

19+

FUTURE SKILLS INSTITUTE

CORNWALL'S ONLY
EXPERT APPRENTICESHIP
PROVIDER

ACCREDITED CENTRE
FOR ILM AND CIM
QUALIFICATIONS

NEW STATE-OF-THE-ART
STEM AND HEALTH SKILLS
CENTRE FOR NORTH
EAST CORNWALL

2024/25



CAREER & PROFESSIONAL DEVELOPMENT GUIDE

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 THE FUTURE SKILLS INSTITUTE



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

CONTENTS

THE FUTURE SKILLS INSTITUTE CAREER & PROFESSIONAL DEVELOPMENT GUIDE

04

PROFESSIONAL MASTERCLASSES
& WORKSHOPS

06

PREPARATION FOR STUDY

07

BESPOKE TRAINING SOLUTIONS

08

CAREER AND PROFESSIONAL
DEVELOPMENT COURSES AND
QUALIFICATIONS

27

APPRENTICESHIPS

- Automotive
- Business and Professional
- Computing and IT
- Construction
- Engineering
- Hair and Beauty
- Hospitality and Catering
- Nursing and Allied Health

34

UNIVERSITY CENTRE

36

ACCESS TO HIGHER EDUCATION

37

FINANCIAL SUPPORT &
HOW TO BOOK

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.



PROFESSIONAL MASTERCLASSES

Engaging and thought-provoking masterclasses, supporting continuous professional development for leaders and managers who are interested in developing themselves and others.

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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 of conflict within the workplace challenging. You will bolster existing skills whilst also discovering different techniques to enhance your ability to handle and resolve demanding situations.	Tregye Tregye Bodmin	1 Day	10/10/2024 13/02/2025 19/05/2025	09:30 – 16:30	£125
Boosting Performance – NEW This seminar is perfect for team leaders and managers who wish to understand how to gain maximum value from appraisals 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.	Tregye	1 Day	05/12/2024 20/05/2025	09:30 – 16:30	£125
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.	Tregye	1 Day	12/11/2024 01/04/2025	09:30 – 16:30	£125
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.	Tregye Tregye Bodmin	1 Day	03/10/2024 04/03/2025 02/06/2025	09:30 – 16:30	£125
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.	Tregye Bodmin Tregye	2 Days	08/10/2024 06/03/2025 03/06/2025	09:30 – 16:30	£250
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.	Tregye	2 Days	05/11/2024 13/03/2025	09:30 – 16:30	£250

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Project Management 101 For those starting out in project management or in need of some essential project management tools and techniques. You will develop the key skills to boost effectiveness and productivity in your field, alongside exploring a wide range of content. The seminar is presented by a supportive, knowledgeable and passionate trainer.	Tregye	1 Day	08/10/2024 05/03/2025	09:30 – 16:30	£125
Psychological Safety in the Workplace – NEW This seminar is designed for aspiring and practising leaders and managers who would like to broaden their leadership skill set, evaluating and developing their understanding of psychological safety in the workplace. It is ideal for those responsible for leading and developing teams; aiming to foster positivity, collaboration, innovation, and sustainable performance.	Truro	1 Day	03/10/2024 01/05/2025	09:30 – 16:30	£125
The Coaching Leader – NEW This seminar is ideal for aspiring and practising leaders and managers who would like to broaden their leadership skill set; evaluating and developing their understanding of coaching as an everyday leadership style. It is ideal for anyone responsible for leading and developing teams, who is keen to support their team members to gain the skills and confidence to overcome challenges and work more collaboratively.	Truro	1 Day	23/10/2024 29/04/2025	09:30 – 16:30	£125

PROFESSIONAL WORKSHOPS

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

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Customer Service This seminar has been engineered to fine-tune your pre-existing skills and ability to best enhance the end-to-end customer experience. You will master how to consistently ensure all opportunities are taken to leave a lasting positive impression throughout the entire customer journey.	Tregye	1 Day	Dates on Request	09:30 – 16:30	£125
Introduction to Coaching and Mentoring This seminar specialises in embedding the key skills and ethics required to become an effective coach in the workplace. The programme's content encompasses the crucial coaching aspects required in the development of a harmonious and productive workplace. Whilst exploring the benefits of proficient coaching within a team, you will also consider the value of self-reflection upon your ability to successfully mentor.	Tregye Bodmin Tregye	1 Day	17/09/2024 15/01/2025 04/04/2025	09:30 – 16:30	£125
Introduction to Equality and Diversity in the Workplace As support surrounding equality and diversity has progressed to become a forefront subject throughout the workplace, all team members in an organisation should develop their understanding in this area to maintain the promotion of a harmonious working environment.	Tregye	1 Day	Dates on Request	09:30 – 16:30	£125
Minute Taking This course will introduce learners to the practical and theoretical skills needed for minute taking. We'll delve into the formalities and practises of the discipline, while also discovering how to work amidst challenging situations. By familiarising participants with the necessary underlying principles of the subject, learners will be given the confidence needed to effectively perform in the working environment.	Tregye	Half-Day	03/10/2024 30/01/2025 08/05/2025	09:00 – 12:00	£65
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.	Tregye	Half-Day	15/11/2024 11/02/2025	09:00 – 12:00	£65



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.

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Get into Teaching Taster 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.	Truro	Half-Day	03/09/2024 07/01/2025 29/04/2025	09:30 – 13:00	Free
Higher Level Study Skills 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.	Truro	Half-Day	20/09/2024 17/01/2025	09:30 – 13:00	Free
Leadership and Management Taster Day 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.	Tregye Bodmin Tregye Bodmin	Half-Day	10/09/2024 06/11/2025 04/03/2025 24/06/2025	09:30 – 12:30	Free



