

Edinburgh College

Professional Training Portfolio



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CIM
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nebosh
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For the future you want



Professional Training Computing

Our Computing subject area, has a range of different training disciplines for delegates including Cyber Security, Networking, Web Design, Adobe Creative Cloud Training and Desktop Support. Our courses span from skills for beginners to advanced classes for IT professionals.

Course Name	Short Description	Training Delivery
Adobe Illustrator	Delegates will learn how to use the software in order to create and edit graphics, logos and other design elements.	Virtual/On Campus/ Workplace
Adobe InDesign	This short bespoke course lead by client's needs will enable delegates to create and edit professional looking printing materials	Virtual/On Campus/ Workplace
Adobe Photoshop	This short bespoke training will allow delegates to learn how professionally adjust images including adding effects and text	Virtual/On Campus/ Workplace
Adobe Premiere Pro	This short bespoke course will enable delegates to learn how edit video for professional, broadcasting standards	Virtual/On Campus/ Workplace
Audio Video Creative Course	This 2-4 day bespoke course offers practical experience in how to manage media content. This training will enable delegates to design, create and edit create videos for social media	Virtual/On Campus/ Workplace
Data Science with Computer Programming NPA Level 5	This course will introduce participants to the widely recognised programming language of Python while developing crucial data science skill.	Virtual/On Campus/ Workplace
Data Science with Computer Programming NPA Level 6	This course further develops participant's knowledge of the programming language Python while further developing crucial data science skill.	Virtual/On Campus/ Workplace
Microsoft Excel - Introduction	Suitable for beginners, this course will teach the basic functions of Microsoft Excel. Delegates will come away with an understanding of the basic tools in Excel and practical experience of using these.	Virtual/On Campus/ Workplace
Microsoft Excel - Intermediate	The Intermediate Excel course will allow delegates to build on their existing knowledge of MS Excel and develop new techniques to use spreadsheets effectively.	Virtual/On Campus/ Workplace
Microsoft Excel - Advanced	This course is suitable for individuals who are experienced in using Microsoft Excel and will provide them with new techniques to build on this knowledge. All of our bespoke Excel courses can be tailored to the needs and existing abilities of delegates.	Virtual/On Campus/ Workplace
Microsoft Word - Introduction	Suitable for beginners, this course will teach the basic functions of Microsoft Word. Delegates will come away with an understanding of the basic tools in Word and practical experience of using these.	Virtual/On Campus/ Workplace
Microsoft Word - Intermediate	The Intermediate Word course will allow delegates to build on their existing knowledge of MS Word and develop new techniques to use the software effectively.	Virtual/On Campus/ Workplace
Microsoft Word - Advanced	This course is suitable for individuals who are experienced in using Microsoft Word and will provide them with new techniques to build on this knowledge. All of our bespoke Word courses can be tailored to the needs and existing abilities of delegates.	Virtual/On Campus/ Workplace

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Professional Training Finance and Accounting

Edinburgh College offers a range of professionally accredited finance and accounting courses to introduce your team members to the sector or upskill those who are looking to progress their finance career. We are a recognised learning centre for the Association of Accounting Technicians (AAT) and offer courses from the foundation to advanced diploma, helping team members wherever they be in their financial career.

Course Name	Short Description	Training Delivery
AAT AQ16 Level 5 Foundation Certificate in Accounting	This course will teach you core accounting knowledge and skills needed to progress into either employment or further study.	Virtual/On Campus/ Workplace
AAT AQ16 Level 6 Advanced Diploma in Accounting	This course will be provided with the specialist knowledge and skills required to progress into employment in an accounting or finance role or to apply for further study of accountancy and finance.	Virtual/On Campus/ Workplace
AAT AQ16 Level 8 Professional Diploma in Accounting	The purpose of this qualification is to enhance skills developed from the AAT Advanced Diploma in Accounting qualification, enabling you to maximise your opportunities in their current or new employment.	Virtual/On Campus/ Workplace

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Professional Training Health and Safety

Health and Safety has never been so important for businesses than in the COVID-19 crisis. Health, safety and welfare are paramount and health and safety professionals and managers have a vital role to play in ensuring the wellbeing and safety of their colleagues.

