

Edinburgh College

Professional Training Information



CIPD
Approved centre



CIM
Accredited Study Centre

nebosh
Accredited Centre
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For the future you want



CONTENTS

Contents.....	1
Welcome.....	2
Retraining and Reskilling.....	3
Training with the College.....	4
Types of Training.....	5
Funding Options.....	7
Qualifications.....	9



Edinburgh College

Follow us on LinkedIn for the latest news on our professional courses.



WELCOME



*Audrey Cumberford MBE
CEO and Principal*

Welcome to Edinburgh College's Virtual Professional Training Prospectus for term 2021/22. In this brochure, you will find a range of courses delivered via online solutions to support organisations from a multitude of business sectors across Edinburgh and the Lothians to upskill, reskill and develop their people.

As Scotland's largest College and the only one serving Scotland's capital and wider region we are responsible for the delivery of vocational, technical and professional education, qualifications and skills training in a region that accounts for over 12% of the total population of Scotland.

We also have an important responsibility to the many businesses in our region, large and small. We currently work with almost 2,000 local businesses to support their ongoing success, growth and improved productivity. To do

this we develop a deep understanding of the training and development needs of our business partners and, design bespoke training programmes aligned to their core values to upskill and reskill their staff – ensuring their workforce continues to be equipped with the skills they need to perform at the highest level in their roles.

This Virtual Professional Training Prospectus showcases the wide variety of courses and expertise your business can tap into to maximise productivity and aid the professional development of your colleagues.

Our courses are created in collaboration with, and accredited by, industry – ensuring your people receive the optimum level of training delivered by experts in their field.

Whatever your organisation and its goals, Edinburgh College aims to continue to be the 'go to' College partner for training and development for businesses.



For more information visit
edinburghcollege.ac.uk

Equality, Diversity and Inclusion

Edinburgh College is committed to equality of opportunity and to a culture that respects difference. We are committed to providing an inclusive ethos and environment, where everyone feels welcome, supported and respected.

We believe that, as an employer and public body, we can play a leading part in the promotion of equality and diversity more widely. We recognise that equality of access to education is

crucial in unlocking many significant opportunities in life. We aim to help remove barriers and advance equality for groups who experience disadvantage in our society.



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RETRAINING AND RESKILLING

Employers across all sectors face unprecedented challenges in the coming months. Some may have lost skilled employees, whilst others are now having to review their business needs as they adapt to the changing environment.

Training and development, reskilling and upskilling, will play a key role in the economic recovery of the Scottish economy. Reviewing your Training Needs Analysis and Skills Gap Analysis will be vital at this time in order to ensure that your employees refresh their business critical skills, whilst developing new skills to help your business adapt and emerge stronger than before.

Strong Management and Leadership skills, Change and Project Management, Personal Resilience and Mental Health Awareness, are some of the key skills that will be required, complementing the technical skills and competencies that will help shape the future of our economy.

Case Study

Edinburgh College helps Blackwood care for its people



Blackwood Homes and Care, which provides high-quality care and support services, as well as accessible and bespoke housing for people with a range of disabilities and housing needs, has benefitted from Mental Health and Resilience Training during the ongoing pandemic.

Blackwood approached Edinburgh College to discuss its training needs, and following consultation with the College's expert trainers and its Training and Development team – has enrolled some of its employees on to Mental Health and Wellbeing Workshops.

The workshops, which were delivered initially in a traditional training setting, have been added to the College's suite of Professional Virtual Training – with teaching carried out online.

The Blackwood team have benefitted from studying modules including: 'Mental health and wellbeing, and our values and attitudes'; 'What is stress and our values and attitudes to stress'; 'Recognising the signs and symptoms of stress'; and 'Techniques to provide initial support to ourselves and for others experiencing stress'.

Edinburgh College has expertise in working with employers, from small private businesses to large public sector organisations, to develop bespoke training programmes and deliver professional qualifications tailored to their unique business needs and skills requirements. Training can be delivered online and in blended learning formats.

Emma Scatterty, Digital Skills Trainer at Blackwood Homes and Care said: "Edinburgh College's Training and Development team have been fantastic to work with – they have always been responsive and happy to identify and source the best solutions for our training needs.