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CAREER AND PROFESSIONAL DEVELOPMENT QUALIFICATIONS

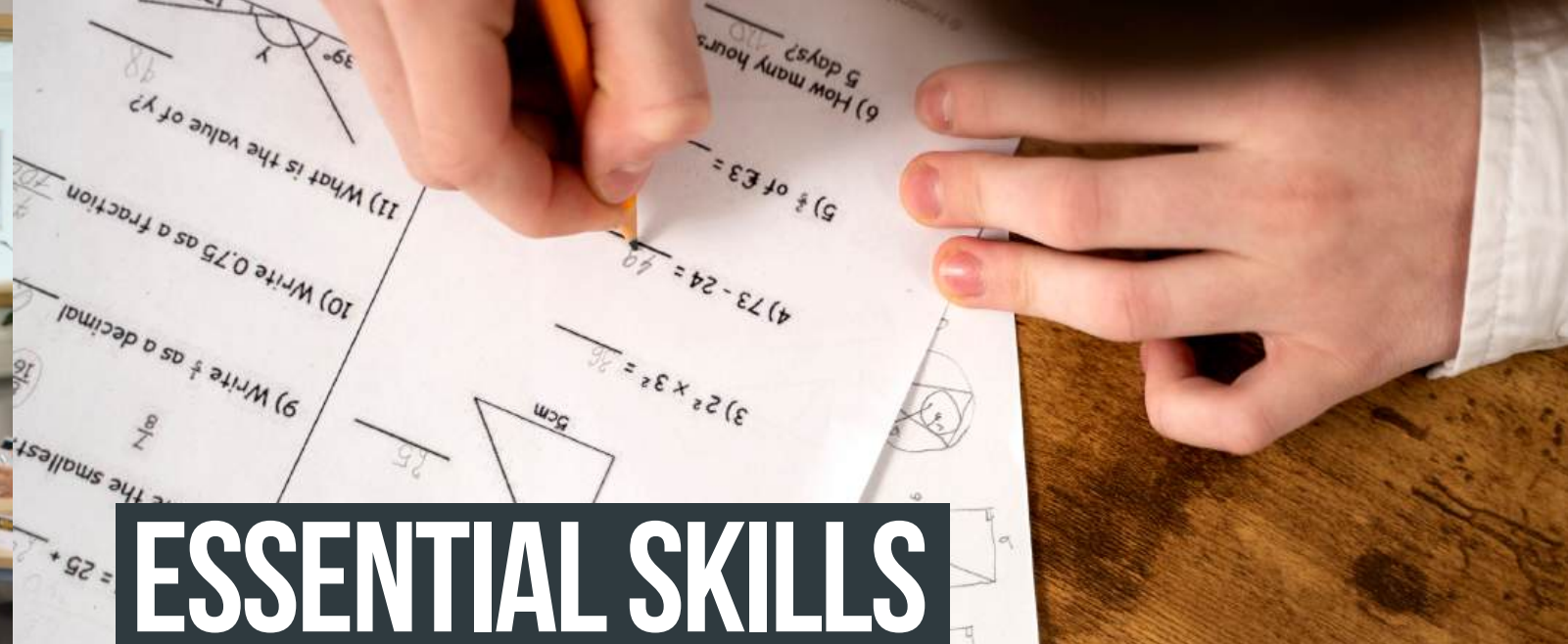
Professional and industry-recognised qualifications that will accelerate and advance any career and develop your workforce across all sectors.

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp for Future Leaders Please refer to the content on Page 15					
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.	Tregye Tregye Bodmin	3 Days	11/09/2024 11/02/2025 04/06/2025	09:00 – 17:00	£575
ILM Level 3 Award in Leadership and Management This course is for managers who want to increase their confidence in managing a range of team activities effectively. The course will cover developing yourself as a manager as well as others; solving problems and making decisions and leading and motivating a team effectively. Learners will gain an internationally recognised qualification that is desirable to employers.	Bodmin Tregye Tregye	5 Days	01/10/2024 09/01/2025 07/05/2025	09:00 – 17:00	£835
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.	Tregye	10 Days	09/01/2025	09:00 – 17:00	£1550
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.	Bodmin Tregye Tregye	6 Days	08/10/2024 04/02/2025 02/04/2025	09:00 – 17:00	£1075
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.	Tregye	6 Days	05/02/2025	09:00 – 17:00	£1425

EMAIL FUTURESKILLS@TRURO-PENWITH.AC.UK

| CALL 01872 308000

| VISIT TRURO-PENWITH.AC.UK/FUTURESKILLS



Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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.	Bodmin Tregye Tregye	5 Days	10/10/2024 05/03/2025 13/05/2025	09:00 – 17:00	£835
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.	Tregye	8 Days	02/10/2024	09:00 – 17:00	£1075

PROJECT MANAGEMENT



FIND OUT MORE ABOUT
OUR COURSES AND
VIEW ONLINE

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Project Management for Business This degree module is ideal if you are an aspiring project manager or practising project manager wishing to validate or update your skills. It gives you the knowledge to implement good practice throughout the whole project lifecycle from start to finish. Content explored includes evaluating a range of project solution options, designing an effective, practical project management and delivery plan, stakeholder analysis and management strategies.	Truro	5 Days	09/10/2024 07/05/2025	09:00 – 16:30	£850

EMAIL FUTURESKILLS@TRURO-PENWITH.AC.UK

CALL 01872 308000

VISIT TRURO-PENWITH.AC.UK/FUTURESKILLS

Qualifications and courses delivered specifically for Adult Learners by our expert lecturers, which provide a foundation for further study, career progression and employability.

FUNCTIONAL SKILLS

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Functional Skills in English This year-long Functional Skills course seeks to ensure that an individual has the basic applied skills in order to speak, listen, communicate, read and write with increasing clarity, accuracy and effectiveness.	Truro	30 Weeks	23/09/2024	16:30 – 18:30	Free
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.	Truro Penwith Truro Penwith Truro	3 Days 10 Weeks 3 Days 20 Weeks 3 Days	11/09/2024 16/09/2024 08/01/2025 04/02/2025 07/05/2025	09:00 – 16:00 17:00 – 19:00 09:00 – 16:00 13:00 – 15:00 09:00 – 16:00	Free
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, resulting in the achievement of a nationally recognised qualification.	Truro Penwith Truro Truro	3 Days 20 Weeks 3 Days 3 Days	11/09/2024 02/12/2024 08/01/2025 07/05/2025	09:00 – 16:00 17:00 – 19:00 09:00 – 16:00 09:00 – 16:00	Free
Level 1 Functional Skills in Mathematics Functional Skills in 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.	Penwith Truro Truro Penwith Truro	10 Weeks 6 Weeks 6 Weeks 20 Weeks 6 Weeks	17/09/2024 02/10/2024 29/01/2025 04/02/2025 08/05/2025	18:00 – 21:00 09:00 – 16:00 18:00 – 21:00 09:00 – 16:00 09:00 – 16:00	Free
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.	Truro Truro Penwith Penwith Penwith Truro	6 Weeks 6 Weeks 20 Weeks 20 Weeks 15 Weeks 6 Weeks	02/10/2024 29/01/2025 04/02/2025 05/02/2025 26/02/2025 08/05/2025	09:00 – 16:00 09:00 – 16:00 18:00 – 21:00 09:00 – 12:00 13:00 – 15:00 09:00 – 16:00	Free
Level 1 Digital Functional Skills The purpose of this qualification is to allow learners to demonstrate an understanding of, and competency in, the digital functional skills they need in real life. It will enable learners to engage with digital services and products in everyday life.	Tregye	10 Weeks	01/10/2024 14/01/2025 29/04/2025	10:00 – 12:30	£300



