YOUR FUTURE STARTS HERE:
Adult Learning and Apprenticeship Programmes, designed to deliver future skills for re-training, upskilling, career development and business solutions.
Welcome to our 2024/25 Career and Professional Development Guide, a learning offer that I am thoroughly pleased to share with you as the College continues to make huge strides in developing first-class facilities, including our new STEM and Health Skills Centre in Bodmin, and adult learning options directly linked to key employment and skills strategies and our business partnerships.

The Career and Professional Development provision offered by Truro and Penwith College encompasses Skills Bootcamps, industry-recognised professional qualifications, essential skills programmes, targeted and tailored masterclasses and workshops, Apprenticeships and our University Centre offer; reflecting both our breadth as an institution and specialisms in skills development for key industries, including Construction, Engineering, Hospitality and Health.

Having worked closely with the Federation of Small Businesses on the creation of the Local Skills Improvement Plan for Cornwall and the Isles of Scilly, the College is delighted to be leading Cornwall’s £2.5 million investment from the Department for Education’s Local Skills Improvement Fund (LSIF), that will see our county benefit from infrastructure and facility improvements and the introduction of innovative skills training in the priority areas of Construction and Retrofit and Manufacturing, Engineering and Marine.

The College continues to be Cornwall’s only professional training centre to be accredited by the Chartered Institute of Marketing (CIM), Chartered Institute of Personnel and Development (CIPD) and the Institute of Leadership and Management (ILM) for its Marketing, Human Resources and Leadership and Management qualifications.

Employer engagement in, and feedback from, our offer of Bespoke Solutions remains incredibly positive, with local businesses able to work with our expert teams to craft programmes that blend content specific to their organisation with professional qualifications, coaching or improvement projects.

Achieving quality and excellence is at the heart of everything we do. Earlier this year we were delighted to be recognised by the Department for Education (DfE) as Cornwall’s only Expert Apprenticeship Provider, one of only five FE Colleges to have achieved this status across the UK.

This accolade was shortly followed by the release of Apprenticeship Achievement Rate data from the DfE that placed Truro and Penwith College as the very top college in Cornwall and Devon for learner achievement.

Thanks to our new Apprenticeship Expert status, and the additional influence and capabilities that this status affords, we now look forward to working even more closely with the DfE and our employer partners to continually develop the very best Apprenticeship programmes for the future of Cornwall.

We are grateful to all our partners in Cornwall’s business community who are pivotal in shaping our provision and in doing so their future workforce. I encourage businesses large and small to complete our Partnership Pledge online and talk to our dedicated staff about the opportunities available.

I look forward to working with you all as we shape Cornwall’s future together.

Martin Tucker
Truro and Penwith College Principal

Details correct at the time of publication. Courses and other programmes may be modified if necessary. Programmes of study are subject to the approval and regulations of awarding bodies. Please contact the Future Skills Team or see online for up-to-date information.
Engaging and thought-provoking masterclasses, supporting continuous professional development for leaders and managers who are interested in developing themselves and others.

### Course Title & Description

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assertiveness and Challenging Conversations</td>
<td>Bodmin</td>
<td>1 Day</td>
<td>10/10/2024</td>
<td>09:30 – 16:30</td>
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<td>Bodmin</td>
<td>1 Day</td>
<td>01/05/2025</td>
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<td>Introduction to Coaching and Mentoring</td>
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<td>17/09/2024</td>
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<td>Introduction to Equality and Diversity in the Workplace</td>
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<tr>
<td>Minute Taking</td>
<td>Truro</td>
<td>Half-Day</td>
<td>03/10/2024</td>
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<tr>
<td>Presenting with Confidence – NEW</td>
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<td>Half-Day</td>
<td>15/11/2024</td>
<td>09:00 – 12:00</td>
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</tbody>
</table>

Bite-sized introductory skills workshops; ideal for those starting their learning journey or seeking to refresh core business skills.

### Course Title & Description

<table>
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<tr>
<th>Course Title &amp; Description</th>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Equality and Diversity in the Workplace</td>
<td>Bodmin</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>09:30 – 16:30</td>
<td>£125</td>
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</table>

**Notes:**
- **Fee** includes all materials, refreshments, and certification where applicable.
- **Time** refers to the start and end time of each course.
- **Duration** indicates the length of the course in days.
- **Location(s)** lists where the course will be held.
- **Start Date(s)** specifies the date the course will begin.

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**PROFESSIONAL WORKSHOPS**

**Presenting with Confidence – NEW**
This course is for managers and supervisors who would like to develop confidence and improve effectiveness in delivering briefings and presentations. The seminar provides team leaders and managers with an understanding of how to plan, prepare and deliver effective briefings and presentations. Individuals will learn a number of tools and techniques to improve their own confidence and abilities.

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** Assertiveness and Challenging Conversations**
This course has been designed to assist managers, team leaders and team members in developing their skills in assertiveness. It is also for those who find managing situations within the workplace challenging. You will bolster existing skills whilst also discovering different techniques to enhance your ability to handle and resolve demanding situations.

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**Boosting Performance – NEW**
This seminar is perfect for team leaders and managers who wish to understand how to gain maximum value from appraisal and performance management. You’ll develop understanding of best practice, whilst supporting your ability to optimise team and individual performance. Candidates may wish to progress onto the ILM Level 2 Award in Leadership and Team Skills, ILM Level 3 Award in Leadership and Management or ILM Level 3 Award in Effective Coaching.

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**Developing Confidence and Resilience**
This course is for anyone with an interest in or responsibility for building and maintaining an effective team. In an increasingly competitive job market, retaining existing and obtaining emerging talent is crucial to maintaining success. Attendees will gain a renewed perspective on how to become a genuine employer of choice for incoming and current team members.

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**Effective Time Management**
This course will introduce you and fellow learners to a variety of techniques to enable enhanced time management, helping to improve personal organisation and productivity. The skills you’ll discover will greatly assist your development and progression in the workplace; bolstering your confidence within the professional environment.

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**Emotional Intelligence in the Workplace**
Recognising that emotions underpin all behaviours in the workplace is integral to managing relationships. Join this course to explore the different aspects and facets of emotional intelligence and how these can be used constructively within your organisation. This seminar will introduce you to the leading ‘Emotional Behaviours at Work’ assessment tool – a structured coaching process that develops the skills of all team members.

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**Leading Change – NEW**
Changes within an organisation and workplace can be difficult to navigate. This interactive course will explore ways in which barriers erected during innovation can be identified and practically overcome. The programme considers various components relating to organisational changes and offers advice applicable to both organisations as a whole and individual team members.
PREPARATION FOR STUDY

Fully-funded taster and development sessions; specifically designed to raise awareness and aspirations and prepare Adult Learners to engage in Career and Professional Development courses.

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Get into Teaching Taster</td>
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<td>Half-Day</td>
<td>03/09/2024</td>
<td>09:30 – 13:00</td>
<td>Free</td>
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<tr>
<td>Are you thinking about a career in teaching but not sure where to start? Whether you do not currently have a degree, or you do and are looking for the next step, during your session you will be able to speak to an Education lecturer and receive a practical introduction to learning, teaching and assessment, an overview of pathways into teaching and explore the defining characteristics of a good teacher.</td>
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<tr>
<td>Higher Level Study Skills</td>
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<td>Free</td>
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<tr>
<td>This session will help you to develop and practice a range of skills to help you with your Higher Level studies. You will learn how to: Read around a set topic and reference; plan and develop an answer to a set assignment clearly; find resources and useful information; and manage your workload.</td>
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<tr>
<td>Leadership and Management Taster Day</td>
<td>Tregye Bodmin</td>
<td>Half-Day</td>
<td>10/09/2024</td>
<td>09:30 – 12:30</td>
<td>Free</td>
</tr>
<tr>
<td>This Taster Day is aimed at those working in, or interested in working in, a role that entails leadership and management responsibilities. This session will provide an introduction to the skills, knowledge and techniques that can make you a more successful manager. The tutor will also provide an overview of the Higher Level short courses linked to this subject, which include awards from the Institute of Leadership and Management.</td>
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STAY CONNECTED
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EMAIL FUTURES SKILLS@TRURO-PENWITH.AC.UK | CALL 01872 308000 | VISIT TRURO-PENWITH.AC.UK/FUTURES SKILLS

Supporting the development of a learning and coaching culture within the organisation.

Licensed practitioners of a range of psychometric tools to support individual and team development.

Facilitated small group sessions designed to support problem solving, explore complex issues and develop insightful ways of thinking.

Tailored Training Sessions

Psychometric Assessment Tools

Coaching Training for Managers

Bespoke Solutions

360 Feedback

One-to-One Coaching

Business Improvement

Institute of Leadership and Management Qualifications

Facilitated individual or group projects aimed at developing skills, knowledge and building relationships whilst delivering projects that add value to the organisation.
**Course Title & Description**

**Skills Bootcamp for Future Leaders**
Please refer to the content on Page 15.

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>Bodmin</td>
<td></td>
<td>04/06/2025</td>
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</table>

**ILM Level 2 Award in Leadership and Team Skills**
Providing learners with skills to lead, organise and motivate a team, this course boosts performance as a team member and helps to make the transition to a team leader. It will help build and broaden the team skills learners already have. To gain the award, learners need to complete three work-based assignments. This course requires self-study outside of the scheduled sessions.