"Next, we are planning to run virtual versions of some of the College's Digital Skills courses. This means we are able to continue to offer a wide training programme to employees in spite of current restrictions."

“ The College and its trainers have been very quick to adapt to this new working environment, where many of our staff are at home. As a result, we have been able to continue offering online Mental Health and Wellbeing workshops to our employees, which have been very well received in these difficult times. ”

Emma Scatterty
DIGITAL SKILLS TRAINER AT BLACKWOOD HOMES AND CARE



TRAINING WITH THE COLLEGE

Organising training with Edinburgh College is made simple by our dedicated support staff and experienced lecturers.

When training with the College, the first step is to meet with a Business Development Advisor from our Commercial Development team. These members of staff are experts in working with employers across Scotland to identify skills gaps in their organisations and to build packages of relevant training courses for their staff. An initial discussion may include ideas the employer has about required training, documentation of a skills analysis which has been carried out, and suggestions from the Business Development Advisor about similar training taking place in other organisations.

Following this discussion, your dedicated Advisor will provide you with a proposal of training and costs. They will also inform you of any funding opportunities available through the College and provide assistance in applying for these. Many employers also find it useful at this stage to speak directly with a College trainer or lecturer to discuss the technical details of the

proposed training and how the training can be adapted to reflect the needs of your organisation. Our staff are very experienced in their fields and will work with you to ensure your training package suits your requirements.

Once training has been agreed, your Business Development Advisor will become the Account Manager for your training, giving you a fixed point of contact with the College. This ensures that your training runs smoothly from beginning to end and ensures smooth communication throughout your training programme.

Your training will be run by one of our experienced lecturers or trainers who you will have had the chance to speak to beforehand. Training will take place in a virtual space which suits both your organisation and the trainer. Once face-to-face becomes possible again, training may also take place at your business premises or at a College campus.

Training Delivery

Our virtual training can be delivered in a variety of ways to suit your business:

Virtual Learning - Delegates take a "digital seat" and enjoy engaging training remotely streamed from our expert lecturers and associates. Assessments and course work are submitted digitally. This type of delivery is available for bespoke and scheduled training.

CLASSES + PRACTICAL WORK
+ ASSESSMENT
= ONLINE & LIVE STREAMED

Blended Learning - Trainees will enjoy learning via remotely streamed tutorials. Assessments and practical work will take place on campus. The health and safety of our students is of paramount importance therefore strict social distancing and hygiene measures will be followed according to the latest government health and safety advice. This type of delivery is only available for scheduled training courses.

CLASSES = ONLINE & LIVE
STREAMED
PRACTICAL WORK +
ASSESSMENT = IN PERSON*

We also deliver training in person*:

Full-time - 3.5 days per week

Part-time - 1-2 days per week

Block Release - up to 5 days per week for an set duration.
(For example, 4 days a week for 1 month).

**Dependant on current government health and safety advice*

Enquire now 

For more information visit edinburghcollege.ac.uk/training

Call **0131 297 9000** Email enterprise@edinburghcollege.ac.uk



TYPES OF TRAINING

Edinburgh College can offer a bespoke training solution for your business, allowing you to build and mould your training package around the needs of your employees and organisation.

Bespoke Employer Training

Edinburgh College can offer a bespoke training solution for your organisation, allowing you to build and mould your training package around the development needs of your people and organisation.

Each employer has distinct requirements when it comes to workforce development and Edinburgh College strives to reflect this in the way that we work with you to develop bespoke training plans and courses. This means that your Learning and Development team will be able to choose from 'off-the-shelf' courses, courses adapted to address specific difficulties you may be experiencing, and new bespoke courses created entirely according to your needs. Many accredited programmes such as Institute of Leadership and Management (ILM) and Chartered Management Institute (CMI) courses can also be adapted to better address your organisation's needs.

Our curriculum staff and trainers are educational and professional experts in their fields and are eager to work with and support employers. When creating a training package with Edinburgh College, you will have the opportunity to

discuss specific requirements with our staff and benefit from their knowledge and expertise. This allows our lecturers and trainers to advise you on course content and to create customised course materials which will directly address the training requirement in hand.