FIND OUT MORE ABOUT
OUR COURSES AND
VIEW ONLINE

GCSE

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
GCSE Biology 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.	Truro Penwith	30 Weeks	10/09/2024 10/09/2024	17:30 – 20:30 18:00 – 21:00	£362
GCSE English This GCSE provides a strong foundation in literacy skills for further academic or vocational study and for employment and follows the Edexcel GCSE English Language course. This course is free of charge if you have not previously achieved a grade 4 - 9 (or A* to C) in English.	Truro Penwith Penwith	30 Weeks	09/09/2024 09/09/2024 11/09/2024	16:30 – 18:30 16:30 – 18:30 13:00 – 15:00	Free*
GCSE Mathematics – Foundation Tier This is a one-year intensive course leading to a GCSE Mathematics qualification. This course is free of charge if you have not previously achieved a grade 4 - 9 (or A* to C) in Mathematics.	Penwith Truro Truro Penwith Penwith Truro	30 Weeks	09/09/2024 09/09/2024 10/09/2024 10/09/2024 11/09/2024 11/09/2024	16:00 – 19:00 17:00 - 20:00 17:30 - 20:30 18:00 – 21:00 09:00 – 12:00 15:30 - 18:30	Free*
GCSE Mathematics – Higher Tier Students are required to hold a C or 4 grade from the Foundation or Higher Tier GCSE and will be required to undertake an initial assessment.	Truro	30 Weeks	09/09/2024	17:00 – 20:00	£405

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

Free Maths Tuition

Multiply

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!

“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



Scan the code and apply online. Alternatively, contact the team at multiply@truro-penwith.ac.uk or call **01872 308000**. Multiply sessions are free and designed to fit around work and children. There may be financial support available if this is a barrier.



Regulated and nationally recognised qualifications to demonstrate competence and compliance within the workplace and enhance staff wellbeing and communication skills.

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Level 3 Emergency First Aid in the Workplace This one-day qualification teaches the theoretical and practical skills necessary to deal with First Aid emergencies.	Truro Bodmin Penwith Truro Bodmin Penwith	1 Day	09/09/2024 14/10/2024 29/11/2024 21/01/2025 04/04/2025 25/06/2025	09:00 – 16:00	£60
Level 3 First Aid at Work This course is specifically designed for individuals who wish to act as a first aider in their workplace.	Truro Bodmin Penwith Truro Bodmin	3 Days	23/09/2024 09/12/2024 26/02/2025 14/05/2025 16/06/2025	09:00 – 16:00	£180
Level 3 First Aid at Work Requalification 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.	Bodmin Truro Penwith Penwith	3 Days	02/10/2024 23/01/2025 17/02/2025 20/05/2025	09:00 – 16:00	£120
Level 3 Paediatric First Aid This course is 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.	Truro Truro Bodmin Penwith	2 Days	28/08/2024 12/09/2024 10/02/2025 12/06/2025	09:00 – 16:00	£120
Level 2 Award in Health and Safety in the Workplace During this one-day course, learners will develop a greater understanding of health and safety issues, including risk assessments, identifying and controlling workplace hazards and Health and Safety laws.	Penwith Truro Bodmin	1 Day	Dates on Request	09:00 – 17:00	£70
Level 3 Award in Health and Safety in the Workplace This course is ideal for those who are working at or are aspiring to work at a supervisory or management level.	Truro Bodmin	3 Days	Dates on Request	09:00 – 17:00	£180
Level 2 Award in Principles of COSHH This course is ideal for employees who work in an environment with hazardous substances, such as healthcare, manufacturing, cleaning, transport, utilities and office environments.	Truro Bodmin	Half-Day	Dates on Request	09:00 – 13:30	£55
Level 2 Award in Principles of Manual Handling 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.	Penwith Truro Bodmin	Half-Day	Dates on Request	09:00 – 13:30	£55
Level 2 Award in the Principles of Risk Assessment Learners will gain a basic introduction into the principles of risk assessment, including basic processes, key terms and methods that can be used to prioritise risks.	Penwith Truro Bodmin	1 Day	Dates on Request	09:00 – 17:00	£70
NCFE Level 1 Award in Mental Health Awareness This Level 1 course was created in partnership with CACHE to provide basic knowledge and understanding of mental health issues.	Truro Bodmin Truro Penwith	1 Day	17/10/2024 15/01/2025 01/05/2025 Dates on Request	09:00 – 16:00	£150

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Workplace Mental Health and Wellbeing This course has been developed to allow learners to better understand workplace health and wellbeing, the impact of organisational culture and how to support staff.	Truro	1 Day	Dates on Request	09:00 – 16:00	£100

SKILLS BOOTCAMPS



Funded and flexible courses of up to 16 weeks, giving people aged 19 and over the opportunity to build up sector-specific skills and fast-track to an interview offer with an employer.

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.

Skills Bootcamps are part of the Government’s Lifetime Skills Guarantee, helping everyone gain skills for life, and are funded by the National Skills Fund to develop and deliver Skills Bootcamps in economic priority sectors where there are identified skills gaps. For further details regarding Truro and Penwith College’s Skills Bootcamp programme please e-mail futureskills@truro-penwith.ac.uk.

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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.	Truro	13 Weeks	12/09/2024 (Primary Care) 16/09/2024 (Social Care)	09:00 – 16:30	£2453*
Digital Marketing This Skills Bootcamp will develop skills and knowledge across a range of topics and platforms, including marketing planning, content production, copywriting, utilising AI, Facebook ads, E-mail marketing, analytics, WordPress and SEO.	Truro / Online	10 Weeks	24/09/2024 (Taster Day) 10/09/2024	09:00 – 16:30	£2040*
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.	Tregye	9 Weeks	09/10/2024 (Taster Day: 25/09/2024)	09:00 – 16:30	£2245*
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.	Tregye	13 Weeks	04/09/2024	09:00 – 16:00	£2755*
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 EWI, Solar and PV Installation, Insulation and Heat Pumps, and adopt modern methods of Construction.	Truro	9 Weeks	04/09/2024 (Taster Day: 28/08/2024)	09:00 – 16:30	£2346.50*
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 Coded Welding status certified upon successful completion.	Truro	10 Weeks	27/09/2024 13/09/2024 (Taster Day: 10/01/2025) (Taster Day: 13/12/2024)	09:00 – 16:30	£2910*



LOCAL SKILLS IMPROVEMENT PLAN



FIND OUT MORE
ABOUT LSIP
EVENTS / COURSES

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 facilities 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.

