

Truro & Penwith College Business

Apprenticeships, Professional Qualifications and Bespoke Training.
Get in touch to discuss your requirements.

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Proud to have supported:

Able Care
Anns Cottage
Blue Flame
Bott Ltd
Budock Vean
Carbis Bay Hotel
Chris Sedgeman Scaffolding
Citroën Penzance
Coastline Housing
CORMAC Solutions Ltd
Cornwall Care
Cornwall Council
Cornwall Fire and Rescue Service
Cornwall Hospice Care
Cornwall Partnership NHS Foundation Trust
Crantock Bakery
Curver
Daften Engineering
Dales Motors
Devon and Cornwall Police
Disability Cornwall
DP Engineering
Duchy Care
Eden Project
Fugro Seacore
Goonhilly Earth Station
Green Light Care
H Tempest Ltd
Hall for Cornwall

HALO Accountancy
Happy Days Nursery
Headland Hotel
Hotel Tresanton
Imerys
Ink Fish
Innovation Centres
Isles of Scilly Council
Leap
Little Stars
Marzipan Hairdressing
Merchants Manor Hotel
MJ Hairdressing
Nalders
Newlyn Tyres
NV Hairdressing
Office Smart
Ocean Housing
Pall
Paul Ainsworth
Pendennis
RAF St Mawgan
Restormel Engineering
Retailick Resort & Spa
Rick Stein Group
Rigibore
Roddas
Royal Cornwall Hospital Trust
Sam's

Seasalt
Skinner's Brewing Co.
Spectrum
Spencer Carter
Spiral Construction
St Aubyn Estates
St Austell Brewery
St Justin Jewellery
St Michaels Hotel
St Moritz Hotel
Swallowcourt
Tate St. Ives
The Alverton
The Nare Hotel
The Park Mawgan Porth
Timber Tek
TPAT Schools
Tregolls Manor
Tregothnan Estate
Trevornick Holiday Park
Uneeka
Warrens Bakery
Watson Marlow
Watergate Bay Hotel
WC Rowe
WES Engineering
WISKA

Truro & Penwith College Business Training Guide

Apprenticeships, professional qualifications and bespoke training. Developed in partnership with employers.



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Training Programmes



Business Improvement, Efficiency & Skills

| Start Dates | Course Title | Duration | Cost |
|-----------------------|--|----------|------|
| 09/11/2018 22/03/2019 | Lean Workshop 1: Principles of Lean, Waste Identification and 5S | 1 day | £120 |
| 07/12/2018 12/04/2019 | Lean Workshop 2: Variance Analysis and Process Optimisation | 1 day | £120 |
| 11/01/2019 17/05/2019 | Lean Workshop 3: Business Process Mapping | 1 day | £120 |
| 04/12/2018 09/05/2019 | Practical Training Skills | 3 days | £500 |

English & Maths

| Start Dates | Course Title | Duration | Cost |
|-------------------------------------|---|--|---|
| Every 4 weeks | ESOL (English for Speakers of Other Languages) with Functional Skills (week commencing) | 4 - 12 weeks (dependent on experience) | £100 / 4 weeks (Functional Skills Funded) |
| 03/10/2018 01/02/2019 06/06/2019 | Functional Skills English | 4 days | £215 (Funding Available) |
| 31/10/2018 08/03/2019 04/07/2019 | Functional Skills Maths | 4 days | £215 (Funding Available) |
| 07/09/2018 | Trinity Certificate in Teaching English to Speakers of Other Languages (CertTESOL) | 15 days | £1,400 |

Health, Safety & Wellbeing

| Start Dates | Course Title | Duration | Cost |
|-------------------------------------|---|----------|------|
| 03/07/2018 10/09/2018 11/02/2019 | Emergency First Aid at Work Level 3 Award | 1 day | £70 |
| 15/10/2018 08/05/2019 | First Aid at Work Level 3 | 3 days | £180 |
| 19/11/2018 | First Aid at Work Requalification | 2 days | £120 |
| 18/03/2019 | Food Allergen Awareness Level 2 | 1/2 day | £45 |
| 08/10/2018 11/03/2019 | Food Safety in Catering Level 2 | 1 day | £70 |
| 26/11/2018 18/03/2019 | Health and Safety in the Workplace Level 2 | 1 day | £70 |
| 23/01/2019 23/07/2019 | Health and Safety in the Workplace Level 3 | 3 days | £180 |
| 14/01/2019 17/05/2019 | Principles of Manual Handling Level 2 | 1 day | £55 |
| 10/12/2018 10/06/2019 | Risk Assessment Level 2 | 1 day | £70 |
| 17/12/2018 24/06/2019 | Risk Assessment Principles and Practice Level 3 | 2 days | £120 |
| 26/11/2018 24/06/2019 | Supervising Food Safety in Catering Level 3 Award | 3 days | £180 |
| 11/03/2019 | Use of an Automated External Defibrillator (non-accredited) | 1/2 day | £45 |
| 25/02/2019 10/06/2019 | Principles of COSHH Level 2 | 1 day | £55 |
| 05/12/2018 24/04/2019 | Introduction to Equality and Diversity | 1 day | £120 |

IT & Digital

| Start Dates | Course Title | Duration | Cost |
|--|--|----------|------|
| 11/10/2018 17/01/2019 04/04/2019 | Understanding Excel | 1 day | £100 |
| 10/09/2018 05/03/2019 | Understanding Internet and Email | 1 day | £100 |
| 11/2018 15/05/2019 | Understanding PowerPoint | 1 day | £100 |
| 01/11/2018 | Understanding Word | 1 day | £100 |
| 20/09/2018 08/01/2019 25/04/2019 04/06/2019 | Working with Excel - Level 2 | 3 days | £150 |
| 16/07/2018 28/02/2019 | Working with Word - Level 2 | 3 days | £150 |
| 19/09/2018 05/02/2019 16/05/2019 04/07/2019 | Excel for Business - Level 3 | 4 days | £200 |
| 07/05/2019 | Word for Business - Level 3 | 4 days | £200 |
| 04/09/2018 04/03/2019 | 9 Day European Computer Driving Licence (ECDL) Level 2 Certificate | 9 days | £280 |

Training that is tailored to meet your business' needs can often be more cost effective than you may think. We are always happy to work within your budget and suggest innovative training solutions.