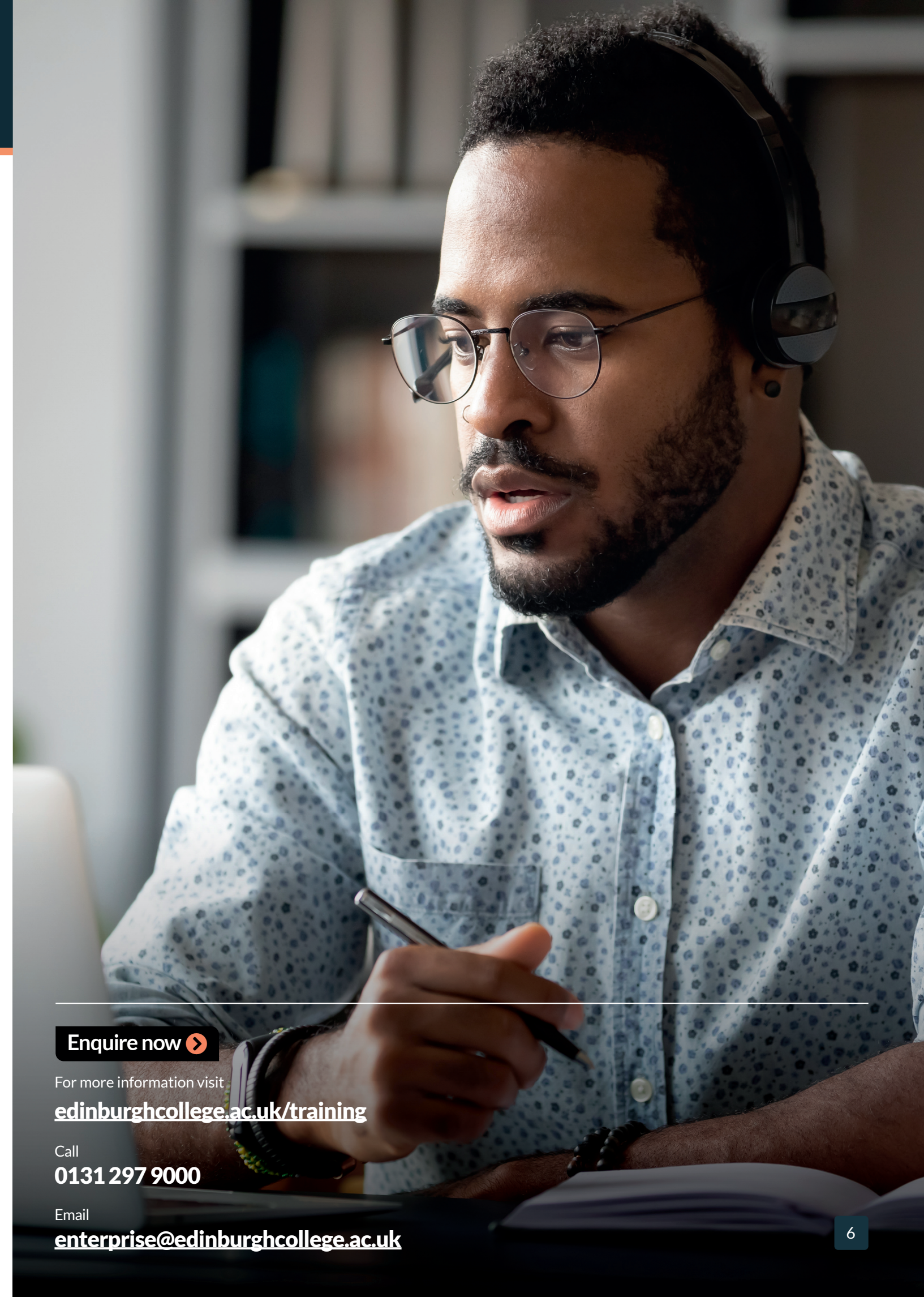
Our delivery models are flexible and designed to suit the needs of employers. Responding to the current challenges we are facing due to the coronavirus outbreak, the majority of our courses are now available virtually and can be delivered according to your preferences. For large cohorts of learners, a webinar may be preferable whilst an interactive style may be better suited to smaller groups. Although face-to-face learning is not currently possible, we will offer this and a blended model of learning when safe to do so. One-to-one coaching is also available in a range of formats including telephone and video-conferencing.