CONSTRUCTION

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp in Property Maintenance – NEW Please refer to the content on Page 15					
Skills Bootcamp in Retrofit Readiness – NEW Please refer to the content on Page 15					
Introduction to Retrofit Principles – NEW This introductory course will help explain the necessary steps to the Retrofit process and how new thinking, design, technologies and materials applied to existing properties can make significant improvements to the thermal performance, running costs and comfort of the home.	Truro	Half-Day	18/09/2024 26/02/2025 07/05/2025	09:00 – 13:00	£60
City and Guilds Level 2 Award in Retrofit – NEW This award is suitable for both new and experienced trade professionals looking to improve their knowledge of whole-house Retrofit within the Construction industry and the beneficial impacts.	Truro	10 Weeks	30/09/2024 20/01/2025 28/04/2025	18:00 – 21:00	£470
City and Guilds Level 1 Award in Health and Safety in a Construction Environment – NEW This qualification enables learners seeking to take the CITB/HSE test needed to apply for the Construction Skills Certification Scheme Green Card. The achievement of this award will demonstrate understanding of key issues affecting safe working practices on construction sites.	Penwith Truro Penwith Truro Penwith Truro	3 Days	09/10/2024 11/12/2024 03/02/2025 26/03/2025 28/04/2025 25/06/2025	09:00 – 16:00	£75
Hard Hat Ready - NEW This course has been designed for individuals who are considering a career in the Construction industry and will provide a comprehensive package to enable them to meet the pre-requisites, including Health and Safety, the CSCS card, personal protective equipment, site induction and manual handling.	Truro	5 Days	Dates on Request	08:30 – 16:30	Free
Introduction to Building Regulations - NEW This industry-specialist led workshop outlines the key changes to Part L, Part F and Part O of the 2022 Building Regulations, which include minimum efficiency standards, carbon emission reductions and SAP compliance for extensions and refurbishments.	Truro	Half-Day	Dates on Request	09:00 – 12:00	£20
Introduction to External Wall Insulation - NEW This course introduces the skills and systems entailed in External Wall Insulation and is suitable both for those new to the practice and for experienced plasterers and renderers to develop their knowledge.	Truro	1 Day	21/08/2024	09:00 – 16:00	£120

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
City and Guilds Level 1 Award in Construction Skills (Bricklaying) This beginners course provides an entry-level introduction to basic Bricklaying skills, including constructing half-brick walling, half-brick return corners in stretcher bond and Health and Safety.	Truro	10 Weeks	29/04/2025	18:00 – 21:00	£311
City and Guilds Level 1 Award in Construction Skills (Carpentry and Joinery) This beginners course provides an entry-level introduction to basic Carpentry and Joinery skills, including mortice and tenon, angled halving, bridge and haunched joints, architraves and skirtings and fixing and fitting linings, locks and latches.	Truro	10 Weeks	29/04/2025	18:00 – 21:00	£311
City and Guilds Level 1 Award in Construction Skills (Painting and Decorating) This beginners course provides an entry-level introduction to basic Painting and Decorating skills, including painting techniques, wallpapering, decorative effects and painting skirtings and doors.	Penwith	10 Weeks	17/09/2024 14/01/2025 29/04/2025	18:00 – 21:00	£311
City and Guilds Level 1 Award in Construction Skills (Plastering) This beginners course provides an entry-level introduction to basic Plastering skills, including preparing background surfaces, mixing materials, applying scratch, setting and floating coats and fixing sheet materials.	Truro	10 Weeks	28/04/2025	18:00 – 21:00	£311
Introduction to Trades Days The College offers a range of one-day introductory sessions across Trade specialisms to provide industry insights and basic skills, knowledge and techniques: Bricklaying Carpentry and Joinery Painting Techniques Plastering Stonework Wallpapering Techniques	Truro Penwith Truro Penwith Truro Truro Penwith	One Day	09/11/2024 12/10/2024 09/11/2024 12/10/2024 09/11/2024 09/11/2024 12/10/2024	09:00 – 14:00	£55

ENGINEERING AND MANUFACTURING

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp in Welding and Fabrication Please refer to the content on Page 15					
City and Guilds Level 1 Award in Introductory Welding This introductory course is ideal for beginners who need basic welding training and develops practical skills and knowledge in MIG/MAGS welding, TIG/TAGS welding and MMA/ARC welding and fabrication.	Truro	8 Weeks	30/09/2024	18:00 – 21:00	£500
City and Guilds Level 2 Award in Welding This award offers a progression from the Level 1 Award or is ideal for individuals working in welding and fabrication looking to develop their knowledge, skills and responsibilities in MIG/MAGs and TIG/TAGS welding and MMA/ARC welding and fabrication.	Truro	10 Weeks	13/01/2025	18:00 – 21:00	£750
City and Guilds Computer Aided Design (CAD) Level 1 (SolidWorks) This certificated course provides an introduction into Computer Aided Design software for learners who are aspiring or have recently started to work in engineering or manufacturing design.	Truro Bodmin	10 Weeks	23/09/2024 Dates on Request	18:00 – 21:00	£200
City and Guilds Computer Aided Design (CAD) Level 2 (SolidWorks) This course is aimed at learners who have completed the Level 1, or have experience using SolidWorks, and develops the skills to create complex 2D sketches, create and edit work using features and commands, create table driven parts, add information to drawing layouts and create presentation quality displays.	Truro Bodmin	15 Weeks	Dates on Request	18:00 – 21:00	£360
City and Guilds Computer Aided Design (CAD) Level 3 (SolidWorks) This course is ideal for competent SolidWorks users looking to develop skills in the advanced features of the interface, including rendering, animation, weldments and surface modelling. Learners will be able to apply these core techniques in AutoCAD, Catia and Unigraphics software environments.	Truro Bodmin	15 Weeks	Dates on Request	18:00 – 21:00	£410



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AUTOMOTIVE					
Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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 mechanic experience, no convictions and be 'of good repute'.	Truro	4 Days	19/08/2024 16/09/2024 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 03/01/2025 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	£99
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 (EC842/2006 and annex EC307/2008).	Penwith	10 Weeks	24/09/2024 07/01/2025 15/04/2025	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

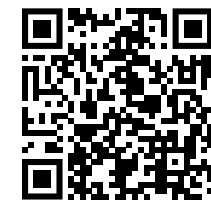


GREEN SKILLS

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

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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	2 Half-Days	09/10/2024 05/02/2025 14/05/2025	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	09/10/2024 05/02/2025 14/05/2025	09:00 – 13:00	£60



FIND OUT MORE ABOUT
GREEN SKILLS
EVENTS / COURSES

WHAT IS SCAP?

Cornwall's Sustainable Construction Advisory Panel (SCAP) was established by Truro and Penwith College in 2023 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 focusing on housing decarbonisation, retrofit and the technologies involved, and where gaps and potential opportunities may lie in the supply chain and workforce.