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<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>Tregye</td>
<td></td>
<td>07/05/2025</td>
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</table>

**ILM Level 3 Certificate in Principles of Leadership and Management**
This course includes the content required for the Level 3 Award and then builds on that foundation to introduce skills needed for long term management success. This includes further understanding of the role and impact of a leader; training and coaching a team and planning and managing change. You will ultimately become more adept in self-development and problem solving.

<table>
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<tr>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
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**ILM Level 5 Award in Leadership and Management**
This programme is designed for practising middle and senior managers. By attending this course, learners will develop skills in core leadership and management techniques to drive better results, develop strategic thinking as well as operational management skills to foster business improvement, and enhancing ability to lead, motivate and inspire. Successful completion gains learners an internationally recognised qualification.

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<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tr>
<td>Bodmin</td>
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<td>02/04/2025</td>
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**ILM Level 7 Award in Leadership and Management**
This programme is designed to enable existing senior managers, operating at a strategic level, to increase organisational and personal impact. The programme focuses on improving critical thinking, emotional intelligence and self-awareness. A key element of the course involves taking part in feedback to inform your own personal development.

<table>
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<tr>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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**Professional and industry-recognised qualifications that will accelerate and advance any career and develop your workforce across all sectors.**
### Project Management

**Course Title & Description**

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
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</table>

**ILM Level 3 Award in Effective Coaching**

This course provides a thorough introduction to coaching practices and techniques and involves significant practical experience to help learners develop key coaching skills. Participation in this course will provide an excellent foundation of coaching principles. The course consists of five classroom days over three months, plus completion of three assignments.

<table>
<thead>
<tr>
<th>Location(s)</th>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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</thead>
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<td>09:00 – 17:00</td>
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**ILM Level 5 Certificate in Effective Coaching and Mentoring**

This qualification is for managers and those with significant responsibility for effective coaching and mentoring in their daily role within an organisational context. This award has also been crafted for individuals who wish to move into a development role or start a career as a freelance coach or mentor.

<table>
<thead>
<tr>
<th>Location(s)</th>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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### Functional Skills

**Course Title & Description**

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<th>Duration</th>
<th>Start Date(s)</th>
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**Level 1 Functional Skills in English**

This course will build the confidence needed to tackle commonly recurring challenges with English skills. Level 1 English is popular for people who need to improve their skills before starting Level 2 English.

<table>
<thead>
<tr>
<th>Location(s)</th>
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<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
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<tbody>
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<td>PenWith</td>
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<td>07/05/2025</td>
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<td>Free</td>
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**Level 2 Functional Skills in English**

This course is designed to build confidence and ensure that an individual has the basic applied skills to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness.

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<th>Location(s)</th>
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<tbody>
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<td>07/05/2025</td>
<td>09:00 – 12:00</td>
<td>Free</td>
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</table>

**Level 1 Functional Skills in Mathematics**

Functional Skills Maths enables learners to gain confidence and fluency in mathematics and support them to learn underpinning skills, real-life application to increase confidence and improve career prospects.

<table>
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<tr>
<th>Location(s)</th>
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<th>Time</th>
<th>Fee</th>
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<tbody>
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<td>PenWith</td>
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<td>Truro</td>
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<td>PenWith</td>
<td>6 Weeks</td>
<td>08/05/2025</td>
<td>09:00 – 12:00</td>
<td>Free</td>
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</table>

**Level 2 Functional Skills in Mathematics**

Functional Skills Maths Level 2 is an alternative to GCSE Maths for those who learn better with practical, real-life examples. Learners will develop behaviours such as persistence and logical thinking as they apply mathematical tools and approaches.

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<tr>
<td>Truro</td>
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<td>09:00 – 12:00</td>
<td>Free</td>
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<td>6 Weeks</td>
<td>08/05/2025</td>
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**Level 1 Digital Functional Skills**

This course will build the confidence needed to tackle commonly recurring challenges with English skills. Level 1 Digital Functional Skills is popular for people who need to improve their skills before starting Level 2 Functional Skills.

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<tr>
<th>Location(s)</th>
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<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Truro</td>
<td>10 Weeks</td>
<td>01/10/2024</td>
<td>10:00 – 12:30</td>
<td>£300</td>
</tr>
</tbody>
</table>
### GCSE Courses

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>GCSE Biology</td>
<td>Truro, Penwith</td>
<td>30 Weeks</td>
<td>10/09/2024 - 10/09/2024</td>
<td>17:30 – 20:30 / 18:00 – 21:00</td>
<td>£362</td>
</tr>
<tr>
<td>GCSE English</td>
<td>Truro, Penwith</td>
<td>30 Weeks</td>
<td>09/09/2024 - 09/09/2024</td>
<td>16:30 – 18:30</td>
<td>Free*</td>
</tr>
<tr>
<td>GCSE Mathematics – Foundation Tier</td>
<td>Penwith, Truro</td>
<td>30 Weeks</td>
<td>09/09/2024 - 10/09/2024</td>
<td>16:00 – 19:00</td>
<td>£405</td>
</tr>
<tr>
<td>GCSE Mathematics – Higher Tier</td>
<td>Truro</td>
<td>30 Weeks</td>
<td>09/09/2024</td>
<td>17:00 – 20:00</td>
<td>Free*</td>
</tr>
</tbody>
</table>

### ESOL (English for Speakers of Other Languages)

Are you, or staff within your business, a non-native English speaker living and/or working in the UK who would benefit from improving the communication skills needed personally and professionally?

ESOL courses are for individuals whose first language is not English. Our learners include people who are living in Cornwall and working in local businesses or who are studying on other courses and looking for extra language support. Others are looking for work or visiting the UK for a short time to improve their language skills.

We welcome people with all levels of ability on our friendly ESOL courses where we cater for a wide range of abilities at a variety of levels. 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.

All of our courses are taught by professionally qualified and experienced tutors who offer one-to-one tutorial sessions and help you to access other staff and services in the college which can support you with your progression.

- Beginners to advanced level
- Face-to-face delivery
- Reading, writing, speaking and listening
- Grammar, vocabulary and pronunciation
- English, Maths and Employability Skill qualifications
- Online or bespoke options for businesses available on request
- Flexible start dates

All learners attend a pre-course level assessment and guidance session to determine the appropriate course for them to attend.

There is a standard fee of £100 per month for enrolment onto an ESOL course however funding may be available when learners are ready to undertake accredited Functional Skills qualifications.

The programmes below are offered on a rolling basis, with learners able to start the weekly taught sessions throughout the academic year:

- ESOL Beginners Basic Communication
- ESOL Elementary
- ESOL Pre-Intermediate
- ESOL Intermediate
- ESOL Upper Intermediate/Advanced
- ESOL Advanced Conversation for Improvers
- Cambridge ESOL Exam Skills Workshop

### Multiply

“Thanks to Multiply, I wake up excited about attending a maths class, something I never thought possible. Their ability to simplify concepts that once seemed like a minefield is truly remarkable.” Taor

If you’re aged 19+ and don’t have a Maths GCSE grade 9-4 (A* - C) now is the time for Multiply support!

We are part of the National ‘Skills for Life’ campaign to bring more people back into learning maths! Through Multiply, we want to boost people’s confidence and ability to use maths and numbers effectively in daily life, at home and work.

Our team will:
- Help you prepare for your Maths GCSE
- Help you get ahead of the game ready for next year!
- Reduce maths anxiety
- Contextualise maths
- Boost your maths confidence
- Make maths fun

It’s time to unlock your potential and revisit these skills for life!
<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 3 Emergency First Aid in the Workplace</td>
<td>Truro Bodmin Penwith Truro Bodmin Penwith</td>
<td>1 Day</td>
<td>09/09/2024 14/10/2024 29/11/2024 21/01/2025 04/04/2025 25/06/2025</td>
<td>09:00 – 16:00</td>
<td>£60</td>
</tr>
<tr>
<td>Level 3 First Aid at Work</td>
<td>Truro Bodmin Penwith Truro Bodmin Penwith</td>
<td>3 Days</td>
<td>23/09/2024 09/12/2024 26/02/2025 14/05/2025 16/06/2025</td>
<td>09:00 – 16:00</td>
<td>£180</td>
</tr>
<tr>
<td>Level 3 Paediatric First Aid</td>
<td>Truro Bodmin Penwith Truro Penwith</td>
<td>2 Days</td>
<td>28/08/2024 10/09/2024 10/02/2025 12/06/2025</td>
<td>09:00 – 16:00</td>
<td>£120</td>
</tr>
<tr>
<td>Level 2 Award in Health and Safety in the Workplace</td>
<td>Penwith Truro Bodmin</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td>Level 3 Award in Health and Safety in the Workplace</td>
<td>Truro Bodmin</td>
<td>3 Days</td>
<td>Dates on Request</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td>Level 2 Award in Principles of COSHH</td>
<td>Truro Bodmin</td>
<td>Half-Day</td>
<td>Dates on Request</td>
<td>Dates on Request</td>
<td>09:00 – 13:30</td>
</tr>
<tr>
<td>Level 2 Award in Principles of Manual Handling</td>
<td>Penwith Truro Bodmin</td>
<td>Half-Day</td>
<td>Dates on Request</td>
<td>Dates on Request</td>
<td>09:00 – 13:30</td>
</tr>
<tr>
<td>Level 2 Award in the Principles of Risk Assessment</td>
<td>Penwith Truro Bodmin</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
</tr>
<tr>
<td>NCFC Level 1 Award in Mental Health Awareness</td>
<td>Truro Bodmin Penwith Truro Penwith</td>
<td>1 Day</td>
<td>17/10/2024 15/01/2025 01/05/2025</td>
<td>Dates on Request</td>
<td>09:00 – 16:00</td>
</tr>
</tbody>
</table>

**Funding**: Skills Bootcamps are FREE for individuals looking to upskill or change career and the Department for Education will cover 90% of the training costs for SME employers and 70% for large employers who want to enrol their staff onto a Skills Bootcamp. For further details regarding Truro and Penwith College’s Skills Bootcamp programme please e-mail futureskills@truro-penwith.ac.uk.