Edinburgh College will work with you to ensure that the combination of courses, course content and delivery model is the right fit for your organisation, providing you with an entirely customised training plan.

Scheduled Training courses

Edinburgh College is an accredited centre for the delivery of a range of Professional Qualifications (CIPD, CMI, ILM, CIM, AAT, SAGE, NEBOSH, IOSH). Designed to enhance your career prospects across a number of business and management areas including Management & Leadership, Human Resource Management, Learning & Development, Digital Marketing, Accounting and Health & Safety, you will also gain invaluable skills and learning to help you contribute to your organisation's business recovery plans.

Courses are scheduled for delivery on a part-time basis during the academic year. The delivery format for these qualifications is changing to a combination of virtual and blended learning styles for the new academic year 2020/2021, to accommodate current social distancing restrictions, whilst continuing to offer you high quality professional learning opportunities together with individuals from other organisations and business sectors.



Enquire now ➔

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FUNDING OPTIONS

The Flexible Workforce Development Fund (FWDF)

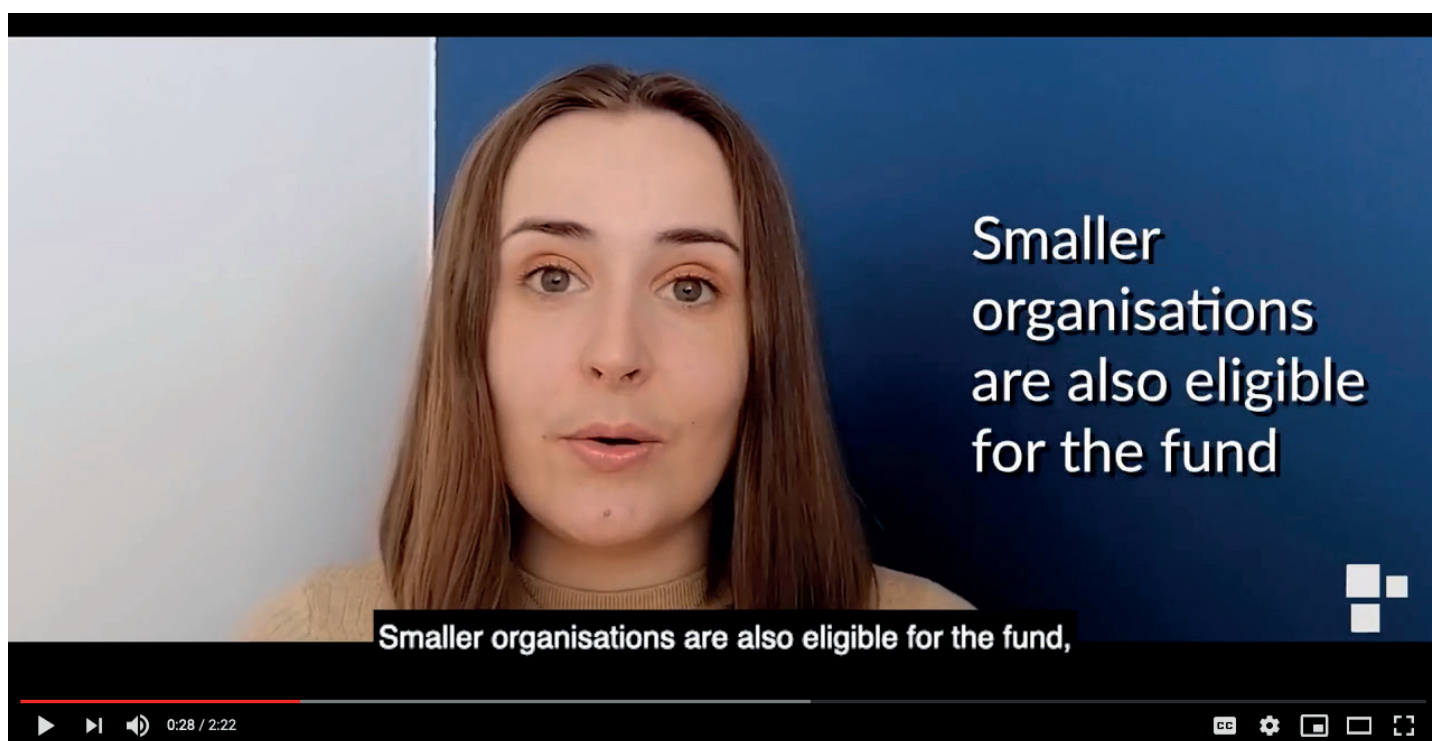
Since 2017-18 the Scottish Government has allocated £10m per year to the Flexible Workforce Development Fund (FWDF). Eligible employers can use the FWDF to address priority skills gaps in their organisation by accessing up to £15,000 in funding to create tailored training programmes with Edinburgh College. Edinburgh College is the largest regional college in the country and therefore has access to the largest fund to contribute toward the cost of training. All UK Apprenticeship Levy paying organisations with staff in Scotland can access the fund to upskill their Scottish-based staff. Already several thousand people have benefitted from the fund and the training through Edinburgh College. The