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DIGITAL SKILLS

DIGITAL SKILLS PROGRAMMES

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp in Digital Marketing Please refer to the content on Page 15					
Level 1 Digital Functional Skills The purpose of this qualification is to allow learners to demonstrate an understanding of, and competency in, the digital functional skills they need in real life, enabling learners to engage with digital services and products in everyday life.	Tregye	10 Weeks	01/10/2024 14/01/2025 29/04/2025	10:00 – 12:30	£300
CompTIA Network+ This internationally recognised qualification for network technicians covers hardware, protocols, network operating systems and services, analysis and troubleshooting. Learners should have previously passed A+ or have the equivalent of nine months' professional or educational networking experience.	Truro	30 Weeks	17/09/2024	18:00 – 21:00	£510
Digital Arts 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.	Truro	10 Weeks	24/09/2024 14/01/2025 29/04/2025	18:00 – 21:00	£180

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



FIND OUT MORE



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DIGITAL SKILLS PROGRAMMES

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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 Truro	1 Day	15/10/2024 19/11/2024 19/03/2025	09:00 – 16:00	£125
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 – 16:00	£65
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 – 16:00	£125
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 – 16:00	£125
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 adeptness 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 – 16:00	£125
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 – 16:00	£125
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 – 16:00	£125
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 what they can afford to ignore.	Online	2 Half-Days	10/12/2024	13:00 – 16:00	£125
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 Tregye	2 Half-Days	06/11/2024 14/01/2025 13/05/2025	13:00 – 16:00	£125

INDUSTRY-SPECIFIC QUALIFICATIONS

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 Truro 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 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 Control, 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, pre-school or childminder, 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 Truro	34 Weeks 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 Truro Bodmin Truro	32 Weeks 32 Weeks 32 Weeks 32 Weeks	17/09/2024 17/09/2024 13/01/2025 21/01/2025	09:00 – 15:00 17:00 – 20:00 09:30 – 16:00 17:00 – 20:00	£2573



FIND OUT MORE ABOUT
OUR COURSES AND
VIEW ONLINE

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
LEAP (Leading Education and Aspiration Programme) This course has been co-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 ILM 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

EDUCATION, TRAINING AND ASSESSING

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
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 undertake 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 Local Route or £850 National Route
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 02/05/2025	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	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

HAIR, BEAUTY AND COMPLEMENTARY THERAPIES

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
VTCT Level 2 Certificate in Barbering This technical level qualification is aimed at learners who wish to pursue a career as a barber or men's hairdresser. Learners will develop the knowledge and skills for client consultation, cutting, barbering and shaving services and create facial hair shapes.	Truro Penwith Truro	20 Weeks	10/09/2024 17/09/2024 25/02/2025	17:00 – 21:00 16:30 – 21:00 17:00 – 21:00	£500
VTCT Level 2 Certificate in Women's Hairdressing This qualification covers the elements required to work as a junior hairdresser or stylist, including health and safety, client consultation, shampooing and conditioning, cutting, colouring and the art of dressing hair, alongside specialist services units.	Truro Penwith	34 Weeks	10/09/2024 17/09/2024	16:30 – 21:00	£1287
VTCT Level 3 Diploma in Women's Hairdressing Develop your practical skills to an advanced level through a variety of techniques to perform your own salon services, including creative cutting, artistic colouring skills and imaginative styling and dressing. Learners must hold a Level 2 Hair qualification and have industry experience.	Truro	34 Weeks	10/09/2024	16:30 – 21:00	£3345
VTCT Level 2 Award in Skin Cancer Awareness This course has been designed to enable professional practitioners to recognise the signs and symptoms of skin cancer, alert clients to changes and signpost to public information and healthcare.	Truro	1 Day	24/10/2024 27/03/2025	09:30 – 16:00	£40
VTCT Level 2 Certificate in Beauty Specialist Techniques This qualification covers the elements required to work within the beauty therapy industry including customer care, skincare, facials, eye treatments, make up, manicure, pedicure and wax depilation.	Truro Penwith	34 Weeks	16/09/2024 17/09/2024	09:30 – 18:30	£995
VTCT Level 3 Diploma in Nail Technology Studies This course will develop the skills to qualify as a nail technician, including the application of gel and acrylic, tip and sculpting techniques, advanced nail art, product knowledge and client care.	Truro	18 Weeks	10/09/2024 25/02/2025	17:00 – 21:00	£1987
VTCT Level 3 Certificate in Swedish Massage This qualification is designed to support learners to gain employment as a Swedish massage therapist and covers the skills and knowledge required for this role.	Truro	15 Weeks	18/02/2025	17:00 – 21:00	£941

HEALTH AND SOCIAL CARE

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp in Clinical Pathways Please refer to the content on Page 15					
RESTORE2™ The RESTORE2™ Full Tool enables healthcare staff to identify the 'soft signs' of deterioration and manage escalations and communications. The training will enable attendees to gain the knowledge, practical skills and confidence to apply the RESTORE2™ tool in their place of work and is recommended by the British Geriatric Society, NHS England and the Academic Health Science Network.	Truro Bodmin Truro Bodmin Truro Bodmin	Half-Day	27/09/2024 11/10/2024 10/01/2025 07/03/2025 09/05/2025 13/06/2025	09:00 – 12:00	£40

HOSPITALITY AND CATERING

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
Skills Bootcamp for Future Chef Managers Please refer to the content on Page 15					
Level 2 Award in Food Safety in Catering This regulated and nationally recognised qualification is designed for those working, or planning to work, in the Catering industry and develops an understanding of Food Safety laws, food handling practices, contamination, risks and keeping foods safe.	Bodmin Penwith Truro	1 Day	Dates on Request	09:00 - 16:00	£60
Level 3 Award in Supervising Food Safety in Catering This course is designed for Catering managers and supervisors in the catering industry and covers food hygiene practices, legal responsibilities and safe and hygienic food handling controls.	Bodmin Penwith Truro	3 Days	Dates on Request	09:00 – 17:00	£180
CTH Level 2 Diploma in Patisserie and Confectionary Skills – NEW This introductory qualification develops the core skills needed in a professional kitchen alongside specialist elements of Patisserie and Confectionery cooking including chocolate work, pastry making, dough kneading and filling and piping.	Truro	36 Weeks	18/09/2024	09:00 – 16:30	£994
BIAB Level 2 Award for Personal Licence Holders This is the required licensing qualification to apply for a Personal Licence for premises where alcohol is sold and covers licensing authorities, Personal Licence holder responsibilities, police powers, rights of entry, prohibitions and the responsible retail of alcohol.	Truro Bodmin Truro Bodmin Truro	1 Day	11/10/2024 20/11/2024 07/02/2025 30/04/2025 20/06/2025	09:00 – 17:00	£180
BIAB Level 2 Award in Beer and Cellar Quality (Cask and Keg) This qualification has been designed to develop knowledge and good practises relating to beer quality, including understanding products, dispensing, conditioning and maintenance of cask ales and kegs, dispensing and stock control.	Truro	1 Day	Dates on Request	09:00 – 17:00	£180
WSET Level 1 Award in Spirits This course is a beginner-level introduction to spirits for those starting a career in the industry or pursuing an interest and offers a hands-on introduction to explore the main styles and types through sight, smell and taste.	Truro	1 Day	Dates on Request	09:30 – 16:30	£125
WSET Level 1 Award in Wines This beginner-level introduction is suitable for those starting a wine career or pursuing an interest and provides a hands-on introduction to describe wines accurately, explore the main types and styles through sight, smell and taste and pair food and wine.	Bodmin Truro	1 Day	Dates on Request	09:30 – 16:30	£125
WSET Level 2 Award in Wines This intermediate-level qualification is suitable for industry professionals and wine enthusiasts and builds on the Level 1 Award. Learners will gain knowledge of the principal and regionally important grape varieties, the styles of wine they produce and how to describe these wines with confidence.	Bodmin Truro	4 Days	Dates on Request	09:30 – 16:30	£350
WSET Level 3 Award in Wines This is an advanced-level qualification for wine enthusiasts or industry professionals seeking to develop a detailed understanding of grape growing and wine making. Learners will be able to assess wines accurately and confidently explain styles and quality.	Bodmin Truro	6 Days	Dates on Request	09:30 – 16:30	£450