Marketing, Sales & Customer Service

| Start Dates | Course Title | Duration | Cost |
|-----------------------|--|----------|------|
| 15/10/2018 20/03/2019 | Business Seminar: Customer Service and Upselling* | 1 day | £120 |
| 26/11/2018 | Introduction to Public Relations* | 1 day | £120 |
| 31/01/2019 15/04/2019 | Introduction to Retail Law* | 1 day | £120 |
| 01/11/2018 02/04/2019 | Introduction to Retail Merchandising* | 1 day | £120 |
| 11/09/2018 02/04/2019 | Marketing Workshop 1: Why use Social Media for your Business | 1 day | £120 |
| 09/10/2018 13/05/2019 | Marketing Workshop 2: Getting your Business on Social Media | 1 day | £120 |
| 21/11/2018 17/06/2019 | Marketing Workshop 3: Applying Marketing to Social Media | 1 day | £120 |
| 12/12/2018 16/07/2019 | Marketing Workshop 4: Marketing your Business | 1 day | £120 |
| 28/01/2019 23/07/2019 | Marketing Workshop 5: Publicity for your Business | 1 day | £120 |
| 21/09/2018 14/03/2019 | Customer Service City and Guilds Level 2 | 3 days | £350 |
| 03/04/2019 | Social Media - Advertising and Promotion | 3 days | £285 |

People Management

| Start Dates | Course Title | Duration | Cost |
|--|--|-----------|--------|
| 12/10/2018 11/01/2019 08/03/2019 | Business Seminar: Introduction to Coaching and Mentoring* | 1 day | £120 |
| 10/10/2018 05/03/2019 | Business Seminar: Introduction to Project Management* | 1 day | £120 |
| 26/10/2018 25/01/2019 22/03/2019 | Business Seminar: People Management for New Supervisors* | 1 day | £120 |
| 21/01/2019 10/06/2019 | Business Seminar: Time Management for Managers* | 1 day | £120 |
| 16/04/2019 | Business Seminar: Assertiveness and Dealing with Difficult Situations* | 1 day | £120 |
| 09/04/2019 | ILM Coaching and Mentoring in Management Level 5 Certificate | 8 days | £1,250 |
| 06/11/2018 19/03/2019 04/06/2019 | ILM Coaching Level 3 Award | 5 days | £700 |
| Rolling Start Dates | ILM Management NVQ Diploma Levels 5 and 7 | 18 months | £1,950 |
| 15/11/2018 13/02/2019 23/04/2019 13/06/2019 | ILM Leadership and Management Level 3 Award | 5 days | £700 |
| 07/11/2018 26/02/2019 23/05/2019 | ILM Leadership and Management Level 5 Award | 6 days | £900 |
| 02/10/2018 18/01/2019 06/06/2019 | ILM Leadership and Team Skills Level 2 Award | 3 days | £475 |
| 13/02/2019 | ILM Principles of Leadership and Management Level 3 Certificate | 10 days | £1,300 |
| 05/12/2018 24/04/2019 | Introduction to Equality and Diversity in the Workplace | 1 day | £120 |

SUCCESS - University Level Short Courses

| Start Dates | Course Title | Duration | Cost |
|-------------------------------------|---|----------|------|
| 24/10/2018 10/04/2019 | SUCCESS - Project Management - Level 4 | 5 days | £750 |
| 19/10/2018 26/04/2019 | SUCCESS - Employment Law - Level 5 | 5 days | £750 |
| 26/09/2018 30/01/2019 17/04/2019 | SUCCESS - Event Management - Level 4 | 5 days | £750 |
| 07/02/2019 | SUCCESS - Organisation, Management and HR - Level 4 | 5 days | £750 |
| 04/10/2018 21/03/2019 | SUCCESS - Marketing & PR - Level 5 | 5 days | £750 |

Business and Professional Apprenticeships

| Start Dates | Course Title | Duration | Cost |
|---------------------|--|-----------|------|
| Oct 2018 Nov 2018 | Business Administrator - Level 2 | 12 months | POA |
| Feb 2018 | Customer Service Practitioner - Level 2 | 12 months | POA |
| Oct 2018 April 2019 | Business Administrator - Level 3 | 18 months | POA |
| Nov 2018 March 2019 | Team Leader Supervisor - Level 3 | 18 months | POA |
| Oct 2018 March 2019 | Digital Marketer - Level 3 | 18 months | POA |
| May 2018 Sept 2018 | Assistant Accountant - Level 3 | 24 months | POA |
| TBC | Professional Accounting Technician - Level 4 | 24 months | POA |
| Sept 2018 | Software Developer - Level 4 | 24 months | POA |

Seminars are £120 or three for £300*

For more information or to book a course, please speak to one of our Client Relations Team on 01872 242711