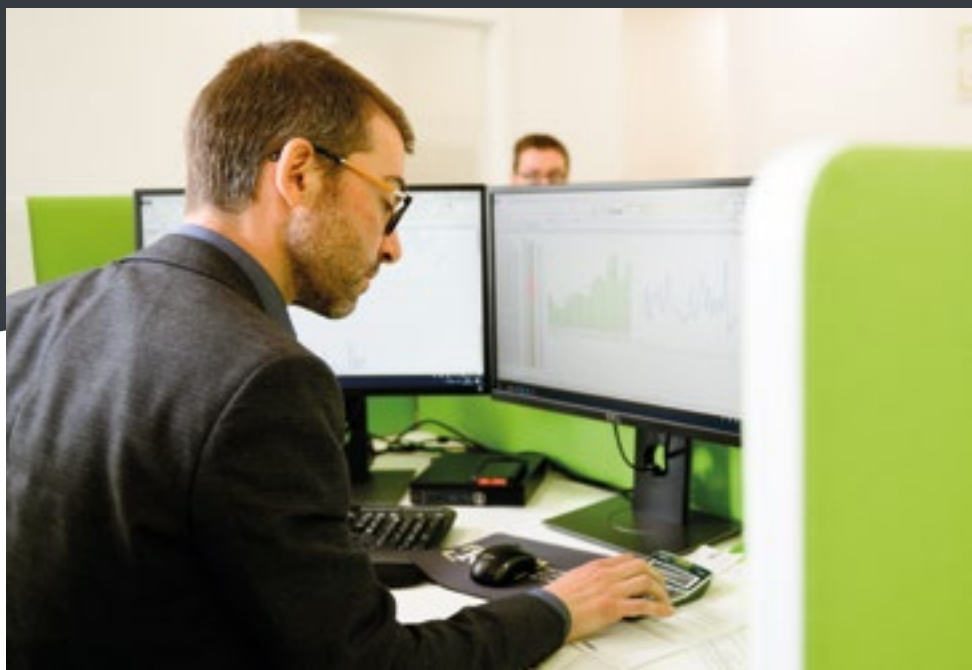
## LAW

Course	Start date	Duration	Location	Time	Cost
<b>CILEX Level 3 Professional Qualification <span style="color: orange;">NEW</span></b> Each stage comprises three elements: core legal knowledge, practice and skills; ethics and professional responsibility; and professional experience. Together these elements provide a framework for developing the skills, knowledge, behaviours and experience necessary to practice effectively as a legal professional. Aligning to the role of a Paralegal/Case Handler, this qualification will enable a trainee to demonstrate a fundamental awareness of the law underpinning key practice areas. It has six mandatory modules: Ethics and Professional Responsibility, Professional Skills, Legal Systems, Contract Law, The Law of Tort, Introduction to Property and Private Client. In addition, trainees on the CPQ Foundation stage are required to evidence the application of these areas of knowledge in their professional experience.	Mon 12 Sep 2022	60 wks	Truro College	18:00 - 21:00	£2500 per year
<b>CILEX Level 6 Professional Higher Diploma - Criminal Law</b> The CILEX Level 6 Professional Higher Diploma in Law & Practice represents the final academic stage towards becoming a Legal Executive. The tuition fee includes exam fees and manuals however excludes membership. This course will be covering the Criminal Law unit.	Tue 27 Sep 2022	30 wks	Truro College	18:00 - 21:00	£800
<b>CILEX Level 6 Professional Higher Diploma - Land Law</b> The CILEX Level 6 Professional Higher Diploma in Law & Practice represents the final academic stage towards becoming a Legal Executive. The tuition fee includes exam fees and manuals however excludes membership. This course will be covering the Land Law unit.	Tue 27 Sep 2022	30 wks	Truro College	18:00 - 21:00	£800



### STAY CONNECTED @FSITRUROPENWITH

Keep up-to-date with the latest news and events on social media





# UNIVERSITY LEVEL SUCCESS SHORT COURSES

SUCCESS short courses are modules taken from university level qualifications or bespoke short courses that have been developed to tackle the needs of employers and are accredited by the University of Plymouth. Each has been hand-picked to provide a stand-alone short course that enhances skills and knowledge, while also offering the opportunity for learners to decide if progressing to a full university level course is right for them.