courses available range in subject from practical technical courses to management development, soft skills, mental health and wellbeing. All of the training can be delivered either onsite at client's premises or at one of our campuses situated in and around Edinburgh.

Applications for the Flexible Workforce Development Fund 21/22 are now open. Contact us to sign up now.



Follow this link for more information:
edinburghcollege.ac.uk



Press on this image to watch our video explaining the Flexible Workforce Development Fund (YouTube)

SME Fund

More employers across Edinburgh and the Lothians can now tap into funding to provide upskilling and reskilling opportunities for their staff through the Edinburgh College Flexible Workforce Development Fund. With up to £5,000 of funding available.



Find out more information here:

edinburghcollege.ac.uk/newsandevents/upskilling-and-reskilling-opportunities-for-employees-with-edinburgh-college/

Innovation Grants

Standard Innovation Vouchers

This opportunity is open to all SMEs, social enterprises and third sector organisations in Scotland. There are two types of Standard Innovation Vouchers:

Product/Process/Service Innovation Voucher – to support outward innovation to develop a new product, process or service.

Workforce Innovation Voucher – to support inward innovation to develop a company's internal workforce such as new or enhanced workplace processes, innovative workplace practices and innovative business expertise.

The value of a Standard Innovation Voucher is up to £5,000, which covers the academic project costs. The company contributes an equal value in cash or in-kind (such as staff time, materials or equipment) or a combination of both.

Edinburgh College is keen to develop partnerships with businesses across all sectors to support innovation that will benefit the company and the Scottish economy.

We have experience of completing successfully combined projects between Engineering and Creative Industries to support growth of Scottish businesses. Our Creative Industries hold expertise within Sound Engineering, Digital Design, 3D printing, Gaming technology, Cybersecurity, and Web/App Development.

Visit the Interface website or contact the EC team to discuss potential projects:



Follow this link for more information:

interface-online.org.uk/how-we-can-help/funding/standard-innovation-vouchers

Enquire now ➔

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[**edinburghcollege.ac.uk**](https://edinburghcollege.ac.uk)

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[**enterprise@edinburghcollege.ac.uk**](mailto:enterprise@edinburghcollege.ac.uk)



edinburghcollege.ac.uk



SCQF level 6
RQF Level 3

CIM Level 4 Certificate
Digital Marketing

CIPD Foundation Certificate in
Human Resource Practice

CIPD Foundation Certificate in Learning and Development

City & Guilds

National Progression
Award (NPA)

Vocational Training
Charitable Trust (VTCT)

