



Coventry and Warwickshire

Skills 4 Growth

Coventry and Warwickshire Skills 4 Growth will support eligible Small to Medium Sized Enterprises to improve skills amongst their workforce.

Company Eligibility

Small to Medium Sized Enterprises in Advanced Manufacturing and Engineering or Service Sector Industries including Health and Social Care. Must be based in Coventry and Warwickshire.

Eligible Training

- Skills training that will close skills gaps in your business and lead to accredited qualifications.
- Full qualifications and units at level 2 and below and units of qualifications at level 3 and above.
- ESOL courses (Basic Skills in English for Speakers of Other Languages).

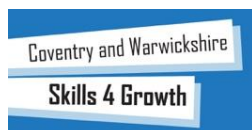
OPEN PROGRAMME Training Dates November 17 – April 18

For dates post April 2018 or for any training needs not covered in this Open Programme offer please contact us. We aim to support all eligible training for eligible employers with funding towards training costs. We can tailor onsite delivery to meet specific employer needs.

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Qualification Title	Lev	Awarding Body	Days	November	December	January	February	March	April	Delegate Cost (Exc Vat)	Delegate Cost with Skills 4 Growth Support (Exc VAT)
I.T Systems											
ICT System Installation	3	City & Guilds	5	6th-10th	11th - 15th	29th, 30th, 31st	1st, 2nd		2nd - 6th	£900.00	£450.00
ICT Security Awareness	3	City & Guilds	5	25th - 29th			21st - 25th	12th - 16th	23rd - 27th	£900.00	£450.00
Customer Care in ICT	3	City & Guilds	3	27th - 29th		16th - 18th		26th - 27th		£540.00	£270.00
ICT System Administration	3	City & Guilds	2	4th, 5th			5th, 6th		9th, 10th	£360.00	£180.00
Engineering & Technical Skills											
Carrying out fault diagnosis on Engineered Systems	3	EAL	5	20 th – 24 th			12 th – 16 th	19 th – 23 rd	30 th – 4 th May	£1,350.00	£675.00
Maintaining Electrical Equipment within an Engineered System	3	EAL	Pt 1 - 5 days Pt 2 – 5 days			15 th – 19 th 29 th – 2 nd Feb	26 th – 2 nd Mar		9 th – 13 th 23 rd – 27 th	£2,200.00	£1,100.00
Maintaining Mechanical Equipment within an Engineered System	3	EAL	5	Contact Skills 4 Growth for available dates.						£1,350.00	£675.00
17th Edition Wiring Regulations	3	City & Guilds	3	Contact Skills 4 Growth for available dates.						£535.00	£267.00
Portable Appliance Testing C&G 2377	3	City & Guilds	2				1st, 2nd			£425.00	£212.50
I.T. User Skills											
Microsoft Project 2013	2	BCS	2	29th	6th		7th, 14th		11th, 18th	£400.00	£200.00
Access Database software	1	City & Guilds	1						12th	£120.00	£60.00
Using email	2	City & Guilds	1						13th	£120.00	£60.00
Using mobile IT devices	2	City & Guilds	1				23rd			£120.00	£60.00
Spreadsheet software	1	City & Guilds	1						6th	£120.00	£60.00
Spreadsheet software	3	City & Guilds	1				22nd			£120.00	£60.00
Powerpoint software	1	City & Guilds	1			19th				£120.00	£60.00
Powerpoint software	2	City & Guilds	1				23rd			£120.00	£60.00
Word processing software	1	City & Guilds	1				21st			£120.00	£60.00