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**Clinical Pathways**

This Skills Bootcamp is aimed at employees within the Health and Social Care sectors and develops clinical knowledge and skills aligned to National Occupational Standards to facilitate career or learning progression, with common core units and specialist pathways for Primary and Social Care.

- **Level 2 Award in Principles of Manual Handling**
  - Penwith Truro Bodmin
  - Half-Day
  - Dates on Request
  - 09:00 – 13:30
  - £55

**Future Chef Manager**

This Skills Bootcamp, which includes the ILM Level 3 Award in Leadership and Management, is ideal for chefs aspiring to supervisory or Head Chef roles and covers leadership, people management, finance, HR, communications, coaching, mentoring and sustainability.

- **Property Maintenance – NEW**
  - This new Skills Bootcamp has been designed to directly respond to Social Housing provider requirements for multi-skilled staff who can efficiently undertake a range of maintenance tasks for their housing stock.
  - Truro
  - 11 Weeks
  - 04/09/2024
  - 09:00 – 16:30
  - £2609*

**Retrofit Readiness – NEW**

This new Skills Bootcamp has been developed to upskill Construction professionals in the key skills and competencies required to Retrofit existing properties, including MEES, Solar and PV installation, Insulation and Heat Pumps, and adopt modern methods of Construction.

- **Welding and Fabrication**
  - This Skills Bootcamp utilises Virtual Reality and industry-simulated facilities to develop practical skills and knowledge in a comprehensive range of topics, including MIG and TIG welding, consumables, components, gases and methods for post-weld processes, with Welding status certified upon successful completion.
  - Truro
  - 10 Weeks
  - 27/09/2024
  - 09:00 – 16:30
  - £2910*

---

**Future Leaders – NEW**

This innovative new Skills Bootcamp, which includes the ILM Level 3 Award in Leadership and Management, is for emerging professionals from any sector with high leadership potential and develops skills and understanding in self and sustainable leadership to facilitate progression.

- **Future Chief Manager**
  - This Skills Bootcamp, which includes the ILM Level 3 Award in Leadership and Management, is ideal for chefs aspiring to supervisory or Head Chef roles and covers leadership, people management, finance, HR, communications, coaching, mentoring and sustainability.
  - Truro
  - 13 Weeks
  - 04/09/2024
  - 09:00 – 16:00
  - £2755*

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  - Truro
  - 11 Weeks
  - 04/09/2024
  - 09:00 – 16:30
  - £2609*
CONSTRUCTION

Course Title & Description | Location(s) | Duration | Start Date(s) | Time | Fee
---|---|---|---|---|---
Skills Bootcamp in Property Maintenance – NEW | Truro | One Day | 03/02/2025 | 09:00 – 16:00 | £450
Introduction to Retrofit Readiness – NEW | Truro | Half-Day | 18/09/2024 | 09:00 – 13:00 | £80
City and Guilds Level 2 Award in Retrofit – NEW | Truro | 10 Weeks | 30/09/2024 | 18:00 – 21:00 | £470
City and Guilds Level 1 Award in Health and Safety in a Construction Environment – NEW | Truro | 3 Days | 03/02/2025 | 09:00 – 16:00 | £75
Hard Hat Ready - NEW | Truro | Dates on Request | 28/04/2025 | 08:30 – 16:30 | Free
Introduction to Building Regulations - NEW | Truro | Half-Day | 28/04/2025 | 09:00 – 12:00 | £20
Introduction to External Wall Insulation - NEW | Truro | 1 Day | 21/08/2024 | 09:00 – 16:00 | £120
Introduction to BIM – NEW | Truro | Half-Day | 18/09/2024 | 09:00 – 13:00 | £80
Skills Bootcamp in CAD – NEW | Truro | Half-Day | 29/04/2025 | 09:00 – 13:00 | £80
Introduction to CAD – NEW | Truro | Half-Day | 06/10/2024 | 09:00 – 13:00 | £80

ENGINEERING AND MANUFACTURING

Course Title & Description | Location(s) | Duration | Start Date(s) | Time | Fee
---|---|---|---|---|---
Skills Bootcamp in Welding and Fabrication | Bodmin | 10 Weeks | Dates on Request | 18:00 – 21:00 | £500
City and Guilds Level 1 Award in Introductory Welding | Truro | 8 Weeks | 30/09/2024 | 18:00 – 21:00 | £500
City and Guilds Level 2 Award in Welding | Truro | 10 Weeks | 13/01/2025 | 18:00 – 21:00 | £750
City and Guilds Computer Aided Design (CAD) Level 1 (SolidWorks) | Bodmin | 10 Weeks | Dates on Request | 18:00 – 21:00 | £200
City and Guilds Computer Aided Design (CAD) Level 2 (SolidWorks) | Bodmin | 15 Weeks | Dates on Request | 18:00 – 21:00 | £360
City and Guilds Computer Aided Design (CAD) Level 3 (SolidWorks) | Bodmin | 15 Weeks | Dates on Request | 18:00 – 21:00 | £410

WHAT IS LSIP?

The Local Skills Improvement Plan (LSIP) for Cornwall and the Isles of Scilly was commissioned by the Department for Education and created by the Federation of Small Businesses to identify actionable priorities to drive employer-led change in local curriculum provision and facilitate and, in consequence, support learners to access the skills needed for employability and career progression.

For Cornwall and the Isles of Scilly, Construction and Retrofit and Manufacturing, Engineering and Marine have been identified as the two priority sectors for strategic investment and focus, alongside cross-sector digital, green and employability skills.

To respond to the ambitions set out in the LSIP, Truro and Penwith College has successfully led and secured £2.5 million for Cornwall and the Isles of Scilly from the Department for Education’s Local Skills Improvement Fund and is working with local partners to utilise this investment to provide the infrastructure, facilities and innovative training required for current and emergent business needs.
**Course Title & Description**  
**Location(s)**  
**Duration**  
**Start Date(s)**  
**Time**  
**Fee**  

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
</table>
| **ABC Level 2 Award in MOT Testing (Classes 4 and 7)**  
This qualification develops the high-level practical skills and knowledge needed for MOT Testing and contains mandatory, generic pre-test and classes 4 and 7 MOT Test units. Learners must have a current full UK driving licence for the identified test vehicle class, four years’ minimum mechanical experience, no convictions and be ‘of good repute’.  
| Truro | 4 Days | 19/08/2024  
10/09/2024  
21/10/2024  
18/11/2024  
09/12/2024 | Dates on Request | 08:30 – 17:30 | £850 |

| **MOT Accredited Technician (Non-Qualified)**  
This is an equivalent accreditation for Automotive technicians who wish to demonstrate Level 3 knowledge and practical competence but who do not hold a formal Level 3 qualification and enables entry onto the ABC Level 2 Award in MOT Testing.  
| Truro | 1 Day | 06/09/2024  
03/10/2025 | Dates on Request | 08:30 – 17:30 | £350 |

| **MOT Tester Annual Assessment and CPD**  
This course includes the annual training content and mandatory assessment that is required to maintain nominated tester status. The course is suitable for existing Light Vehicle (classes 3, 4, 5 & 7) MOT nominated testers who wish to prepare for, and then complete, the DVSA-MOT Annual Training and Annual Assessment.  
| Truro | Half Day | Dates on Request | 16:30 – 21:00 | £95 |

| **IMI Award in ADAS (Advanced Driver Assist Systems)**  
This qualification develops the knowledge and skills to work safely whilst carrying out diagnostic, testing, calibration and repair activities to Advanced Driver Assistance Systems (ADAS) to complement existing industry qualifications. Leaders will need experience in vehicle maintenance and repair, accident repair and auto-glazing at Level 2 or equivalent.  
| Truro | 2 Days | Dates on Request | 08:30 – 17:30 | £570 |

| **IMI Level 1 Award in Electric/Hybrid Vehicle Awareness**  
This course is designed to provide an introduction to safe working practices, hazards associated with high energy electrical systems and required precautions.  
| Truro | Half-Day | Dates on Request | 09:00 – 13:00 | £190 |

| **IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities**  
This Award is designed to develop the knowledge and skills required to work safely on Electric/Hybrid vehicles whilst carrying out routine maintenance and repair activities.  
| Truro | 1 Day | Dates on Request | 08:30 – 17:30 | £385 |

| **IMI Level 2 Award in Vehicle Hazard Management for Emergency and Recovery Personnel**  
This qualification is specifically designed for professionals who may encounter accident damaged or broken-down electric/hybrid vehicles and covers how to work safely around a vehicle that may have or had damage to its high energy/electrical system.  
| Truro | 2 Days | Dates on Request | 08:30 – 17:30 | £385 |

| **IMI Level 3 Award in Automotive Refrigerant Handling**  
This Defra-approved qualification offers a single unit solution that provides experienced automotive Mobile Air Conditioning (MAC) technicians with evidence that they meet the minimum F-gas requirement (ECB42/2006 and annex EC307/2008).  
| Penwith | 10 Weeks | Dates on Request | 18:30 – 20:30 | £300 |

| **IMI Level 3 Award in Electric/Hybrid Vehicle System Repair and Replacement**  
This qualification is designed for professionals who may encounter electric/hybrid vehicles within a routine maintenance situation and develops the knowledge and skills required to work safely on Electric/ Hybrid vehicles whilst carrying out diagnostic, testing and repair activities, which may have incurred high energy/electrical system damage.  
| Truro | 3 Days | Dates on Request | 08:30 – 17:30 | £500 |

| **IMI Level 4 Award in the Diagnosis, Testing and Repair of Electric/Hybrid Vehicles and Components (VRQ)**  
This award is designed for technicians who maintain and repair electric/hybrid high voltage vehicle systems and components to develop the knowledge and skills required to work on live high-voltage vehicle electrical components and systems.  
| Truro | 3 Days | Dates on Request | 08:30 – 17:30 | £730 |

**GREEN SKILLS**

Funded by the UK Shared Prosperity Fund, Truro and Penwith College is a delivery partner in The Future is Green project, which is dedicated to driving the transition towards a sustainable future by providing part or fully-funded training opportunities that respond to employer needs and upskill the labour force required for the future green economy.

