

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

Truro & Penwith College Business

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

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Spencer Carter
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St Aubyn Estates
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The Nare Hotel
The Park Mawgan Porth
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