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Website Software	1	City & Guilds	1			12th				£120.00	£60.00
Website Software	2	City & Guilds	1						11th	£120.00	£60.00
Book-Keeping											
Manual Accounting Only	1	Skills First	4	3rd, 10th, 17th, 24th	1st			2nd, 9th, 16th, 23rd		£320.00	£160.00
Computerised Accounting Only (SAGE)	2	Skills First	4			28th	2nd, 9th, 16th			£320.00	£160.00
Manual Accounting Only	2	Skills First	5						20th, 27th & 4th, 11th, 18th May	£400.00	£200.00
Health & Safety											
COSHH	2	Highfield	1						12th	£105.00	£52.50
Fire Safety (Fire Marshal)	2	Highfield	1				21st			£110.00	£55.00
Safe Moving & Handling	2	Highfield	1	If you would like to organise on-site training for your business please contact us.						TBC on delegate numbers	
Moving People Safely	2	Highfield	1	If you would like to organise on-site training for your business please contact us.						TBC on delegate numbers	
Leadership & Management											
Introduction to Leadership	2	City & Guilds	1					8th		£120.00	£60.00
Workplace Communication	2	ILM	2			17th , 24th			Dates TBC	£300.00	£150.00
Planning and monitoring the Teams Work	2	ILM	2				21st, 28th		Dates TBC	£300.00	£150.00
Business Improvement Techniques	2	ILM	2				21st, 28th			£300.00	£150.00
Understanding how to Motivate & Improve Performance	3	ILM	2			10th, 17th				£300.00	£150.00
Solving Problems and Making Decisions	3	ILM	2			24th, 31st				£300.00	£150.00
Understanding How to Establish an Effective Team	3	ILM	1				14th			£250.00	£125.00
Understanding Leadership	3	ILM	1				21st			£250.00	£125.00
Giving Briefings and Making Presentations	3	ILM	1	6th			28th	7th		£250.00	£125.00
Planning change in the Workplace	3	ILM	2	13th, 20th				7th, 14th		£300.00	£150.00
Understanding the Organisation in its Context	3	ILM	2		4th or 11th			21st, 28th		£300.00	£150.00
Manage Personal & Professional Development	3	ILM	1			17th				£250.00	£125.00

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Principles of Leadership & Management	3	ILM	1			31st				£250.00	£125.00
Principles of People Management	3	ILM	1				7th			£250.00	£125.00
Manage Team Performance	3	ILM	1				28th			£250.00	£125.00
Manage Conflict	3	ILM	1					21st		£250.00	£125.00
Principles of Business	3	ILM	1	1st				28th		£250.00	£125.00
Manage a Project	3	ILM	1	29th					18th	£250.00	£125.00
Knowledge & Information Management	5	ILM	3		7th, 21st	18th	1st, 15th	1st		£400.00	£200.00
Managing Marketing Activities	5	ILM	4					22nd	19th & 3rd, 17th May	£400.00	£200.00
Managing and Implementing Change in the Workplace	5	ILM	4						12th, 26th & 10th, 24th May	£400.00	£200.00
Becoming an Effective Leader	5	ILM	5	9th, 23rd, 30th	14th	11th				£400.00	£200.00
Managing Projects in the Organisation	5	ILM	4	30th	14th, 11th, 25th	25th	8th, 22nd	8th		£400.00	£200.00
Assessment, Coaching & Mentoring											
Assess occupational competence in the work environment	3	City & Guilds	Flex						Flex	£450.00	£225.00
Assess vocational skills, knowledge and understanding	3	City & Guilds	Flex						Flex	£450.00	£225.00
Introduction to the benefits of Coaching	2	City & Guilds	1						5th	£165.00	£82.50
Introduction to the benefits of Mentoring	2	City & Guilds	1						11th	£165.00	£82.50
Education & Training											
Understand the roles, responsibilities & relationships in Education & Training	3	City & Guilds	1	7th						£300.00	£150.00
Understanding & Using Inclusive Teaching & Learning Approaches in Education & Training	3	City & Guilds	1	14th	12th					£300.00	£150.00