**FREE TASTER SESSIONS:** The College holds free taster sessions for SUCCESS Short Courses that are part-funded by the ESF Widening Participation Through Skills project. To register your place email [success@truro-penwith.ac.uk](mailto:success@truro-penwith.ac.uk)



BUSINESS & LAW				
Progression Course: Truro & Penwith College FdA/HNC Business and the University of Plymouth CPD Award				
Course	Duration	Cost	Start Date	Free Taster
<b>Business Management &amp; HR - Level 4</b> Aimed at those working in, or interested in working in, Human Resources and for individuals whose roles involve organisation and management responsibilities. How the structure, culture and management of a business impacts upon its success. An industry expert from a HR and Career Consultancy Company will be working alongside our tutor to deliver the HR aspect of the course.	5 days over 10 or 12 weeks	£830	Sep 2022	Jul 2022 Nov 2022
<b>Project Management for Business - Level 4</b> Aspiring project managers, or practising project managers will gain the knowledge to implement good practice throughout the whole project lifecycle, thereby preventing project failure and increasing delivery efficiency. Learners will develop skills to present, evaluate and interpret qualitative and quantitative data, communicate results with structured coherent arguments and gain transferable management skills to support career development.	5 days over 10 or 12 weeks	£830	Oct 2022	Jul 2022 Nov 2022
<b>Event Management - Level 4</b> The course will enable individuals working or looking to work in the events industry to gain a formal qualification, whilst developing knowledge and practical skills for planning and delivering successful events. The course covers finance and budgeting, marketing and promotion, health and safety issues and responsibilities.	5 days over 10 or 12 weeks	£830	Sep 2022	Jul 2022 Nov 2022



## STAY CONNECTED

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Keep up-to-date with the latest news and events on social media



## BUSINESS & LAW

Progression Course: Truro & Penwith College FdA/HNC Business and the University of Plymouth CPD Award

Course	Duration	Cost	Start Date	Free Taster
<b>The Digital Marketing Opportunity - Level 4</b> Aimed at those that have or are interested in having responsibility for digital marketing or are interested in learning more about the benefits of adopting a digital marketing strategy. Learners will increase awareness of the benefits of adopting a dynamic digital strategy within a business. They will identify 'digital' consumer behaviour, how businesses can develop ethical targeting strategies and learn to evaluate how traditional marketing techniques can enhance and complement digital strategies.	5 days over 10 or 12 weeks	£830	Sep 2022	Jul 2022 Nov 2022
<b>Marketing &amp; Public Relations - Level 5</b> Suitable for business owners or managers and those who need a more advanced, strategic understanding of the marketing process and how it is used to develop a business or organisation. It is particularly relevant to those who need to build their business's reputation in the media through public relations and devise and implement a successful marketing strategy for a product or service and learn how to maximise the value of PR using professional techniques.	5 days over 10 or 12 weeks	£830	Sep 2022	Jul 2022 Nov 2022

## MEDIA & PHOTOGRAPHY

Progression Course: Truro & Penwith College FdA Film, Media & Photography and the University of Plymouth CPD Award

Course	Duration	Cost	Start Date	Free Taster
<b>L4 Photographic Techniques - Level 4</b> Focuses on establishing practical photography skills. Learners will use a range of technologies and apply them to a range of situations both on location and in the photographic studio. The practical experiences will lead to the production of images and supporting work in response to set briefs.	5 days over 10 or 12 weeks	£830	Sep/Oct 2022	Jul 2022 Nov 2022
<b>Visual &amp; Graphic Techniques - Level 4</b> Introduces the principles and practices of graphic design as applied to still and moving image products. This will be achieved through image, colour theory, font style and expressive and imaginative manipulation of visual imagery. Learners gain skills that develop their application of the line, layout, texture, space, structure, composition and motion of graphics.	5 days over 10 or 12 weeks	£830	Sep/Oct 2022	Jul 2022 Nov 2022
<b>Moving Images - Level 4</b> This module introduces essential practical skills for moving image production. Students will be introduced to a range of equipment to enable them to record moving image and sound, and learn about camera, audio and lighting techniques. They will explore simple editing techniques and produce short video products.	5 days over 10 or 12 weeks	£830	Sep/Oct 2022	Jul 2022 Nov 2022