For further information e-mail futureskills@truro-penwith.ac.uk

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
</table>
| **Carbon Literacy**  
This course is ideal for anyone who wishes to become a Carbon Literate citizen and understand the effects of climate change and how to lower their carbon footprint. Each learner is awarded a uniquely coded Carbon Literacy certificate upon completion of the course.  
| Tregye | Half-Days | Dates on Request | 09:00 – 13:00 | £150 |

| **Introduction to Renewables**  
This short course aims to introduce the core principles of renewable energy, outline the various types of renewable energy available today and look forward to future green energies. It will also look at the best options for domestic application.  
| Truro | Half-Day | Dates on Request | 09:00 – 13:00 | £60 |

**WHAT IS SCAP?**

Cornwall’s Sustainable Construction Advisory Panel (SCAP) was established by Truro and Penwith College in 2013 to act as a regional steering group to advise, influence and steer sustainable construction, training, development, and education in the region, helping to formulate a coordinated and urgently needed response to the climate crisis.

Comprised of industry leaders in construction, social housing, renewables and training and education, SCAP meets on a quarterly basis with previous meetings focused on housing decarbonisation, retrofit and the technologies involved, and where gaps and potential opportunities may lie in the supply chain and workforce.
DIGITAL SKILLS PROGRAMMES

Course Title & Description | Location(s) | Duration | Start Date(s) | Time | Fee
--- | --- | --- | --- | --- | ---
Skills Bootcamp in Digital Marketing | Tregye | 10 Weeks | 01/10/2024 | 09:00 | £300
Level 1 Digital Functional Skills | Truro | 30 Weeks | 17/09/2024 | 09:00 | £510
CompTIA Network+ | Truro | 10 Weeks | 24/09/2024 | 09:00 | £180
Digital Arts | Truro | 10 Weeks | 24/09/2024 | 09:00 | £125

WHAT IS DIGITAL FUTURES?
Cornwall has the fastest growing tech sector in the South West. This is creating an increasing demand for digital skills which cannot currently be met locally. Digital Futures aims to harness that growth and convert it into economic opportunity for the region by developing a pipeline of talent.

Working with employers to understand current and future needs, Digital Futures aims to:
- Empower the workforce
- Co-develop blended learning opportunities to create a sustainable pool of skilled professionals
- Encourage new talent via an outreach programme

Digital Futures is for anyone aged 16+, living in Cornwall and the Isles of Scilly with the right to work.

Part-funded by the UK Shared Prosperity Fund, Truro and Penwith College is leading the Digital Futures project to build and transform digital workforce skills for today and tomorrow across Cornwall and the Isles of Scilly, with part or fully funded training opportunities available.

For further information e-mail digitalfutures@truro-penwith.ac.uk

DIGITAL SKILLS PROGRAMMES

Copywriting and Content Creation
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.

| Online | Tregye | 1 Day | 15/10/2024 | 09:00 | £125 | 16:00 |
| Online | Truro | 1 Day | 19/11/2024 | 09:00 | £125 | 16:00 |

Creating Engaging Content for Blogs and Social Media
This business seminar is for those responsible for creating content and writing copy for the web, including content for websites, blogs and social media. Learn how writing copy for digital platforms differs from print; how to write engaging, SEO rich copy; and best headlines and structuring content whilst keeping your brand voice and message.

| Tregye | Half-Day | 18/03/2025 | 13:00 | £65 | 16:00 |

Digital Accessibility
Designed for those responsible for updating and maintaining your company's website, social media and communication channels, this seminar will develop your understanding of the importance of web accessibility requirements. Identify areas for improvement within your existing platforms and begin your journey to enhancing digital accessibility for individuals with disabilities and barriers to interacting with content.

| Truro | 1 Day | 16/09/2024 | 09:00 | £125 | 16:00 |

Facebook Ads and E-mail Marketing
Advertising through platforms such as Facebook and Instagram, in addition to existing methods such as e-mail, is an increasingly important element in all forms of business. This course will introduce the practices and principles of Facebook and Instagram marketing, using Meta Business Suite, and assistance on how to effectively monitor your advertisements.

| Truro | 1 Day | 12/11/2024 | 09:00 | £125 | 16:00 |

Introduction to SEO
This course will introduce you to the key tools and techniques of Search Engine Optimisation (SEO). You will enhance your existing understanding of the value SEO possesses across the business sector and stimulate a developing aptness in measuring success in this area. In an increasingly digitalised world, SEO poses an opportunity for amplified growth and exposure for all organisations.

| Online | 2 Half-Days | 11/02/2025 | 13:00 | £125 | 16:00 |

Marketing Planning
What should be included in a marketing plan and how do you write one? This course will provide learners with a more comprehensive understanding of the various elements involved in marketing planning. From exploring the implementation of a marketing strategy; identifying and achieving goals; competitor research; customisation for varying audiences; and measuring success – you will gain an advanced knowledge on executing an effective marketing plan.

| Online | 2 Half-Days | 05/11/2024 | 13:00 | £125 | 16:00 |

Pitch and Presentation
This seminar is essential for those seeking to enhance their presentation skills and understanding of using the appropriate software when pitching. Covering areas such as market-plan presentation and pitching skills, this interactive programme also includes exercises in preparing a micro-presentation. You will elevate your confidence and develop skills to stand out in the professional environment.

| Truro | 1 Day | 29/10/2024 | 09:00 | £125 | 16:00 |

Website and Social Media Analytics
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 where they can afford to ignore.

| Online | 2 Half-Days | 10/12/2024 | 13:00 | £125 | 16:00 |

WordPress
This seminar is an introduction to editing and managing websites in WordPress and optimisation for SEO. This is for learners who already have a WordPress website and will introduce learners to the WordPress Dashboard and basic editing functions. Learners will also grasp the basics of managing their site’s security and keeping on-top of updates and backups.

| Tregye | Online | 2 Half-Days | 06/11/2024 | 13:00 | £125 | 16:00 |

For further information e-mail digitalfutures@truro-penwith.ac.uk

Find out more
Programmes designed to equip professionals with the specialist skills, knowledge and competencies required to perform and progress in their occupation or sector.

ACCOUNTANCY

Course Title & Description Location(s) Duration Start Date(s) Time Fee

AAT Accounting Level 2 Certificate
This introductory level qualification establishes learners’ understanding of accounting techniques and their application within a professional setting. The modules covered are The Business Environment, Principles of Costing, Introduction to Bookkeeping, and Principles of Bookkeeping Controls. Once completed, students can advance through the levels to gain full AAT membership status.

Truro
Penwith
Truro
35 Weeks
10/09/2024
11/09/2024
12/09/2024
17/09/2024
25/02/2025
17:45 – 21:00
17:45 – 21:00
09:00 – 13:15
17:45 – 21:00
£780

AAT Accounting Level 3 Diploma
This course builds and establishes your knowledge of diverse accounting tasks that you will encounter within the profession, while also enabling future progression to higher levels of qualification. The modules covered are Tax Processes for Business, Management Accounting Techniques, Business Awareness, and Preparation of Financial Statements.

Truro
34 Weeks
10/09/2024
12/09/2024
17:45 – 21:00
09:00 – 13:15
£1950

AAT Accounting Level 4 Diploma
Students who complete this level will attain qualified AAT Technician status. Individuals on this course complete three mandatory modules, and two optional modules. Mandatory modules are Accounting Systems and Controls, Interpreting Financial Statements, and Applied Management Accounting. Optional modules are Cash and Credit Management, Cash and Financial Management, Audit and Assurance, Personal Tax, and Business Tax.

Truro
34 Weeks
10/09/2024
10/09/2024
09:00 – 15:00
17:45 – 21:00
£2300

EARLY YEARS

Course Title & Description Location(s) Duration Start Date(s) Time Fee

NCFE CACHE Level 2 Diploma for the Early Years Practitioner
This qualification meets the Department for Education’s criteria for employment within an Early Years setting, such as a nursery, preschool or children’s centre, and provides the practical skills and knowledge to work with babies and young children. Learners must have a relevant paid or unpaid placement of at least 8 hours per week.