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Understand the principles and practices of Assessment	3	City & Guilds	2	28th	5th					£300.00	£150.00
Award in Education & Training	3	City & Guilds	6					7th (Induction) 14th, 21st, 28th	4th, 11th, 18th	£550.00	£275.00
Soft Skills for Business											
Dealing with problems & Decision making	1	City & Guilds	1	10th				15th		£165.00	£82.50
Understanding assertive behaviour	1	City & Guilds	1					22nd		£165.00	£82.50
Effective communication	1	City & Guilds	1				20th			£165.00	£82.50
Managing time in the workplace	2	City & Guilds	0.5				2nd			£95.00	£47.50
Introduction to Health & safety in the workplace	1	City & Guilds	2						12th, 13th	£295.00	£147.50
Team working skills	2	City & Guilds	2	2nd , 3rd					5th, 6th	£295.00	£147.50
Valuing Customers	2	City & Guilds	2				21st, 22nd			£295.00	£147.50
Understanding Sales in the Workplace	2	ILM	1			26th		30th		£300.00	£150.00
Health & Social Care											
Award in Introduction to Health, Social Care & Children & Young People's Workforce.	1	City & Guilds	9			12th, 19th, 26th	2nd, 9th, 16th, 23rd	2nd, 9th, 16th, 23rd	6th, 13th, 20th & 14th, 11th, 18th, 25th May	£570.00	£285.00
Diploma in Health and Social Care	2	City & Guilds	1 year							£1,198.00	£599.00
Introduction to Duty of Care in Health, Social Care or Children's and Young People's Settings	2	City & Guilds	1 +10hrs prep				22nd			£120.00	£60.00
Principles of Safeguarding and Protection in Health and Social Care	2	City & Guilds	1 +10hrs prep				1st		5th	£120.00	£60.00
Understand physical disability	2	City & Guilds	1 +10hrs prep					1st		£120.00	£60.00
Understand the context of supporting individuals with learning disabilities	2	City & Guilds	1 +10hrs prep					29th		£120.00	£60.00

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Causes and spread of infection	2	Pearson/Edexcel	3	3rd, 10th, 17th						£240.00	£120.00
Dementia Awareness	2	Pearson/Edexcel	3	24th	1st, 8th					£300.00	£150.00
Supporting End of Life	3	City & Guilds	1	8th						£300.00	£150.00
Context of Learning Disabilities	3	City & Guilds	1	15th						£300.00	£150.00
Safeguarding & Protection of Vulnerable Adults	5	City & Guilds	1	8th						£400.00	£200.00
Lead Person Centered Practice	5	City & Guilds	1		6th					£400.00	£200.00
Understand Professional Management & Leadership in HSC	5	City & Guilds	1			10th				£400.00	£200.00
ESOL											
Effective written communication for the workplace	Entry 2	City & Guilds	3 days	17th, 24th	1st	11th, 18th, 25th				£450.00	£225.00
Effective written communication for the workplace	Entry 2	City & Guilds	6 x .5 days						19th,26th & 3rd,10th,17th, 24th May	£450.00	£225.00
Workplace safety signs and emergency procedures	Entry 2	City & Guilds	2 x .5 days	9th, 16th						£150.00	£75.00
Workplace safety signs and emergency procedures	Entry 2	City & Guilds	1 day		8th			1st		£150.00	£75.00
Effective speaking for the workplace (sector specific language e.g. care, warehousing)	Entry 3	City & Guilds	3 days	23rd, 30th	7th, 21st		1st, 8th, 15th			£450.00	£225.00
Effective speaking for the workplace (sector specific language e.g. care, warehousing)	Entry 3	City & Guilds	6 x .5 days	1st, 8th, 15th, 22nd, 29th	6th				19th,26th & 3rd,10th,17th, 24th May	£450.00	£225.00



How the Scheme Works

- Skills 4 Growth will support your business to identify and address skills gaps, to help you to grow and achieve your business plan.
- A skills training package will be agreed that will deliver a training plan that suits both you and your employees.
- 50% of agreed training costs will be funded by Coventry and Warwickshire Skills 4 Growth.
- On completion of all agreed supported training we would like your feedback to evaluate the success of the support to your business.



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