The NEBOSH diploma is a rounded qualification for a potential health and safety professional it prepares them technically but importantly teaches them to understand business needs and how to communicate and influence colleagues at all levels of the organisation.

Managers are having to complete increased numbers of risk assessments and implement changes and train staff - all key features of the IOSH Managing Safely and NEBOSH certificate courses. The NEBOSH certificate provides a higher level of training, providing them with an opportunity to step up to diploma level.

Classes can be delivered in the college or clients premises. Using a variety of means e.g.

- Class teaching involves lecturing and discussions but where possible we try to give real hands on experience using equipment. Also marked work to help learners prepare for examinations and assignments.

- Enhanced distance learning is not just a learning delivery mode, it is so much more, it includes: one-to-one help from a dedicated lecturer, workshops, meetings face-to-face and/or online and assignments with feedback.
- Bespoke courses can be standard courses adapted to your work environments or courses developed from scratch specific to your requirements.
- The COVID-19 crisis has meant that some virtual training has had to take place, this is being developed all the time, to recreate the interactive class experience.
- Edinburgh College Health and Safety courses are accredited by IOSH (Institution of Occupational Safety & Health) and NEBOSH (National Examination Board in Occupational Health & Safety). Edinburgh College has been awarded the Silver status by NEBOSH and is one of earlier providers of courses, building many years' experience in provision of courses.

Edinburgh College aim is for learners to enjoy learning about health and safety, recognise its benefits - helping them to improve the workplace for themselves and colleagues.

Course Name	Short Description	Training Delivery
IOSH Working Safely	This course is designed for employees at any level within a manual job (e.g. factory or construction worker) who require a basic grounding in health and safety.	Virtual/On Campus/Workplace
IOSH Managing Safely	This course is designed for managers who want to further their training in health and safety.	Virtual/On Campus/Workplace
NEBOSH National General Certificate Occupational Health & Safety	This course is designed for supervisors and managers who work in a medium to the high-risk environment and is ideal if you require basic knowledge of occupational health and safety.	Virtual/On Campus/Workplace
NEBOSH National Diploma Occupational Health & Safety	The NEBOSH National Diploma is the leading qualification for those who are already working in health and safety and wish to obtain formal recognition or for those who are taking on extra health and safety responsibilities as part of their job.	Virtual/On Campus/Workplace



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Professional Training Health and Social Care

Edinburgh College serves professionals looking for qualifications to progress within their chosen career, we have a range of SVQ, PDA, NPA and soft skill courses in areas such as Counselling, Social Services, Mental Health and Practical Skills.

Edinburgh College can support your organisation with the delivery of social services SVQs to ensure you meet the requirements set by the Scottish Social Services Council

(SSSC). We can build a package to support you over the coming years to ensure you meet these requirements effectively whilst maintaining the quality of learning. Our training is flexible to meet the needs of your staff whether it be a nightshift observation or an evening induction. We can accommodate large groups across multiple locations and you will be designated an account manager who will be your main link to Edinburgh College.