HUMAN RESOURCES

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
CIPD Foundation Certificate in People Practice - NEW The CIPD Foundation Certificate in People Practice is a formal qualification 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.	Truro	33 Weeks	16/09/2024	15:30 – 20:00	£1950

INFORMATION, ADVICE AND GUIDANCE

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
L3 Certificate in Advice and Guidance This qualification level is ideal 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.	Tregye	5 Days	14/10/2024 09/01/2025	09:00 – 16:00	£811
NVQ Level 4 Diploma in Advice and Guidance This diploma is designed for individuals whose role involves providing specialist advice and guidance, reporting to management and networking with associated services. You must complete a range of mandatory and optional units including supporting clients to make use of advice and guidance, staging and managing mediations and providing support for other practitioners.	Tregye	5 Days	14/10/2024	09:00 – 16:00	£2225

SPORT AND FITNESS

Course Title & Description	Location(s)	Duration	Start Date(s)	Time	Fee
YMCA Level 2 Award in Instructing Group Circuit Training 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.	Truro	5 Days	08/01/2025	09:00 – 16:30	£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.	Truro	2 Days	13/06/2025	09:00 – 16:30	£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.	Truro	14 Weeks	11/09/2024	09:00 – 16:30	£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.	Truro	18 Weeks	22/01/2025	09:00 – 16:30	£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.	Truro	30 Weeks	16/09/2024	09:00 – 16:30	£1987



APPRENTICESHIPS
AT TRURO & PENWITH COLLEGE

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 develop and 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

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Autocare Technician This programme is suitable for apprentices within Autocare or 'Fast Fit' businesses that carry out a range of services and MOT repairs to cars and light goods vehicles and requires a combination of technical, retail and customer service skills. Completion of the Autocare Technician standard can provide a gateway to the Level 3 programme, subject to the prior achievement of English and maths qualifications.	Penwith	30 Months	07/10/2024
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.	Truro	36 Months	07/10/2024

BUSINESS AND PROFESSIONAL

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Accounts/Finance Assistant – NEW This programme is a first step for individuals wanting to enter Accountancy; providing both a professional AAT qualification and invaluable work experience in either a firm of accountants or the finance department of an organisation.	Truro	12 Months	16/09/2024
3	Business Administrator This course is suitable for apprentices in key administrative or business support roles across all sectors who need to develop high-level business and IT skills in order to develop, implement, maintain and improve administrative services.	Truro/ Bodmin	18 Months	21/10/2024 28/04/2025
3	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.	Truro/ Bodmin	18 Months	07/10/2024

COMPUTING AND IT

Level	Apprenticeship Standard	Location	Duration	Start Week
4	Network Engineer This Apprenticeship develops the skills needed to design, install, maintain and support communication networks within an organisation or between businesses. Network Engineers must interpret technical information, understand organisational requirements and problem solve to ensure systems work at optimum capacity.	Truro	30 Months	04/11/2024
4	Software Developer This programme is suitable for individuals whose occupation is to understand client requirements, as provided in a design specification, and to creatively build and test high-quality code solutions and applications to deliver the best business outcomes.	Truro	24 Months	04/11/2024

CONSTRUCTION

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Bricklayer This Apprenticeship will support individuals starting a Bricklaying career within the Construction environment to develop the skills needed to lay bricks and blocks, utilising pre-manufactured elements and modern methods of construction and to create a high-quality product which meets standards, specifications and design plans.	Truro/ Penwith	24 Months	21/10/2024
2	Carpentry and Joinery (Site Carpenter) This programme is suitable for individuals carrying out skilled work, primarily using timber products on a construction site. Site Carpenters prepare and install basic building components such as doors and floor units and erect structural carpentry and roof structures on a building site or in domestic and commercial premises.	Truro/ Penwith	24 Months	21/10/2024
2	Carpentry and Joinery (Architectural Joiner) This programme is suitable for individuals carrying out skilled work, primarily using timber products in a workshop environment, creating building components. Architectural Joiners create building components by setting out, marking out and manufacturing basic architectural products, including doors, windows and staircases.	Truro/ Penwith	24 Months	21/10/2024
2	Plasterer (Solid Plastering) This programme is suitable for individuals working in both the new build and refurbishment construction sector who require the skills to apply a range of plastering systems onto different background surfaces such as solid plain walls, walls with openings and returns, ceiling joists and partitions and beams using traditional and modern materials.	Truro	24 Months	21/10/2024
3	Craft Carpentry and Joinery (Site Carpenter) For those with a Level 2 qualification who are continuing to work as a Site Carpenter, this advanced Apprenticeship will suit individuals carrying out skilled work and creating complex building components, primarily using timber products on a construction site.	Truro/ Penwith	15 Months	21/10/2024
3	Craft Carpentry and Joinery (Architectural Joiner) For those with a Level 2 qualification who are continuing to work as an Architectural Joiner, this advanced Apprenticeship will suit individuals carrying out skilled work and creating complex building components, primarily using timber products in a workshop environment.	Truro/ Penwith	15 Months	21/10/2024



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ENGINEERING

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Engineering Operative This Apprenticeship develops a wide range of skills that are transferrable across the Engineering and Manufacturing sector, including frontline maintenance, operating machines and production lines, assembling and repairing machines, components and systems, press tools, fabrication and basic installation.	Truro	18 Months	04/11/2024
3	Engineering Technician (Mechatronics Maintenance Technician) This Apprenticeship is aimed at individuals whose role involves highly skilled and complex work to ensure plant and equipment perform to required quality, delivery and safety standards including installation, testing, fault-finding, and the planned, preventative and breakdown maintenance of automated equipment and systems.	Truro/ Bodmin	48 Months	04/11/2024
3	Food and Drink Maintenance Engineer This programme is suitable for individuals whose role entails the maintenance of food and drink manufacturing machinery, automation and process equipment to optimise production levels; responding to breakdowns and system emergencies, conducting planned and predictive maintenance, installing and decommissioning machinery and contributing to plant hygiene and safety audits.	Bodmin	42 Months	04/11/2024
3	Machining Technician This Apprenticeship will suit individuals interested in a career in producing complex and high-precision machined products in the Advanced Manufacturing and Engineering sector, producing precise work from a variety of specialist materials using conventional and CNC machine tools and converting drawings using machining techniques.	Truro	48 Months	04/11/2024
3	Metal Fabricator This programme is aimed at individuals seeking to start a career as a Metal Fabricator and become fully competent in manual welding processes in all positions, carry out fabrication work involving rolled steel joists, columns, channels, steel plate and metal sheet and gain proficiency in all manual processes (MIG, TIG and MMAW).	Truro	42 Months	04/11/2024