EMAIL [FUTURESKILLS@TRURO-PENWITH.AC.UK](mailto:FUTURESKILLS@TRURO-PENWITH.AC.UK)

CALL 01872 308000

VISIT [TRURO-PENWITH.AC.UK/FUTURESKILLS](http://TRURO-PENWITH.AC.UK/FUTURESKILLS)



## DESIGN CRAFT

Progression Course: Truro & Penwith College FdA Design Craft Maker and the University of Plymouth CPD Award

Course	Duration	Cost	Start Date	Free Taster
<b>Critical &amp; Contextual Studies (Craft) - Level 4</b> Developing an awareness of design theories and how they influence, inform and contextualise practice, through the study of iconic and contemporary design and craft objects. These will be investigated and analysed through practical and hands-on approaches. Aimed at those working or interested in the principles and practices of design and craft, or for individuals whose roles involve these key responsibilities	5 days over 10 or 12 weeks	£830	Sep/Oct 2022	Jul 2022 Nov 2022

## SPORT & HEALTH

Progression Course: Truro & Penwith College FdSc Rehabilitation, FdSc Health & Nutrition and the University of Plymouth CPD Award

Course	Duration	Cost	Start Date	Free Taster
<b>Nutrition - Level 4</b> This course is for people who want to understand the basic fundamentals of nutrition and the role of nutrition and diet in developing performance. Theoretical and practical application will be delivered including; the importance of the energy balance for health and performance, how to create and modify dietary and nutritional programmes for individuals, the macro-nutrient needs of individuals, body composition for health and the importance of monitoring and evaluation.	5 days over 10 or 12 weeks	£830	Oct/Nov 2022	Jul 2022 Nov 2022
<b>Sports Massage Therapy - Level 4</b> For those interested in working as a Sports Massage Therapist, helping to prevent and manage injury. Develop manual therapy skills through the application of deep tissue massage. Learn and develop skills associated with sport massage and lymphatic drainage. This knowledge will enable students to practice these skills in a clinical environment on individual clients and sporting groups.	5 days over 10 or 12 weeks	£830	Sep/Oct 2022	Jul 2022 Nov 2022



More modules from the University Centre will be available as SUCCESS Short Courses throughout the year. If you are interested in any of the following subjects please email [success@truro-penwith.ac.uk](mailto:success@truro-penwith.ac.uk) for more information:

### ART, DESIGN & MEDIA

- Moving Images Techniques
- Making a Living from Art
- Craft & Design
- Digital Design

### BUSINESS & EDUCATION

- Educational Leadership
- Digital Marketing Planning
- Effective Digital Marketing
- Legal Acumen for Business
- Monitoring & Evaluation

### HEALTH & SOCIAL CARE

- Working in Partnership to Support the Foundations of Mental Health
- Developing Wellbeing in the Community
- Health & Wellbeing
- Health Monitoring & Evaluation

### SPORT & HEALTH

- Principles of Coaching & Learning
- Sports Massage

# UNIVERSITY LEVEL SUCCESS SHORT COURSES



UNIVERSITY OF  
PLYMOUTH

These courses can also be delivered as part of a bespoke package for your business. Get in touch to discover more.

# UNIVERSITY CENTRE TRURO & PENWITH



Home to stunning purpose-built facilities with extraordinary backdrops of coastline and countryside the University Centre Truro and Penwith provides the perfect location for a quality University-level education.

A unique combination of smaller class sizes and well-qualified, highly motivated lecturers provides students with the platform to achieve their career goals.

Visit [truro-penwith.ac.uk/uni](http://truro-penwith.ac.uk/uni) to Download the latest University Centre Truro and Penwith Prospectus and discover more about our wide range of local career-focused courses in:

- Art & Design
- Business & Law
- Computing & IT
- Education
- Engineering
- Nursing & Medical
- Humanities
- Media & Photography
- Science
- Social Science
- Sport & Health
- Higher-Level Apprenticeships
- Pathway courses; Including Access to Higher Education and Success courses to support a return to academic study



# ACCESS TO HIGHER EDUCATION

Your stepping stone to university and a new career, designed to give mature students the necessary grounding to progress on to higher education courses. All courses begin the week commencing Monday 19 September 2022 and run over 30 weeks. Taught sessions run over 3 days a week. If you are over 19 and require an Advanced Learner Loan to cover the course fees, the loan could be written off on completion of a degree level course. If you are aged 19-23 at the start of the course, and do not hold a full Level 3 qualification, your Access course will be fully funded.