Course Name	Short Description	Training Delivery
Autism Awareness	This course will promote awareness of the autism spectrum and how it is experienced by different individuals. It will also teach delegates to recognise indicators of autism and consider attitudes towards autism.	Virtual/On Campus/ Workplace
Building Resilience	This course provides delegates with an understanding of the term 'resilience' and provides practical advice on building their own resilience to cope in challenging circumstances.	Virtual/On Campus/ Workplace
Building Resilient Teams	This workshop supports organisations and managers to promote employee wellbeing and improve responses to workplace stress.	Virtual/On Campus/ Workplace
Dementia Awareness	Delegates on this course will gain an awareness of dementia and how this can affect people. Delegates will also learn practical skills to work with or support people with dementia.	Virtual/On Campus/ Workplace
Disability Awareness	This course provides an overview of barriers that disabled people may experience and how to overcome these in your place of work.	Virtual/On Campus/ Workplace
Menopause Awareness	Delegates on this course will gain a better understanding of the symptoms of menopause and how to cope with these, both in a personal capacity and in the workplace.	Virtual/On Campus/ Workplace
Mental Health Awareness	This course raises awareness and promotes understanding of mental health, stress and wellbeing. Delegates will gain an understanding of how to recognise signs that someone may be mentally unwell and respond in the workplace.	Virtual/On Campus/ Workplace
Mental Health for Managers	Aimed at managers of all levels, this course supports leaders in creating an organisation which promotes employee wellbeing.	Virtual/On Campus/ Workplace
Stress in the Workplace	This workshop raises awareness of stress in the workplace and provides participants with the skills and confidence to provide initial support to someone experiencing stress.	Virtual/On Campus/ Workplace
Suicide Intervention	This course provides an overview of the prevalence of suicide and the myths that surround it. Delegates will also learn practical ways to recognise signs of suicide and provide initial support to people who may be thinking about suicide.	Virtual/On Campus/ Workplace
Understanding Depression and Anxiety	Depression and anxiety are two of the most common mental health issues in Scotland. This course will unpack these terms and provide practical tools to support people who may be suffering with these. This workshop can be split into two separate and more detailed sessions.	Virtual/On Campus/ Workplace

Course Name	Short Description	Training Delivery	SCQF
Care Services Leadership and Management SVQ 4	This qualification is suitable for those working in management roles within the care sector.	Virtual/On Campus/ Workplace	10
Social Services (Children and Young People) SVQ 2	This qualification is suitable for support workers in early years settings.	Virtual/On Campus/ Workplace	6
Social Services (Children and Young People) SVQ 3	This qualification is suitable for practitioners in early years settings and residential units. To satisfy registration requirements for residential units, individuals must also have a HNC in Social Services.	Virtual/On Campus/ Workplace	7
Social Services (Children and Young People) SVQ 4	This qualification is suitable for managers and senior leaders employed in the childcare sector.	Virtual/On Campus/ Workplace	9
Social Services and Healthcare SVQ 2	This qualification is suitable for support workers and care assistants who care for adults.	Virtual/On Campus/ Workplace	6
Social Services and Healthcare SVQ 3	This qualification is suitable for supervisors and senior carers employed in the health and social care sector.	Virtual/On Campus/ Workplace	7
Social Services and Healthcare SVQ 4	This qualification is suitable for managers or senior leaders employed in the health and social care sector.	Virtual/On Campus/ Workplace	9

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For more information visit

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Professional Training Hospitality

The Scottish Hospitality Industry is hugely important to our economy and professional training makes sure all staff are practising the latest legislation and requirements.

Hospitality courses include Food Hygiene, HACCP (Hazard Analysis and Critical Control Point), accredited by REHIS (Royal Environmental Health Institute Scotland).

Most roles in hospitality require a record and understanding of food hygiene, whether you are working in a kitchen environment or at management level, having a food hygiene qualification is important for your employment and development.

We also provide Personal Licence Holder qualifications, required for all employees who sell alcohol in Scotland. Anyone who authorises the sale of alcohol to the public (as per the legal requirement in Scotland) is required to have a suitable qualification such as the BIIAB Scottish Certificate for Personal Licence Holders.

Although we provide Hospitality courses we also create customised Hospitality training programmes tailored to business requirements. Please complete the customised training form on this page if you wish to discuss creating a tailored training programme for your employees.