HAIR AND BEAUTY

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Hair Professional (Hairdresser) This Apprenticeship is suitable for individuals starting their Hairdressing career and will develop skills and knowledge in a range of current and commercially ready techniques, including consultation, shampoo and conditioning, cutting, styling, finishing and colouring.	Truro	24 Months	04/11/2024
3	Advanced and Creative Hair Professional For those with a Level 2 qualification who are continuing to work as a Hair Professional, this advanced Apprenticeship will suit individuals who have their own clientele and can work without supervision to create innovative and fashion-forward hair styles.	Truro	12 Months	13/01/2025



HOSPITALITY AND CATERING

Level	Apprenticeship Standard	Location	Duration	Start Week
2	Commis Chef The primary objective of this Apprenticeship is to develop the skills needed to rotate around and support the key functions of every section of the kitchen by preparing, cooking and finishing food items for fine and casual dining restaurants, hotels and gastro pubs.	Truro/ Penwith	12 Months	04/11/2024
2	Hospitality Team Member This programme is suitable for individuals in customer-facing roles within the Hospitality industry and develops key skills in teamwork, recognising customer needs, match needs to business products and ensuring that every customer feels welcomed and looked after.	Truro	12 Months	21/10/2024
2	Pro Chef This Apprenticeship is suitable for apprentices who work within a kitchen environment with centrally developed and standardised recipes and menus; producing quality food in high volumes demonstrating accuracy, attention to detail and within set timings.	Truro	12 Months	20/01/2025
3	Chef de Partie This advanced programme is aimed at individuals seeking to understand the complexities of modern-day cookery and the advanced techniques used in professional kitchens; preparing, cooking and finishing complex dishes whilst overseeing a section of the kitchen and supervising team members.	Truro	18 Months	23/09/2024
3	Hospitality Supervisor This programme is suitable for supervisors who provide vital support to management teams, independently supervise services and shifts and deliver excellent customer service across a variety of functions.	Truro	12 Months	23/09/2024
3	Senior Production Chef – NEW This new programme is suitable for experienced Production Chefs who run the kitchen service and supervise team members, contribute to the production of centrally developed and standardised recipes and dishes, monitor efficiency and maintain food safety and standards.	Truro	12 Months	23/09/2024
3	Pastry Chef – NEW This new Apprenticeship is designed for experienced chefs who plan, prepare and produce complex and refined patisserie, using a range of refined techniques, tools and specialist equipment and demonstrating expertise in following recipes and food production methods in pastry.	Truro	14 Months	30/09/2024
4	Hospitality Manager This higher-level Apprenticeship is suitable for individuals preparing themselves for a successful career in Hospitality Management and developing the customer relations, people management and leadership skills required to deliver the business vision and objectives.	Truro	18 Months	27/01/2025

NURSING AND ALLIED HEALTH

Level	Apprenticeship Standard	Location	Duration	Start Week
3	Senior Healthcare Support Worker This Apprenticeship is suitable for practitioners who deliver healthcare services to people in a range of Health and Social Care settings; including a range of clinical and non-clinical tasks and high-quality compassionate healthcare.	Truro	24 Months	09/09/2024
5	Nursing Associate This standard is for individuals seeking to learn the relevant skills and knowledge to gain employment in the healthcare industry as a regulated Nursing Associate and provide care for people of all ages and from different backgrounds, cultures and beliefs. The standards for proficiency are set by the Nursing and Midwifery Council (NMC).	Bodmin/ Truro	24 Months	09/09/2024
6	Operating Department Practitioner This programme has been developed to train registered healthcare professionals who specialise in caring for patients in operating departments before, during and after surgery, taking a lead role in ensuring high-quality care and patient safety.	Bodmin/ Truro	36 Months	09/09/2024
6	Registered Nurse Degree – Top Up This programme is suitable for individuals who have completed the Nursing Associate standard and combines practice-based and academic learning to enhance and consolidate skills and knowledge. Registered nursing is a statutorily regulated profession with standards for proficiency set by the Nursing and Midwifery Council (NMC).	Bodmin/ Truro	18 Months	10/03/2025

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.

Smaller employers are eligible for government funding of between 95% and 100% of the apprenticeship costs whilst large employers can use the Apprenticeship Levy to pay for the training.

For further information contact apprenticeships@truro-penwith.ac.uk or call the team on 01872 305500.



FIND OUT MORE ABOUT
APPRENTICESHIPS
USE THE QR CODE



FREE TRAINING AND SUPPORT FOR EMPLOYERS

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.



FIND OUT MORE

Session Title	Location	Time	Date/s
Apprentice Employer Introduction and Induction This session will cover: <ul style="list-style-type: none">How to successfully induct your apprentice to your organisationWhat to expect from the Apprenticeship programmeEmployer roles and responsibilitiesThe support available from Truro and Penwith College	Online	16:30 – 18:00	24/09/2024 07/11/2024
Creating an Inclusive Workplace for Employees with Additional Needs This session will cover: <ul style="list-style-type: none">The Equality Act 2010The responsibilities of employers and apprentices and how to create a safe and inclusive workplaceHow to evaluate your employees needs and the potential impactReasonable adjustments for employees with disabilities or health conditionsNational support schemes, including Access to Work	Truro	17:00 – 18:00	22/10/2024 14/01/2025
Effective Mentoring of Apprentices and New Starters This session will cover: <ul style="list-style-type: none">What mentoring isThe scope and limits of the mentoring rolePersonal reflection on own experiences as a mentor and menteeStages of development and reflection on each how mentoring can support a learning journeyAdding value as a mentor and tracking progress (including recording processes)Identification of different mentoring styles	Tregye/ Bodmin	09:30 – 12:30	19/09/2024 15/01/2025 21/05/2025
Safeguarding – Information and Guidance for Employers This session will cover: <ul style="list-style-type: none">What is safeguarding and your role in supporting your apprenticeRecurring themes on safeguarding issuesIndicators and signs for concernHow to support and report a safeguarding concernHow to handle personal disclosures	Online/ Truro	16:30 – 18:30	03/07/2024 11/09/2024 06/11/2024 22/01/2025



OUR BUSINESS PARTNERSHIP TEAM

Truro & Penwith College's Business Partnership Team leads on employer engagement for apprenticeships and all forms of work-based training that the College offers to businesses. The team manages inbound enquiries for apprenticeships and work-based training and is at the forefront of all our work with the local business community. Employers that choose to work with Truro & Penwith College will be assigned a dedicated Business Partnership Consultant. Our highly experienced, industry-expert Business Partnership Consultants will provide a bespoke consultancy service for your business, working alongside you to identify and understand your training needs. They will then help you to explore the training options that are available, and they will use their expert knowledge of funding and training to provide impartial advice on the best options to accelerate the growth and development of your business.