Business and Technology Education
Council (BTEC) Qualifications

Scottish Vocational Qualification
(SVQ) Level 1 to 4

Modern Apprenticeship SVQ

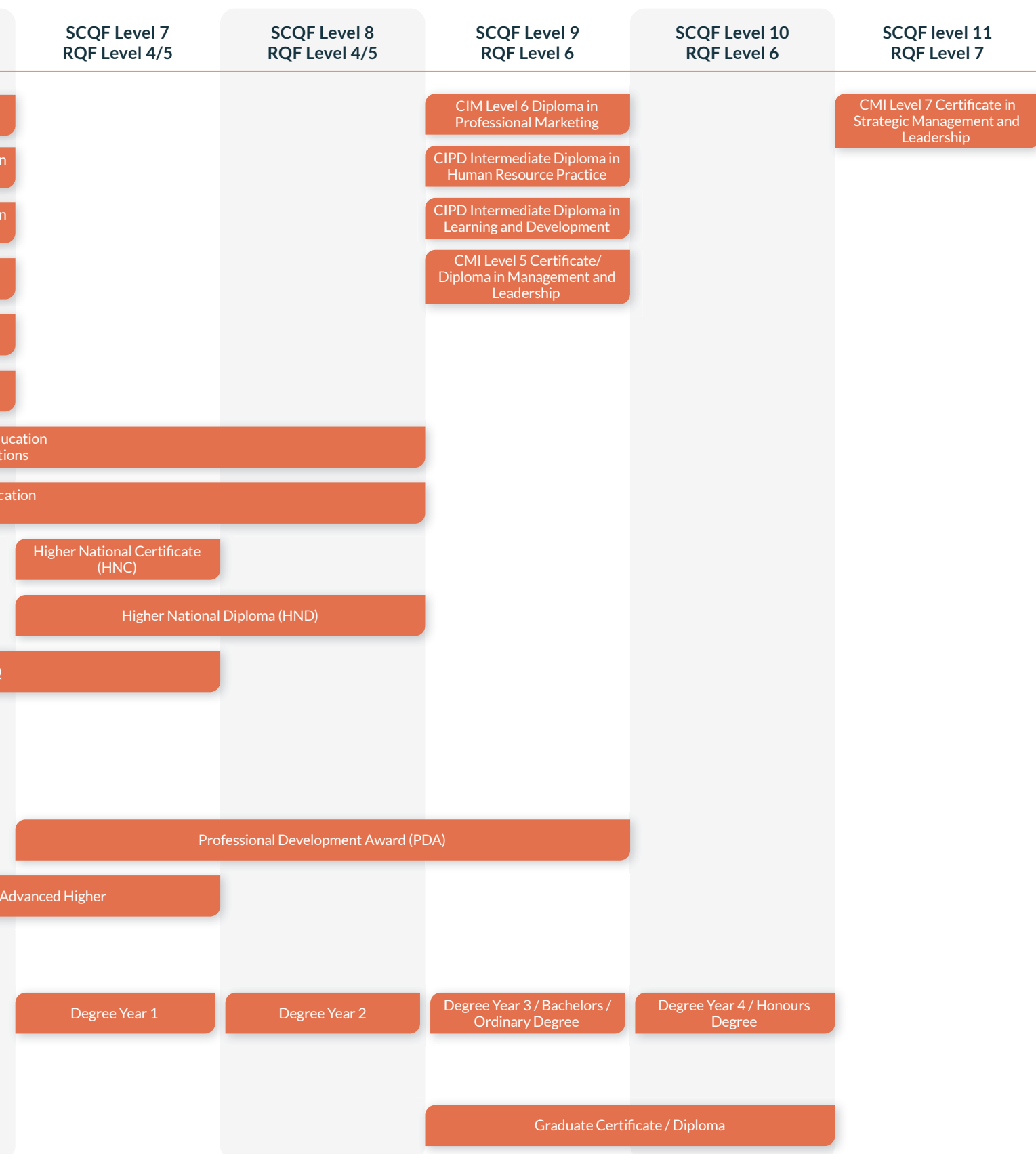
National 4 and 5

Intermediate 1 and 2

Standard Grades

O-Grades

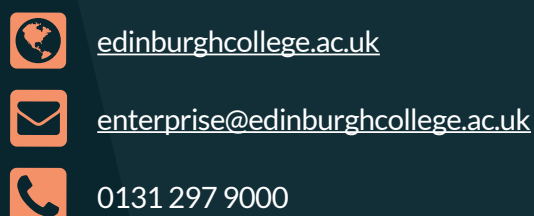
Higher and Advan



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For more information please visit:



Edinburgh College is a registered charity in Scotland.
Charity number SCO21213

Our course portfolio and campus allocation may be
subject to alteration.