Course Name	Short Description	Training Delivery
Allergy Awareness	This course provides candidates with an introduction to allergies and the main issues to be aware of in the workplace.	Virtual/On Campus/Workplace
BIIAB Scottish Certificate for Personal Licence Holders	This course is suitable for those who need to apply for a Personal Licence to sell alcohol in Scotland. The course outlines the law, regulation and responsibilities involved in alcohol sales.	Virtual/On Campus/Workplace
REHIS Elementary Food Hygiene	This course is aimed at anyone working within a food handling environment including catering/licensed trade food production and processing industries and also those in caring and voluntary situations involving food preparation or handling.	Virtual/On Campus/Workplace
REHIS Intermediate Food Hygiene	This course is ideal for those who handle food and are responsible for others. This course will help implement a safe system for food hygiene in your place of work.	Virtual/On Campus/Workplace
REHIS Elementary Cleaning and Disinfection	This course improves candidates' knowledge of cleaning and disinfection within the workplace, covering areas such as cleaning equipment, processes and standards.	Virtual/On Campus/Workplace
Wines and Spirit Education Test (WSET) Level 1	This qualification provides a hands-on introduction to the world of wine.	Virtual/On Campus/Workplace
Wines and Spirit Education Test (WSET) Level 2	This qualification is intended for beginners wishing to learn about a wide range of wines or those seeking to build on the introductory knowledge gained with the WSET Level 1 Award in Wines.	Virtual/On Campus/Workplace
Wines and Spirit Education Test (WSET) Level 3	This course will develop your ability to describe wine accurately and account in detail for the style, quality and price of wines.	Virtual/On Campus/Workplace

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Professional Training HR, Management and Leadership

Edinburgh College offers a wide range of professionally accredited courses from the following professional bodies: The Chartered Institute of Personnel Development (CIPD), the Chartered Institute of Marketing (CIM), the Institute of Leadership and Management (ILM) and the Chartered Management Institute (CMI).

We can offer flexible learning opportunities for you to re-train, upskill or for a career change. All of our courses will allow you to build your knowledge, skills and professional

confidence and use current research, intelligence and application methods.

Our professional courses are delivered by subject matter experts, so you can immediately apply industry best practice.

On successful completion of these courses you will be able to apply for membership of these professional bodies which will enhance your CV and future career prospects.

Course Name	Short Description	Training Delivery	SCQF Level
CIM Level 4 Certificate in Professional Digital Marketing	This course has been developed for those working in marketing and are looking to progress their career. This new qualification will give you the practical skills and knowledge to devise and implement tactical marketing activities and campaigns	Virtual/On Campus/ Workplace	6
CIM Level 6 Diploma in Professional Marketing	This course is aimed at those working in an operational, supervisory or management role who wish to develop their knowledge of digital techniques and their application to a number of marketing-related projects.	Virtual/On Campus/ Workplace	9
CIPD Certificate in People Practice	Ready to embark on a career as a people professional? This qualification will build your knowledge, expertise and confidence to have an immediate impact at work. Real-life scenarios will fully prepare you for the world of work. This course is aimed at Human Resource or Learning and Development beginners starting their careers as HR Assistants or Administrators or have an HR role within an SME	Virtual/On Campus/ Workplace	6
CIPD Associate Diploma in People Management	Working in a people practice role but ready to grow? This evidence-based qualification will help you gain a deeper understanding of the professional behaviours that lead to organisational success. Learn how to manage employment relations, foster talent, guide strategic workforce planning and build reward schemes that drive performance and contribute to business success. This qualification is perfect for you if you enjoy developing and managing people. You'll expand your knowledge of HR with a combination of core units and specialist areas – helping you focus on what matters most to you.	Virtual/On Campus/ Workplace	9
CIPD Associate Diploma in Organisational Learning and Development	Ready to shape your organisation's working environment? With this evidence-based qualification you can learn to measure your company's performance and culture, plan different forms of learning across your organisation and boost people's confidence to supercharge their development. Is this qualification right for me? This qualification is perfect for you if you enjoy helping employees become the best they can be. You'll expand your knowledge of L&D with a combination of core units and specialist areas and get an individual plan for your self-development.	Virtual/On Campus/ Workplace	9
CIPD Advanced Diploma in Strategic People Management	Are you ready to develop your personal effectiveness and business acumen? Based on the latest business research in people practice, this qualification will help you learn how to manage employment relations, recruit and nurture talent to sustain success – and reward and motivate the superstars in your workforce. This qualification is perfect for you if you want to develop your personal effectiveness and business acumen. You'll learn how to design and manage your own strategy, enhance people management skills – and learn how best to lead.	Virtual/On Campus/ Workplace	11