Course	Location	Cost
<b>Access to HE Science</b> Students will study Biology, Chemistry, Maths and will plan and implement a practical project. Students will gain the knowledge and skills necessary to progress to a science or health related degree.	Truro College	£3,384
<b>Access to HE Sport Science</b> Students will study topics such as coaching, fitness, sports therapy, human anatomy, exercise physiology and sports psychology, and in addition will complete a sports science research project.	Truro College	£3,384
<b>Access to HE Medicine</b> Students will study Biology, Chemistry, Physics, Epidemiology and Maths, and will plan and implement a practical project. Students will gain the knowledge and skills necessary to progress to a medicine and health related degree.	Truro College	£3,384
<b>Access to HE Humanities, Teaching &amp; Law</b> Students will study History, Psychology, Sociology and Law/Human Rights. An integrated teaching process allows students to develop the confidence and skills to achieve across a range of humanities and social science subjects.	Truro College	£3,022
<b>Access to HE Humanities</b> Humanities students study English, Psychology and Sociology, which allows learners to progress to a wide range of humanities and social science subjects at undergraduate level.	Penwith College	£3,022
<b>Access to HE Nursing &amp; Human Science</b> Students will study Human Biology, Psychology and Sociology, together with the core subjects. This course is not only for those interested in a career in nursing but can also lead to a wide range of Higher Education courses in health related fields.	Truro College	£3,384
<b>Access to HE Psychology &amp; Social Work</b> The qualification could be suitable for those wishing to become social workers, or to pursue related studies in higher education such as Criminal Psychology, Psychology, Sociology and Social Science.	Truro College	£3,384
<b>Access to HE Health &amp; Social Care</b> Students will gain a qualification that leads into a chosen career in the health and social care sector. Students will study Human Biology, Psychology and Sociology, together with the core subjects.	Penwith College	£3,384
<b>Access to HE Computing &amp; IT</b> Students will study Software Development, Web Design, Networking, Computer Systems and Maths. Students have progressed to a variety of degrees including Computer Security and Web Development.	Truro College	£3,928
<b>Access to HE Creative Media &amp; Photography</b> Students will study photography and moving image alongside other relevant disciplines such as graphic design. The course aims to develop students' portfolios to enable progression to higher education and employment.	Truro College	£3,928
<b>Access to HE Art &amp; Design</b> Students on the Access to Art and Design course will learn to experiment and explore visual language through workshops in order to produce independent and original outcomes.	Truro College	£3,928
<b>Access to HE Creative Arts</b> Designed to allow progression into a plethora of job roles in games development, film production, graphic design, concept art, storyboarding and photography.	Penwith College	£3,928





# MANAGEMENT TRAINING

**WITH THE FUTURE SKILLS INSTITUTE**  
Career & Professional Development

## WE OFFER

- Development options for entry level managers through to senior leaders
- Bespoke training packages
- Programmes designed in partnership with employers
- Business impact: 98% of learners anticipated a positive impact on their role and organisation in 2019/20
- Free student membership to ILM and high quality training materials and resources

**FIND OUT MORE ON PAGE 58**

# FINANCIAL SUPPORT & HOW TO APPLY

For help and support to discover funding to further your career or boost your business contact the Future Skills Adult Learning Team on **01872 308000** or **futureskills@truro-penwith.ac.uk**

## HOW TO APPLY

### BOOK NOW

- Find the course on our website
  - Click on the book now for online bookings
  - Complete the online booking information and make a payment
  - A confirmation email will be sent to you
- or
- Find the course in our brochure - either in person or in discussion with the Future Skills Adult Learning Team on 01872 308000
  - Complete the booking information and make payment either in person or over the telephone with the team
  - A confirmation email will be sent to you