Penwith
34 Weeks
16/09/2024
19/09/2024
09:00 – 13:00
09:30 – 16:00
£1987

NCFE CACHE Level 3 Diploma for the Early Years Workforce (EYE)
This course covers the vocational and academic criteria required to access employment in the Early Years Workforce. Learners are required to work in an Early Years setting in a paid or unpaid capacity for 350 hours over the duration of the qualification.

Penwith
32 Weeks
17/09/2024
17/09/2024
09:00 – 15:00
17:00 – 20:00
£2573

Penwith
32 Weeks
17/09/2024
17/09/2024
09:00 – 13:00
17:00 – 20:00

Penwith
32 Weeks
13/01/2025
21/01/2025
09:30 – 16:00
17:00 – 20:00

Truro
2 Days
23/02/2025
17:45 – 21:00

EDUCATION, TRAINING AND ASSESSING

Course Title & Description Location(s) Duration Start Date(s) Time Fee

LEAP (Leading Education and Aspiration Programme)
This course has been designed with Cornwall Council to support managers and deputy managers in Early Years settings to gain the skills to advance business operations and organisational best practice. LEAP incorporates the ELM Level 3 Award in Leadership and Management alongside bespoke topics relevant to the Early Years sector.

Tregye
12 Weeks
05/09/2024
09:00 – 16:30
£875

City and Guilds Level 2 Certificate in Supporting Teaching and Learning in Schools
This qualification is designed for learning support staff whose responsibilities at work are closely supervised and covers Safeguarding, Child Development and Behaviour Management. Learners must be working in a school in a paid or voluntary capacity for a minimum of eight hours per week.

Truro
32 Weeks
27/09/2024
09:30 – 14:30
£1417

City and Guilds Level 3 Diploma in Specialist Support for Teaching and Learning in Schools
This qualification 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 and who contribute to planning, implementing and evaluating learning activities.

Truro
32 Weeks
27/09/2024
09:30 – 14:30
£2225

Higher Level Teaching Assistant (HLTA) Status
HLTA status is awarded to support staff who meet the national standards and undertakes increased levels of responsibility, including short-term whole class teaching. This course requires two taught days followed by in-school tasks, portfolio completion and a professional discussion. Applicants require a signed Headteacher declaration confirming support.

Truro
2 Days
15/11/2024
09:30 – 16:30
£400

City and Guilds Level 3 Award in Education and Training
This course is for individuals who currently work, have recently started or are interested in a teaching role and covers the core knowledge and skills required in the further education and training skills sector.

Truro
Bodmin
12 Weeks
24/09/2024
23/01/2025
17:30 – 20:30
£400

Train the Trainer
This interactive workshop is for anyone who trains others as part of their role and blends training techniques with opportunities to develop, practice and refresh training skills to ensure the maximum effectiveness of workplace learning. Learners will deliver a micro-teach on the final day for feedback, self-reflection and action planning.

Tregye
Bodmin
3 Days
20/11/2024
09:00 – 17:00
£380

City and Guilds Level 3 Certificate in Assessing Vocational Achievement (CAVA)
This qualification is for practitioners who are required to assess, both in the work environment and in other vocationally related situations. The qualification includes five taught sessions covering understanding assessment principles and practices, the assessor role and cycle and the importance of standardisation. Practitioners will be required to support two learners through their professional development, with observed practice and professional discussions.

Tregye
5 Days
02/10/2024
19/11/2024
09:00 – 16:00
£811

Makaton Levels 1 and 2
Makaton is a signed communication package for use with children and adults with learning difficulties. This course provides a practical introduction to the Makaton Language Programme and Theory and teaches the signs and symbols for Stages 1, 2 and 3 and Additional Parts A and B of the Core Vocabulary.

Truro
4 Weeks
Dates on Request
18:00 – 21:00
£120

Makaton Level 3
This course concentrates on improving and developing signing and symbol skills, including translation skills, assessment of user and adapting communication and the signs and symbols for Stages 5-8 of the Core Vocabulary.

Truro
2 Weeks
Dates on Request
18:00 – 21:00
£65

For more information or to book a course, please visit our website or contact us directly.
**HAIR, BEAUTY AND COMPLEMENTARY THERAPIES**

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTCT Level 2 Certificate in Barbering</td>
<td>Truro Penwith Truro</td>
<td>20 Weeks</td>
<td>10/09/2024 17/09/2024</td>
<td>17:00 – 21:00 16:30 – 21:00</td>
<td>£500</td>
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<tr>
<td>VTCT Level 2 Certificate in Women’s Hairdressing</td>
<td>Truro</td>
<td>34 Weeks</td>
<td>10/09/2024 17/09/2024</td>
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<tr>
<td>VTCT Level 3 Diploma in Women’s Hairdressing</td>
<td>Truro</td>
<td>34 Weeks</td>
<td>10/09/2024</td>
<td>16:30 – 21:00</td>
<td>£3345</td>
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<tr>
<td>VTCT Level 2 Award in Skin Cancer Awareness</td>
<td>Truro</td>
<td>1 Day</td>
<td>24/10/2024 27/03/2025</td>
<td>09:30 – 16:00</td>
<td>£40</td>
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<tr>
<td>VTCT Level 2 Certificate in Beauty Specialist Techniques</td>
<td>Truro Penwith</td>
<td>34 Weeks</td>
<td>16/09/2024 17/09/2024</td>
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<td>£995</td>
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<tr>
<td>VTCT Level 3 Diploma in Nail Technology Studies</td>
<td>Truro</td>
<td>18 Weeks</td>
<td>10/09/2024 25/02/2025</td>
<td>17:00 – 21:00</td>
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<tr>
<td>VTCT Level 3 Certificate in Swedish Massage</td>
<td>Truro</td>
<td>15 Weeks</td>
<td>18/02/2025</td>
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**HEALTH AND SOCIAL CARE**

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<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills Bootcamp in Clinical Pathways</td>
<td>Truro Bodmin</td>
<td>Half-Day</td>
<td>27/09/2024 11/10/2024 01/01/2024 07/03/2024 09/05/2024 13/06/2024</td>
<td>09:00 – 12:00</td>
<td>£40</td>
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**HOSPITALITY AND CATERING**

<table>
<thead>
<tr>
<th>Course Title &amp; Description</th>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skills Bootcamp for Future Chef Managers</td>
<td>Bodmin Penwith Truro</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>09:00 - 16:00</td>
<td>£60</td>
</tr>
<tr>
<td>Level 2 Award in Food Safety in Catering</td>
<td>Bodmin Penwith Truro</td>
<td>3 Days</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
<td>£180</td>
</tr>
<tr>
<td>Level 3 Award in Supervising Food Safety in Catering</td>
<td>Bodmin Penwith Truro</td>
<td>3 Days</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
<td>£180</td>
</tr>
<tr>
<td>CTH Level 2 Diploma in Patisserie and Confectionary Skills – NEW</td>
<td>Truro</td>
<td>36 Weeks</td>
<td>18/09/2024</td>
<td>09:00 – 16:30</td>
<td>£994</td>
</tr>
<tr>
<td>BIIAB Level 2 Award for Personal Licence Holders</td>
<td>Bodmin Penwith Truro</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
<td>£180</td>
</tr>
<tr>
<td>BIIAB Level 2 Award in Beer and Cellar Quality (Cask and Keg)</td>
<td>Truro</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>09:00 – 17:00</td>
<td>£180</td>
</tr>
<tr>
<td>WSET Level 1 Award in Spirits</td>
<td>Truro</td>
<td>1 Day</td>
<td>Dates on Request</td>
<td>09:30 – 16:30</td>
<td>£125</td>
</tr>
<tr>
<td>WSET Level 1 Award in Wines</td>
<td>Bodmin Truro</td>
<td>1 Day</td>
<td>Dates on Request</td>
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<tr>
<td>WSET Level 2 Award in Wines</td>
<td>Bodmin Truro</td>
<td>4 Days</td>
<td>Dates on Request</td>
<td>09:30 – 16:30</td>
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<tr>
<td>WSET Level 3 Award in Wines</td>
<td>Bodmin Truro</td>
<td>6 Days</td>
<td>Dates on Request</td>
<td>09:30 – 16:30</td>
<td>£450</td>
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</table>
### Human Resources

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>CIPD Foundation Certificate in People Practice - NEW</strong></td>
<td>Truro</td>
<td>33 Weeks</td>
<td>16/06/2024</td>
<td>15:30 – 20:00</td>
</tr>
</tbody>
</table>

This qualification is suitable for developing the required skills and knowledge for an individual seeking a career in the Human Resource function.

The four core units that are studied are: Business, culture and change in context; principles of analytics; core behaviours for people professionals; and essentials of people practice.

**Duration**

- 33 Weeks

**Start Date(s)**

- 16/06/2024

**Time**

- 15:30 – 20:00

**Fee**

- £1950

### Information, Advice and Guidance

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>L3 Certificate in Advice and Guidance</strong></td>
<td>Tregye</td>
<td>5 Days</td>
<td>14/10/2024</td>
<td>09:00 – 16:00</td>
</tr>
</tbody>
</table>

This qualification is level 1 if your role involves providing advice and guidance directly to clients or customers. You must complete a range of mandatory and optional units including establishing communications with clients for advice and guidance, assisting advice and guidance clients to decide on a course of action and managing a caseload.

**Duration**

- 5 Days

**Start Date(s)**

- 14/10/2024

**Time**

- 09:00 – 16:00

**Fee**

- £811

**Level 4 Diploma in Advice and Guidance**

This diploma is designed for individuals who provide advice and guidance to clients or customers. You must complete a range of mandatory and optional units including regular updating of professional knowledge and personal development.