Course Name	Short Description	Training Delivery	SCQF Level
CMI Level 5 Certificate in Management and Leadership	This course is designed for middle managers and those aspiring to become senior. This course will develop your leadership skills and you will gain up-to-date knowledge and understanding in a range of related topics including; recruitment, managing stakeholders, decision making and performance management.	Virtual/On Campus/ Workplace	9
CMI Level 5 Diploma in Management and Leadership	This course is designed for middle managers and those aspiring to become senior management. This course will develop your leadership skills and you will gain up-to-date knowledge and understanding in a range of related topics including; recruitment, managing stakeholders, decision making and performance management.	Virtual/On Campus/ Workplace	8/9
CMI Level 7 Certificate in Strategic Management and Leadership	This course has been developed for directors and senior managers who have the responsibility to translate organisational strategy into effective performance, this qualification in Strategic Management and Leadership require the manager to focus on the implementation of their organisational strategy.	Virtual/On Campus/ Workplace	11
ILM Level 3 Award or Certificate in Leadership and Management	This course is aimed at employees who have some management responsibilities but have not engaged with formal leadership and management training. It will be useful for junior managers and supervisors in order to pick up the skills and understanding needed to deal with management responsibilities and move your career forward with confidence.	Virtual/On Campus/ Workplace	6
ILM Level 5 Award or Certificate in Leadership and Management	This course is designed for project managers, department heads, and other practising middle managers. It gives you an opportunity to develop your skills, knowledge and experience, whilst improving your performance and helping you prepare for senior management responsibilities.	Virtual/On Campus/ Workplace	9



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Professional Training Management Soft Skills

Course Name	Short Description	Training Delivery
Assertiveness Skills	This course provides gives an overview of the difference between assertive, aggressive and passive behaviour and provides participants with practical skills on how to be assertive in the workplace.	Virtual/On Campus/ Workplace
Becoming an Effective Leader	Suitable for practising or aspiring middle managers, this course develops knowledge and understanding of effective leadership enabling participants to understand and evaluate their ability to lead others.	Virtual/On Campus/ Workplace
Change Management	Aimed at employees of all levels, this course identifies factors of change and explores the resistance they are often met with. Participants will gain a number of strategies for managing change in their workplace.	Virtual/On Campus/ Workplace
Coaching and Mentoring	This workshop enables participants to develop a framework and the necessary skills for effectively coaching and mentoring others at work.	Virtual/On Campus/ Workplace
Communication Skills	Participants will learn about the principles of effective communication and practical skills in how to use the most appropriate communication method in specific situations.	Virtual/On Campus/ Workplace
Conflict Management	Delegates will learn what conflict is, how it arises and how to deal with it effectively in this short course.	Virtual/On Campus/ Workplace
Customer Experience	This course teaches delegates how to identify and build an understanding of their customer base, and how to use this knowledge to improve the customer experience.	Virtual/On Campus/ Workplace
Customer Service Excellence	This course is designed to bring delegates' focus firmly on the provision of the best customer service possible and to establish a desire to strive to constantly improve customer service in their organisation.	Virtual/On Campus/ Workplace
Dealing with Difficult Situations	Participants will learn essential tips and techniques on how to become more confident and professional when dealing with 'difficult' people and challenging situations at work.	Virtual/On Campus/ Workplace
Delegation Skills	Participants will be provided with a range of tools and templates to help them learn how to delegate tasks and how to use effective delegation as a key development tool to motivate and challenge their people.	Virtual/On Campus/ Workplace
Effective Meetings	This course provides delegates with the skills to set up, lead and participate in effective meetings whether they take place in person or online.	Virtual/On Campus/ Workplace
Effective Teams	Suitable for all team members, this workshop facilitates great team performance by equipping participants with knowledge and skills to put into practice in their own team environment.	Virtual/On Campus/ Workplace
Emotional Intelligence	Participants on this training course will come away with an understanding of the essence of Emotional Intelligence (EI) and its importance, particularly in regard to management, leadership and working relationships in general.	Virtual/On Campus/ Workplace
Equality and Diversity	This is a short awareness session designed to provide participants with awareness of workplace issues of equality, diversity and respect.	Virtual/On Campus/ Workplace
Influencing Skills	This course will provide participants with an understanding of the different influencing styles and strategies which can be used to influence key stakeholders effectively.	Virtual/On Campus/ Workplace
Interviewing and Recruitment	This course will give candidates a clear understanding of their personal interviewing style and the benefits of conducting interviews which target the relevant competencies for their organisation.	Virtual/On Campus/ Workplace
Leadership and Management Development	Our courses in Leadership & Management Development are made bespoke to your organisation, providing new managers with the skills to lead, manage and coach their employees to success.	Virtual/On Campus/ Workplace
Leading and Motivating	The purpose of this training course is to understand the need for teams to have a sense of vision and purpose that reflects the organisation's, and the role that effective communication, motivation and individual and team development play in enabling this to happen.	Virtual/On Campus/ Workplace