The College's suite of employer support and training options include apprenticeships, consultancy services, professional development qualifications, funding and bespoke training packages.

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/ or e-mail futureskills@truro-penwith.ac.uk.

SUBSCRIBE TO OUR MAILING LIST



SUBSCRIBE NOW

Business Bytes is the College's business and Apprenticeship newsletter for employers and professionals and a great way to keep up-to-date with the latest content around the College's work with business partners across Cornwall to provide training, professional qualifications and apprenticeships.



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 heenquiry@truro-penwith.ac.uk.

FOUNDATION DIPLOMA

Course Title	Location	Duration	Start Week
UAL Level 3 Diploma in Art and Design	Truro	1 Year	16/09/2024

FOUNDATION DEGREES

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

HIGHER NATIONAL CERTIFICATES

Course Title	Location	Duration	Start Week
HNC Applied Psychology	Penwith/ Truro	1 Year	23/09/2024
HNC Cyber Security	Truro	1 Year	23/09/2024
HNC Fine Art	Penwith	1 Year	23/09/2024

HIGHER NATIONAL DIPLOMAS

Course Title	Location	Duration	Start Week
HND Fine Art	Penwith	2 Years	23/09/2024
HND Applied Psychology	Penwith/ Truro	2 Years	23/09/2024

HONOURS DEGREE PROGRAMMES

Course Title	Location	Duration	Start Week
BSc (Hons) Adult Nursing	Truro	3 Years	16/09/2024
BA (Hons) Applied Sport and Health Science	Truro	3 Years	23/09/2024
BSc (Hons) Mental Health Nursing	Truro	3 Years	16/09/2024
BSc (Hons) Operating Department Practitioner	Truro	3 Years	16/09/2024

HONOURS DEGREE TOP-UP PROGRAMMES

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

LLB LAW DEGREE TOP-UP PROGRAMME

Course Title	Location	Duration	Start Week
LLB (Hons) Law – Top Up	Truro	1 Year	23/09/2024

TEACHER TRAINING QUALIFICATIONS

Course Title	Location	Duration	Start Week
Certificate in Education (including Diploma in Teaching)	Truro	1 Year (FT)/2 Years (PT)	02/09/2024
Post-Graduate Certificate in Education (including Diploma in Teaching)	Truro	1 Year (FT)/2 Years (PT)	02/09/2024



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

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

Course Title	Location
Access to Higher Education: Art and Design	Truro
Access to Higher Education: Computing and IT	Bodmin/ Truro
Access to Higher Education: Creative Arts	Penwith
Access to Higher Education: Creative Media and Photography	Truro
Access to Higher Education: Health and Social Care	Penwith
Access to Higher Education: Humanities	Penwith
Access to Higher Education: Humanities, Teaching and Law	Truro
Access to Higher Education: Medicine	Truro
Access to Higher Education: Nursing/ Human Sciences	Bodmin/ Truro
Access to Higher Education: Psychology and Social Work	Truro
Access to Higher Education: Science	Truro

FINANCIAL SUPPORT

Depending on individual circumstances and the course you would like to study, there may be funding available to support you or your business.

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 Course Guide and call the Future Skills Adult Learning Team on 01872 308000
 - Complete the booking information and make payment 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 or Course Guide 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

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 retrain 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 can be 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/fsi-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.



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 wide 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 Fal Building, 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 Cornish 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-expert lecturers coupled with historic buildings with stunning views over Mounts Bay.

The University Centre Truro & Penwith also delivers Higher Education courses from the Penberth building and there are a number of courses that are exclusive to Penwith College, which have been identified and developed to meet the needs of local businesses and learners.

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
- NCFE Level 1 Award in Mental Health Awareness
- City and Guilds Level 1 Award in Health and Safety in a Construction Environment
- City and Guilds Level 1 Award in Construction Skills (Painting and Decorating)
- Introduction to Trades Days in Carpentry and Joinery, Painting Techniques and Wallpapering Techniques
- IMI Level 3 Award in Automotive Refrigerant Handling
- AAT Accounting Level 2 Certificate
- NCFE CACHE Level 2 Diploma for the Early Years Practitioner
- NCFE CACHE Level 3 Diploma for the Early Years Workforce (EYE)
- VTCT Level 2 Certificate in Barbering
- VTCT Level 2 Certificate in Women's Hairdressing
- VTCT Level 2 Certificate in Beauty Specialist Techniques
- Level 2 Award in Food Safety in Catering
- Level 3 Award in Supervising Food Safety in Catering
- Apprenticeship: Autocare Technician
- Apprenticeship: Bricklayer
- Apprenticeship: Carpentry and Joinery (Site Carpenter or Architectural Joiner)
- Apprenticeship: Craft Carpentry and Joinery (Site Carpenter or Architectural Joiner)
- Apprenticeship: Commis Chef
- Access to Higher Education: Creative Arts
- Access to Higher Education: Health and Social Care
- Access to Higher Education: Humanities
- University Centre: FdSc Youth, Social and Community Studies
- University Centre: HNC/D Applied Psychology
- University Centre: HNC/D Fine Art
- University Centre: BA (Hons) Craft and Design – Top Up
- University Centre: BA (Hons) Human Behavioural Studies – Top Up



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 course 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 5 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

- Level 3 First Aid at Work/ Requalification
- Level 3 Paediatric First Aid
- Awards in Health and Safety in the Workplace (Levels 2 and 3)
- Level 2 Award in Principles of COSHH
- Level 2 Award in Principles of Manual Handling
- Level 2 Award in the Principles of Risk Assessment
- NCFE Level 1 Award in Mental Health Awareness
- City and Guilds Computer Aided Design (CAD) – SolidWorks (Levels 1, 2 and 3)
- NCFE CACHE Level 3 Diploma for the Early Years Workforce (EYE)
- City and Guilds Level 3 Award in Education and Training
- Train the Trainer
- RESTORE2™
- Level 2 Award in Food Safety in Catering
- Level 3 Award in Supervising 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

CAREER ZONE

Truro and Penwith College's Career Zone offers impartial, confidential and personalised careers guidance for all of the College's students and potential learners to support with career planning and progression.

To book an appointment with one of our fully-qualified and experienced career practitioners, go to:

www.truro-penwith.ac.uk/career-zone



SCAN THE QR CODE

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.