### APPLY ONLINE

- Find the course on our website
- Click on the apply now button next to the course
- Complete the application form
- The Future Skills Adult Learning Team will then be in touch to arrange an interview if required and to discuss funding options or payment instructions
- A confirmation email will be sent to you

### COMMERCIAL BOOKINGS

- Find the course on our website/brochure or speak to one of the team
- You or your company should complete the commercial booking form
- The Future Skills Adult Learning Team will then be in touch to arrange an interview if required and then discuss funding options or payment instructions
- A confirmation email will be sent to you

## FREE TUITION

Learners may be entitled to free tuition on some courses if they fall into any of the following categories:

- Are unemployed and receiving JSA or ESA (in a work activity group)
- Are unemployed and in receipt of Universal Credit
- The learner will gain new Adult Basic Skills in English or Maths, where they don't already have an equivalent qualification
- Are 19 - 23 years old without a full Level 2 or 3 qualification
- Are 19+ employed or self-employed and earning less than £18,525 annually (gross salary)

## 19+ ADVANCED LEARNER LOAN

The 19+ Advanced Learner Loan is available to those over 19-years-of-age who wish to study diplomas or certificates for level 3, 4, 5 or 6. The loan is not means tested, there are no fees to pay upfront and learners will not be required to make repayments until they are earning at least £27,295 per annum.

## UNIVERSITY CENTRE TRURO & PENWITH

Degree-level students benefit from tuition fee and maintenance loans from national Student Finance. The University Centre also offers bursaries of up to £1,000 depending on student circumstances. Visit [truro-penwith.ac.uk/uni](http://truro-penwith.ac.uk/uni) for more information and to download a prospectus.

## SUPPORT FOR EMPLOYERS

Through a range of projects the College is able to offer employers up to 50% funding for the majority of the courses in this brochure, subject to eligibility. Many of our projects support our drive at the forefront of skills development in Cornwall and offer free pilot training to hone the content of new courses developed for the needs of your business and industry, pilot training sectors include: Hospitality, Hair and Beauty, Care and Healthcare, Space and Aerospace, Engineering, Leadership and Management and Digital Skills. Contact us to see how we can support your business.

## EMPLOYING APPRENTICES

Government funding covers 95% of the training costs for SMEs with large employers accessing their Apprenticeship levy funds to make Apprenticeships one of the most cost-effective training options. Find out more at [Gov.uk/employing-an-apprentice/get-funding](http://Gov.uk/employing-an-apprentice/get-funding) and contact us for support and advice.

## HOW TO FIND US

### TRURO COLLEGE

Truro College | College Road | Truro | Cornwall | TR1 3XX

### PENWITH COLLEGE

Penwith College | St Clare Street | Penzance | Cornwall | TR18 2SA

## PROUD TO WORK WITH



## COME & SEE US: COLLEGE OPEN EVENTS

Truro and Penwith College holds many Open Events throughout the year where you can meet members of the Future Skills Institute Team for a face-to-face conversation. Discover why we're Outstanding:

### TRURO COLLEGE

**SAT 05 NOV 2022 OPEN DAY** 10AM - 3PM

**THU 12 JAN 2023 OPEN EVENING** 5PM - 8PM

**THU 19 JAN 2023 IB INFO EVENING** 7PM

**SAT 04 MAR 2023 OPEN MORNING** 10AM - 1PM

**THU 04 MAY 2023 OPEN EVENING** 5PM - 8PM

### PENWITH COLLEGE

**THU 20 OCT 2022 OPEN EVENING** 5PM - 8PM

**SAT 19 NOV 2022 OPEN DAY** 10AM - 3PM

**TUE 24 JAN 2023 OPEN EVENING** 5PM - 8PM

**SAT 18 MAR 2023 OPEN MORNING** 10AM - 1PM

**THU 18 MAY 2023 OPEN EVENING** 5PM - 8PM

## GET IN TOUCH

**Call us:** 01872 308000

**Visit us:** [truro-penwith.ac.uk/futureskills](http://truro-penwith.ac.uk/futureskills)

**Email us:** [futureskills@truro-penwith.ac.uk](mailto:futureskills@truro-penwith.ac.uk)

**Find us on social:** @FSITruroPenwith

If you require this document in any other format please contact Truro and Penwith College on 01872 308000.