**Duration**

- 11/09/2024 - 28/04/2025

**Start Date(s)**

- 11/09/2024

**Time**

- 09:00 – 16:30

**Fee**

- £2225

### Sport and Fitness

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Date(s)</th>
<th>Time</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YMCA Level 2 Award in Instructing Group Circuit Training</strong></td>
<td>Truro</td>
<td>5 Days</td>
<td>08/12/2025</td>
<td>09:00 – 16:30</td>
</tr>
</tbody>
</table>

This qualification will enable learners to meet the CIMSPA professional standard to become a Group Exercise Instructor and plan and deliver safe and effective Circuit Training programmes.

**Duration**

- 5 Days

**Start Date(s)**

- 08/12/2025

**Time**

- 09:00 – 16:30

**Fee**

- £150

**YMCA Level 2 Award in Instructing Kettlebell Training**

This qualification is CIMSPA-endorsed and is designed to upskill existing instructors to plan, prepare and instruct safe and effective Kettlebell training sessions.

**Duration**

- 2 Days

**Start Date(s)**

- 13/06/2025

**Time**

- 09:00 – 16:30

**Fee**

- £50

**YMCA Level 2 Certificate in Gym Instructing**

This qualification is nationally recognised within the fitness industry and prepares learners to gain employment or self-employed as an instructor.

**Duration**

- 14 Weeks

**Start Date(s)**

- 11/06/2024

**Time**

- 09:00 – 16:30

**Fee**

- £450

**YMCA Level 3 Diploma in Personal Training (Practitioner)**

This course is designed for those looking to pursue a career as a Personal Trainer and provides the skills and knowledge to undertake baseline assessments, provide nutritional advice and structure and instruct safe, effective and progressive programmes.

**Duration**

- 18 Weeks

**Start Date(s)**

- 22/01/2025

**Time**

- 09:00 – 16:30

**Fee**

- £1417

**YMCA Level 3 Diploma in Exercise Referral**

This course is designed to train qualified fitness professionals to provide advice and design exercise programmes for people with certain medical conditions which put their health at risk. Applicants require an YMCA Level 2 Certificate in Fitness Instructing or equivalent qualification.

**Duration**

- 30 Weeks

**Start Date(s)**

- 16/09/2024

**Time**

- 09:00 – 16:30

**Fee**

- £1987

### Business and Professional

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location(s)</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level 3 Accounts/Finance Assistant – NEW</strong></td>
<td>Truro</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

This programme is suitable for apprentices in a variety of finance roles across different sectors. It provides an opportunity to gain practical experience in a range of financial tasks.

**Duration**

- 12 Months

**Start Week**

- 16/09/2024

**Level 3 Business Administrator**

This course is suitable for apprentices in key administrative or business support roles across different sectors who need to develop high level business and IT skills in order to support a business, engage, maintain and improve administrative services.

**Duration**

- 18 Months

**Start Week**

- 21/10/2024

### Apprenticeships

Apprenticeships offer the opportunity to recruit new talent or develop current members of staff and are a key aspect of Cornwall’s Economic Strategy to deliver a skilled workforce and sustainable and high-quality careers.

Truro and Penwith College is proud to be one of only five Further Education colleges across the country to receive Expert Apprenticeship Provider status from the Department for Education and is the top performing College across Cornwall and Devon according to the latest DfE Achievement Rate data published in 2024.

The College offers over 30 Apprenticeship standards, which are suitable for anyone aged over 16, and works in partnership with local employers to continually develop and deliver programmes that meet the evolving needs of the Cornish economy.

The College also collaborates with key local employers to deliver bespoke Apprenticeship programmes to enable our partners to recruit and develop the specific skills that their business needs, as evidenced by the launch of a Telecoms Field Operative programme with Wildanet to fulfil their contracts to provide superfast broadband and a tailored Engineering Technician (Mechatronics) programme that reflects the Minerals Solutions specialism of Imerys.

Apprenticeship standards are achieved through the completion of an independent End Point Assessment (EPA), which takes place after the apprentice has completed their training to confirm and demonstrate competence in their occupational knowledge, skills and behaviours. The recommended durations listed below are all exclusive of the End Point Assessment stage.

### Automotive

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location</th>
<th>Duration</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Autocare Technician</strong></td>
<td>Penwith</td>
<td>30 Months</td>
</tr>
</tbody>
</table>

This apprenticeship is aimed at individuals aiming to learn complex diagnostic techniques and a broad range of vehicle repair skills. Apprentices will be employed to provide motor vehicle and maintenance technician services and repair light vehicles, such as cars and vans, and work either in dealerships or independent garages.

**Duration**

- 30 Months

**Start Date**

- 07/10/2024

**Level 3 Motor Vehicle Service and Repair Maintenance Technician**

This apprenticeship is aimed at individuals aiming to learn complex diagnostic techniques and a broad range of vehicle repair skills. Apprentices will be employed to provide motor vehicle and maintenance technician services and repair light vehicles, such as cars and vans, and work either in dealerships or independent garages.

**Duration**

- 36 Months

**Start Date**

- 07/10/2024

### Business and Professional

**Course Title & Description**

<table>
<thead>
<tr>
<th>Location</th>
<th>Duration</th>
<th>Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Accounts/Finance Assistant – NEW</strong></td>
<td>Truro</td>
<td>12 Months</td>
</tr>
</tbody>
</table>

This programme is suitable for apprentices who wish to work in financial roles in a range of industries. It provides the opportunity to gain practical experience in financial tasks.

**Duration**

- 12 Months

**Start Date**

- 16/09/2024

### Multi-Channel Marketer - NEW

This Apprenticeship is for individuals providing customer-focused marketing activities that drive the demand for a product or service by providing campaigns, advice and deliverables that generate results.

**Duration**

- 18 Months

**Start Date**

- 07/10/2024
### COMPUTING AND IT

<table>
<thead>
<tr>
<th>Level</th>
<th>Apprenticeship Standard</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>Network Engineer</td>
<td>Truro</td>
<td>30 Months</td>
<td>04/11/2024</td>
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<tr>
<td>4</td>
<td>Software Developer</td>
<td>Truro</td>
<td>24 Months</td>
<td>04/11/2024</td>
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</table>

### CONSTRUCTION

<table>
<thead>
<tr>
<th>Level</th>
<th>Apprenticeship Standard</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Bricklayer (Solid Plastering)</td>
<td>Truro/ Penwith</td>
<td>24 Months</td>
<td>21/10/2024</td>
</tr>
<tr>
<td>2</td>
<td>Carpenter and Joinery (Site Carpenter)</td>
<td>Truro/ Penwith</td>
<td>24 Months</td>
<td>21/10/2024</td>
</tr>
<tr>
<td>2</td>
<td>Carpenter and Joinery (Architectural Joiner)</td>
<td>Truro/ Penwith</td>
<td>24 Months</td>
<td>21/10/2024</td>
</tr>
<tr>
<td>2</td>
<td>Plasterer (Solid Plastering)</td>
<td>Truro</td>
<td>24 Months</td>
<td>21/10/2024</td>
</tr>
<tr>
<td>3</td>
<td>Craft Carpenter and Joinery (Site Carpenter)</td>
<td>Truro/ Penwith</td>
<td>15 Months</td>
<td>21/10/2024</td>
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<tr>
<td>3</td>
<td>Craft Carpenter and Joinery (Architectural Joiner)</td>
<td>Truro/ Penwith</td>
<td>15 Months</td>
<td>21/10/2024</td>
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### ENGINEERING

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<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Engineering Operative</td>
<td>Truro</td>
<td>18 Months</td>
<td>04/11/2024</td>
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<tr>
<td>3</td>
<td>Engineering Technician (Mechatronics Maintenance Technician)</td>
<td>Truro/ Bodmin</td>
<td>48 Months</td>
<td>04/11/2024</td>
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<tr>
<td>3</td>
<td>Food and Drink Maintenance Engineer</td>
<td>Bodmin</td>
<td>42 Months</td>
<td>04/11/2024</td>
</tr>
<tr>
<td>3</td>
<td>Machining Technician</td>
<td>Truro</td>
<td>48 Months</td>
<td>04/11/2024</td>
</tr>
<tr>
<td>3</td>
<td>Metal Fabricator</td>
<td>Truro</td>
<td>42 Months</td>
<td>04/11/2024</td>
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### HAIR AND BEAUTY

<table>
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<tr>
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<th>Apprenticeship Standard</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>Hair Professional (Hairdresser)</td>
<td>Truro</td>
<td>24 Months</td>
<td>04/11/2024</td>
</tr>
<tr>
<td>3</td>
<td>Advanced and Creative Hair Professional</td>
<td>Truro</td>
<td>12 Months</td>
<td>13/01/2025</td>
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</table>
NURSING AND ALLIED HEALTH

<table>
<thead>
<tr>
<th>Level</th>
<th>Apprenticeship Standard</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>3</td>
<td>Senior Healthcare Support Worker</td>
<td>Truro</td>
<td>24 Months</td>
<td>09/06/2024</td>
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<tr>
<td>5</td>
<td>Nursing Associate</td>
<td>Bodmin/Truro</td>
<td>24 Months</td>
<td>09/06/2024</td>
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<tr>
<td>6</td>
<td>Operating Department Practitioner</td>
<td>Bodmin/Truro</td>
<td>36 Months</td>
<td>09/06/2024</td>
</tr>
<tr>
<td>6</td>
<td>Registered Nurse Degree – Top Up</td>
<td>Bodmin/Truro</td>
<td>18 Months</td>
<td>10/03/2025</td>
</tr>
</tbody>
</table>

HOW TO BECOME AN APPRENTICE

The first step on your Apprenticeship journey is to complete an online application through Truro and Penwith College’s website, specifying the apprenticeship programme that you are interested in.