Course Name	Short Description	Training Delivery
Managing Difficult Conversations	Delegates on this course will learn techniques to effectively deal with difficult conversations with customers, business contacts and colleagues. This course can be adapted for delivery to managerial or non-managerial staff.	Virtual/On Campus/ Workplace
Managing Remote Teams	This course is aimed at line managers looking to get the most out of their remote teams. It includes aspects such as managing workloads and deliverables, ensuring consistency and providing structure in a remote team.	Virtual/On Campus/ Workplace
Managing Performance	This workshop focuses on two key aspects of Performance Management, namely Leadership and Management, and Coaching for Performance.	Virtual/On Campus/ Workplace
Mentoring	This course provides an understanding of the mentoring function and its role in the business, and skills in order to put mentoring into practice in the organisation.	Virtual/On Campus/ Workplace
Minute Taking	Participants will learn the skills of minute taking including how to work together with the chair of a meeting and a range of techniques in order to ensure accurate recording.	Virtual/On Campus/ Workplace
Negotiation Skills	This course provides delegates with knowledge on how to negotiate and achieve the right deal for you and your clients or customers.	Virtual/On Campus/ Workplace
One to One Development Coaching	Coaching gives you a platform to discuss your personal development on a one to one basis and develop your professional skills at the level that is right for you.	Virtual/On Campus/ Workplace
Presentation Skills	This workshop will give candidates the skills, confidence and knowledge to deliver effective presentations. Candidates will be able to develop presentations with tailored content, use visual aids, present effectively, and handle difficult questions.	Virtual/On Campus/ Workplace
Problem Solving and Decision Making	Aimed at first line managers, this training course will enable participants to solve a wide range of problems and make decisions effectively and confidently.	Virtual/On Campus/ Workplace
Project Management Skills	This workshop provides individuals with knowledge on how to plan, manage and close successful projects, whilst encouraging them to apply this knowledge to their own work.	Virtual/On Campus/ Workplace
Returning to Work in the New Normal	This workshop prepares staff for the return to their workplace, whether that be an office environment or other. Participants will be prepared for the transition by considering key topics such as safety, wellbeing, communication, and dealing with change.	Virtual/On Campus/ Workplace
Sales Skills	On this course, delegates will learn how to get great results when selling face-to-face, on video calls, or by telephone.	Virtual/On Campus/ Workplace
Social Media Skills	Outlining the key social media channels and their features, this course will provide an understanding of how social media can be used effectively for your business needs and how to protect your organisation on social media.	Virtual/On Campus/ Workplace
Supervisory Skills	This course provides delegates with an understanding of the role of the supervisor and key skills involved including performance management, effective communication and change management.	Virtual/On Campus/ Workplace
Time Management	Aimed at employees of all levels, this course develops knowledge and understanding of time management skills. Participants will be encouraged to identify ways in which to apply time management strategies to their own work.	Virtual/On Campus/ Workplace
Train the Trainer	This course provides candidates with the skills to design, deliver and evaluate effective group training sessions.	Virtual/On Campus/ Workplace

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

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