Applicants will receive a College interview to find out more about the Apprenticeship and whether it’s the right option, before being supported to apply for an Apprenticeship vacancy. For applicants who are already employed or have a suitable offer of employment, the Business Partnership Team can facilitate the next steps for enrolment onto an apprenticeship.

For more information and support visit www.truro-penwith.ac.uk/apprenticeships or e-mail apprenticeships@truro-penwith.ac.uk.

HOW TO RECRUIT AN APPRENTICE

The College’s Business Partnerships Team can support employers every step of the way. Whether you would like to move a current employee onto an Apprenticeship programme for professional development or recruit new members of staff for an Apprenticeship role, the team can assist at each stage of the process, from creating job descriptions, advertising vacancies, facilitating interviews and designing induction plans.

For further information contact apprenticeships@truro-penwith.ac.uk or call the team on 01872 305500.
As part of the College's ongoing support for apprentice employers, Truro and Penwith College has organised a package of free Training and Support sessions for business partners and apprentice employers.

The sessions have been specifically identified based on business feedback to assist employers with understanding key topics, business responsibilities and to provide information and contacts to support both employers and apprentices during their programme.

Staff from the College's Business Partnerships Team will be in attendance at each event to provide further information on the support available to employers, and their apprentices, from Truro and Penwith College.

### Session Title

<table>
<thead>
<tr>
<th>Session Title</th>
<th>Location</th>
<th>Time</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Apprentice Employer Introduction and Induction</strong></td>
<td>Online</td>
<td>16:30 – 18:00</td>
<td>24/09/2024</td>
</tr>
<tr>
<td></td>
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<td>07/11/2024</td>
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<td>07/11/2024</td>
</tr>
<tr>
<td><strong>Creating an Inclusive Workplace for Employees with Additional Needs</strong></td>
<td>Truro</td>
<td>17:00 – 18:00</td>
<td>22/10/2024</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>14/01/2025</td>
</tr>
<tr>
<td><strong>Effective Mentoring of Apprentices and New Starters</strong></td>
<td>Tregye/ Bodmin</td>
<td>09:30 – 12:30</td>
<td>19/09/2024</td>
</tr>
<tr>
<td></td>
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<td>15/01/2025</td>
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<tr>
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<td></td>
<td></td>
<td>21/05/2025</td>
</tr>
<tr>
<td><strong>Safeguarding – Information and Guidance for Employers</strong></td>
<td>Online/ Truro</td>
<td>16:30 – 18:30</td>
<td>03/07/2024</td>
</tr>
<tr>
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<td>11/09/2024</td>
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<td>06/11/2024</td>
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<td></td>
<td></td>
<td>22/01/2025</td>
</tr>
</tbody>
</table>

For further information about the Business Partnership Team and how it can support your business, please go to [www.truro-penwith.ac.uk/professional-development/employers/meet-the-team/](http://www.truro-penwith.ac.uk/professional-development/employers/meet-the-team/) or e-mail [futureskills@truro-penwith.ac.uk](mailto:futureskills@truro-penwith.ac.uk).
The University Centre Truro & Penwith offers a wide range of university courses in purpose-built buildings with modern facilities. The University Centre aims to give Higher Education students the very best learning experience, with outstanding individual support leading to high levels of achievement and the best employment opportunities.

The University Centre achieved a Silver rating in the 2023 Teaching Excellence Framework (TEF) from the Office for Students thanks to the inspirational teaching, research and innovative practices of its staff and its courses that are approved by the University of Plymouth, University of Greenwich or Pearson, the national provider of HNC and HND qualifications.

A range of funding options may be available to support University Centre students with tuition and living costs. Information on eligibility and assistance with applying for student finance is available from the University Centre at hestudentsupport@truro-penwith.ac.uk.

For further information on the University Centre Truro & Penwith go to: www.truro-penwith.ac.uk/uni

For details about how to apply, please contact henequiry@truro-penwith.ac.uk.

### FOUNDATION DIPLOMA

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>UAL Level 3 Diploma in Art and Design</td>
<td>Truro</td>
<td>1 Year</td>
<td>16/09/2024</td>
</tr>
</tbody>
</table>

### FOUNDATION DEGREES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>FdA Childhood Education</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdA Film, Media and Photography</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdA Silversmithing and Jewellery</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdA Teaching and Learning</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Software Engineering</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Archaeology</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Computing Technologies</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Cyber Security</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Health and Wellbeing</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Law with Business</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Law with Criminology and Criminal Justice</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Nursing Associate</td>
<td>Truro</td>
<td>2 Years</td>
<td>16/09/2024</td>
</tr>
<tr>
<td>FdSc Sports Therapy</td>
<td>Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>FdSc Youth, Social and Community Studies</td>
<td>Penwith/Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
</tbody>
</table>

### HIGHER NATIONAL CERTIFICATES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>HNC Applied Psychology</td>
<td>Penwith/Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>HNC Cyber Security</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>HNC Fine Art</td>
<td>Penwith</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
</tbody>
</table>

### HIGHER NATIONAL DIPLOMAS

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>HND Fine Art</td>
<td>Penwith</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>HND Applied Psychology</td>
<td>Penwith/Truro</td>
<td>2 Years</td>
<td>23/09/2024</td>
</tr>
</tbody>
</table>

### HONOURS DEGREE PROGRAMMES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Hons) Applied Computing Technologies – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Applied Media – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Applied Social Science – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Archaeology – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Craft and Design – Top Up</td>
<td>Penwith</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Education and Training – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Human Behavioural Studies – Top Up</td>
<td>Penwith/Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Silversmithing and Jewellery – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
</tbody>
</table>

### HONOURS DEGREE TOP-UP PROGRAMMES

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>BA (Hons) Adult Nursing</td>
<td>Truro</td>
<td>3 Years</td>
<td>16/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Applied Sport and Health Science</td>
<td>Truro</td>
<td>3 Years</td>
<td>23/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Mental Health Nursing</td>
<td>Truro</td>
<td>3 Years</td>
<td>16/09/2024</td>
</tr>
<tr>
<td>BA (Hons) Operating Department Practitioner</td>
<td>Truro</td>
<td>3 Years</td>
<td>16/09/2024</td>
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</tbody>
</table>

### LLB LAW DEGREE TOP-UP PROGRAMME

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>LLB (Hons) Law – Top Up</td>
<td>Truro</td>
<td>1 Year</td>
<td>23/09/2024</td>
</tr>
</tbody>
</table>

### TEACHER TRAINING QUALIFICATIONS

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Duration</th>
<th>Start Week</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate in Education (including Diploma in Teaching)</td>
<td>Truro</td>
<td>1 Year (FT)/2 Years (PT)</td>
<td>02/09/2024</td>
</tr>
<tr>
<td>Post-Graduate Certificate in Education (including Diploma in Teaching)</td>
<td>Truro</td>
<td>1 Year (FT)/2 Years (PT)</td>
<td>02/09/2024</td>
</tr>
</tbody>
</table>

EMAIL  FUTURESKILLS@TRURO-PENWITH.AC.UK  | CALL  01872 308000  | VISIT TRURO-PENWITH.AC.UK/FUTURESKILLS
Funded Tuition

The Adult Skills Fund (ASF) is a funding stream that helps adults (19+), who have lived in the UK for the last three years and are a UK resident, to gain the skills they need in order to retain and change careers, upskill to progress in a chosen career or to gain qualifications to access higher level learning.

ASF funding is focused on specific provision for particular groups of learners and can be fully-funded or part-funded.

- Full-funding is available for courses at Level 2 and Level 3 for adults who do not have a previous Level 3 qualification, other courses might be part-funded.
- All Maths and English qualifications are free (up to GCSE level) for 19+ learners who have not previously attained a GCSE at grade C, grade 4 or higher in these subjects. Learners will be required to complete a self-declaration form to confirm they do not hold the qualification.
- Free Digital Skills Qualifications (up to level 1) are available for adults who do not have the basic digital skills they need for life and work. Learners will be required to complete a self-declaration form to confirm they do not hold the qualification.
- If you are unemployed or receive benefits such as Universal Credit, Employment & Support Allowance (ESA) or Jobseeker's Allowance (JSA) some courses can be free or part-funded. Learners will be required to provide supporting evidence.
- If you are in receipt of a low-wage (up to £25,000 employed or self-employed) some courses can be free or part-funded. Learners will be required to provide supporting evidence.
- In some cases, the Government expects learners and employers to contribute to covering some of the costs of eligible courses and qualifications. In this instance the learner is ‘part-funded’.

19+ Advanced Learner Loan

These are loans very much like a student loan and do not need to be paid back until you are earning over a certain wage. Advanced Learner Loans are administered by Student Finance England (SFE). Student Finance England is a Student Loans Company Service, providing financial support to students on behalf of the UK Government.

Advanced Learner Loans are available for individuals aged 19+ undertaking approved qualifications at Level 3 to 6. Advanced Learner Loans are paid directly to the College or training organisation on behalf of an individual, they are not means tested or subject to credit checks and household income is not considered. Any individual who meets the criteria will be able to apply for a loan regardless of their current employment status.

University Centre Truro & Penwith

Degree-level students benefit from tuition fee and maintenance loans from national Student Finance. Visit truro-penwith.ac.uk/uni for more information and to download a prospectus.

Support for Employers

Through a range of UK Shared Prosperity Fund projects, the College is able to offer employers financial support with part-funding for a number of courses detailed in the CPD Course Guide, including programmes linked to Green Skills, Digital Skills and the Local Skills Improvement Plan priority sectors of Construction and Engineering. Fully-funded pilot training to hone the content of new courses developed to meet current and emerging industry needs is also available. Details of the current offer of fully and part-funded training are available at truro-penwith.ac.uk/funded-support

Employing Apprentices

Government funding covers a minimum of 95% of the training costs for SMEs, with full funding now available for businesses employing an apprentice aged under 22 or between 22 and 24 with an Education, Health and Care Plan. Large employers can utilise 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 and contact the Business Partnership Team for support and advice.

ACCESS TO HIGHER EDUCATION

Truro and Penwith College offers a comprehensive Access to Higher Education programme to meet the needs of mature students. The courses are designed to give students the necessary grounding and qualifications to progress onto University courses and develop excellent skills in specific subject areas.

Funding for Access to Higher Education Diplomas is dependent on age and previous qualifications. Learners aged between 19-23 years who do not hold a Level 3 qualification could be entitled for full funding. Alternatively, applicants could be eligible for an advanced learner loan that could be written off on completion of the Access Diploma and a higher education course. Please contact the College for further information on 01872 267000 or by email on enquiry@truro-penwith.ac.uk or futureskills@truro-penwith.ac.uk

All courses will begin during the week commencing 16th September 2024 and will be delivered over 30 weeks.

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access to Higher Education: Art and Design</td>
<td>Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Computing and IT</td>
<td>Bodmin Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Creative Arts</td>
<td>Penwith</td>
</tr>
<tr>
<td>Access to Higher Education: Creative Media and Photography</td>
<td>Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Health and Social Care</td>
<td>Penwith</td>
</tr>
<tr>
<td>Access to Higher Education: Humanities</td>
<td>Penwith</td>
</tr>
<tr>
<td>Access to Higher Education: Humanities, Teaching and Law</td>
<td>Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Medicine</td>
<td>Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Nursing/ Human Sciences</td>
<td>Bodmin Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Psychology and Social Work</td>
<td>Truro</td>
</tr>
<tr>
<td>Access to Higher Education: Science</td>
<td>Truro</td>
</tr>
</tbody>
</table>
TRURO AND PENWITH COLLEGE

CAMPUSES

TRURO CAMPUS
Truro College, on the outskirts of Truro, is a lively and large campus which hosts a wide range of courses and state of the art facilities, including the £7.3 million Institute of Technology Valency building, which houses a huge workshop full of industry-standard equipment for future Engineers along with high-tech Digital suites.

A range of Apprenticeships are offered from the Truro Campus alongside a suite of higher education programmes delivered from the University Centre Truro & Penwith in the Falmouth. Essential Skills programmes including GCSEs, ESOL and English and mathematics as well as specialist occupational courses spanning Automotive, Construction, Hair and Beauty and Hospitality.

TREGYE CAMPUS
The Tregye Campus in Carnon Downs consists of a Grade 2 listed manor house surrounded by purpose-built facilities in the Cornwall countryside.

The campus is a calm learning environment that encourages reflective and creative practice and is home to many of the College’s Career and Professional Development courses, including Professional Masterclasses and Workshops and the suite of Institute of Leadership and Management (ILM) qualifications from Level 2 to Level 7.

The campus is recognised as a Centre of Excellence by City and Guilds thanks to levels of learner success on Institute of Leadership and Management qualifications.

PENWITH CAMPUS
Penwith College in Penzance offers a unique and personal experience for learners in West Cornwall, with state-of-the-art facilities and industry-experienced lecturers coupled with historic buildings with stunning views over Mounts Bay.

The University Centre Truro & Penwith also delivers Higher Education courses from the University Centre Truro & Penwith in the Falmouth. Essential Skills programmes including GCSEs, ESOL and English and mathematics as well as specialist occupational courses spanning Automotive, Construction, Hair and Beauty and Hospitality.

Career and Professional Development Courses available at Penwith College:
- Functional Skills in English (Levels 1 and 2)
- Functional Skills in Mathematics (Levels 1 and 2)
- GCSE Biology
- GCSE English
- GCSE Mathematics – Foundation Tier
- Level 3 Emergency First Aid in the Workplace
- Level 3 First Aid at Work/ Requalification
- Level 3 Paediatric First Aid
- Level 2 Award in Health and Safety in the Workplace
- Level 2 Award in Principles of Manual Handling
- Level 2 Award in the Principles of Risk Assessment
- ILM Level 1 Award in Mental Health Awareness
- ILM Level 1 Award in Leadership and Team Skills
- ILM Level 1 Award in Leadership and Management
- ILM Level 3 Award in Effective Coaching
- Level 1 Digital Functional Skills
- Level 3 Emergency First Aid in the Workplace
- ILM Level 2 Award in Leadership and Team Skills
- ILM Level 2 Award in Leadership and Management
- ILM Level 2 Award in Effective Coaching
- Level 1 Digital Functional Skills
- Level 3 Emergency First Aid in the Workplace

STEM AND HEALTH SKILLS CENTRE
The newest addition to Truro and Penwith College’s campuses is the multi-million-pound STEM and Health Skills Centre in Bodmin, serving North and East Cornwall.

The campus is purpose-built for a wide range of STEM and Health subjects and has facilities such as Nursing Simulation suites that train the future of Cornwall’s NHS. Care environments, state-of-the-art Engineering workshops, IT suites and the latest technology incorporated in its teaching rooms.

Underpinning the University-level and Career and Professional Development courses offering the STEM and Health Skills Centre has strong connections with local employers such as Wildanet, Imerys and the Cornwall Partnership NHS Foundation Trust.

Career and Professional Development Courses available at the STEM and Health Skills Centre:
- Professional Masterclass: Assertiveness and Challenging Conversations
- Professional Masterclass: Effective Time Management
- Professional Masterclass: Emotional Intelligence in the Workplace
- Professional Workshop: Introduction to Coaching and Mentoring
- Leadership and Management Taster Day
- ILM Level 2 Award in Leadership and Team Skills
- ILM Level 3 Award in Leadership and Management
- ILM Level 3 Award in Effective Coaching
- Level 1 Digital Functional Skills
- Level 3 Emergency First Aid in the Workplace
- ILM Level 2 Award in Leadership and Team Skills
- ILM Level 2 Award in Leadership and Management
- ILM Level 3 Award in Effective Coaching
- Level 1 Digital Functional Skills
- Level 3 Emergency First Aid in the Workplace

- ILM Level 2 Award in Principles of Manual Handling
- Level 2 Award in Principles of Risk Assessment
- ILM Level 1 Award in Mental Health Awareness
- ILM Level 1 Award in Leadership and Team Skills
- City and Guilds Computer Aided Design (CAD) – SolidWorks (Levels 1, 2, and 3)
- ILM Cache Level 3 Diploma for the Early Years Workforce (EYFS)
- City and Guilds Level 3 Award in Education and Training
- Train the Trainer
- RESTORE2™
- Level 2 Award in Food Safety in Catering
- Level 2 Award in Supervision Food Safety in Catering
- BIIAB Level 2 Award for Personal Licence Holders
- WSET Awards in Wines (Levels 1, 2, and 3)
- Apprenticeship: Business Administrator
- Apprenticeship: Multi-Channel Marketer
- Apprenticeship: Engineering Technician (Mechatronics Maintenance Technician)
- Apprenticeship: Food and Drink Maintenance Engineer
- Apprenticeship: Nursing Associate
- Apprenticeship: Operating Department Practitioner
- Apprenticeship: Registered Nurse Degree – Top Up
- Access to Higher Education: Computing and IT
- Access to Higher Education: Nursing/ Human Sciences
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

TREGYE CAMPUS
Tregye Campus | Tregye Road | Carnon Downs | Cornwall | TR3 6JH

STEM & HEALTH SKILLS CENTRE
STEM & Health Skills Centre | Ottery Building | Old Callywith Road | Bodmin, Cornwall | PL31 2GU

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 28 SEP 2024 UNI CENTRE OPEN DAY 10AM - 1PM
SAT 09 NOV 2024 OPEN DAY 10AM - 3PM
THU 09 JAN 2025 OPEN EVENING 5PM - 8PM
TUE 21 JAN 2025 IB INFORMATION EVENING 7PM
SAT 08 FEB 2025 UNI CENTRE OPEN DAY 10AM - 1PM
SAT 01 MAR 2025 OPEN DAY 10AM - 1PM
THU 01 MAY 2025 OPEN EVENING 5PM - 8PM

PENWITH COLLEGE
SAT 12 OCT 2024 OPEN DAY 10AM - 1PM
THU 16 JAN 2025 OPEN EVENING 5PM - 8PM
SAT 08 MARCH 2025 OPEN DAY 10AM - 1PM
THU 08 MAY 2025 OPEN EVENING 5PM - 8PM

STEM & HEALTH SKILLS CENTRE
SAT 16 NOV 2024 OPEN DAY 10AM - 3PM
SAT 25 JAN 2025 OPEN DAY 10AM - 1PM

GET IN TOUCH

Call us: 01872 308000
Visit us: truro-penwith.ac.uk/futureskills
Email us: 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.