



PATHWAYS TRAINING FUND

Prospectus 1



European Union
European
Social Fund



Digital Skills and Industry 4.0



COURSE	Accreditation Level & body	Who provides the training?
Digital Marketing Programme	Level 5 / DMI	Turning Factor
Cyber Forensics principles and practice	Non-accredited	University of Suffolk
Cyber Security foundations	Non-accredited	University of Suffolk
Effective use of social media for business	Non-accredited	West Suffolk College
Essential Business Skills for the Digital Age Select 6 of the following: Excel, Word, Outlook, PowerPoint, Sharepoint, Teams, Zoom, Access, Microsoft Bookings, PowerApps, PowerAutomate.	Non-accredited	College of West Anglia
Effective use of social media for business	Non-accredited	West Suffolk College
Functional Skills level 2 ICT	Level 2 / C&G	East Coast College
<u>Industrial Automation Programmable Logic Controllers - PLC 1 - 1 day</u>		College of West Anglia
<u>Industrial Programmable Logic Controllers - PLC 2 - 2days</u>		College of West Anglia

Accreditation bodies:

CMI – Chartered Management Institute
C&G – City & Guilds
DMI – Digital Marketing Institute
ECITB – Engineering Construction Industry Training Board
FAA – First Aid Awards
G – Gateway

IEMA – Institute of Environmental Management
ILM – Institute of Leadership and Management
IOSH – Institution of Occupational Safety & Health
ITOL – Institute of Training and Occupational Learning
NCFE – Northern Council for Further Education
NUCO – compliance accreditation
QA – Qualsafe Awards

Digital Skills and Industry 4.0

COURSE	Accreditation Level & body	Who provides the training?
Industrial Automation Programmable Logic Controllers – PLC 3 – 3 days		College of West Anglia
Introduction to Digital Marketing – Online	Non-accredited	University of Suffolk
Introduction to AI for Business	Seminar series	University of Suffolk
Microsoft Office 365 Overview (covering Outlook, Teams, Excel and Word)	Non-accredited	College of West Anglia
<u>Microsoft Excel Introduction</u>	Non-accredited	West Suffolk College
<u>Microsoft Excel Intermediate</u>	Non-accredited	West Suffolk College
<u>Microsoft Excel Advanced</u>	Non-accredited	West Suffolk College
Microsoft Excel for Business (Introduction, Intermediate, Advanced, Advanced +)	Non-accredited	College of West Anglia
Microsoft Outlook Complete or Plus	Non-accredited	College of West Anglia
Microsoft PowerPoint (Introduction, Intermediate, Plus, Super Plus)	Non-accredited	College of West Anglia
Microsoft Teams Complete	Non-accredited	College of West Anglia
Microsoft Word for Business (Introduction, Intermediate, Advanced)	Non-accredited	College of West Anglia
One day workshops - various	Non-accredited	East Coast College
Presentation & Powerpoint training	Non-accredited	College of West Anglia
SharePoint (End User, Super User or Administrator)	Non-accredited	College of West Anglia

College of West Anglia courses are for full days or 2 hrs per week for 4 weeks / delivered remotely or face to face.

Leadership, Management, Project Management & Mentoring



COURSE	Accreditation Level & body	Who provides the training?
Challenge East (Team Building) 1 day	Non-accredited	East Coast College
CILM award and Certificate (Construction)	Level 3 / ILM	East Coast College
Discovery Programme – Senior Leadership Development	Non-accredited	Turning Factor
Diploma in Coaching (ITOL Level 5 Professional Diploma)	Level 5 / ITOL	West Suffolk College
Effective Coaching – Level 3 Award	Level 3	City College Norwich
Effective Mentoring – Level 3 Award	Level 3	City College Norwich
Effective Coaching and Mentoring – Level 3 Certificate	Level 3	City College Norwich
Effective Coaching and Mentoring – ILM Level 3 Award	Level 3	West Suffolk College
Effective leadership	Non-accredited	East Coast College
Emergency response planning / review	Non-accredited	East Coast College
Leadership and Team Skills – ILM Level 2 Award / Certificate	Level 2 / ILM	West Suffolk College
Essential Leadership and Management – ILM Level 3	Level 3 / ILM	Turning Factor

Leadership, Management, Project Management & Mentoring



COURSE	Accreditation Level & body	Who provides the training?
Leadership and Management <u>ILM Level 3 Award / Certificate</u>	Level 3 / ILM	West Suffolk College
Leadership and Management ILM Level 5 Award / Certificate / Diploma	Level 5 / ILM	West Suffolk College
<u>MBA Essentials for the Manufacturing and Engineering Sector</u> <u>MBA Essentials for Health and Social Care Professionals</u> (including SMEs in the Health Sector Supply Chain)	Level 7	University of East Anglia
Managing Projects in an Organisation (Unit 511 Accreditation)	Level 5	West Suffolk College
Management and Leadership Level 5 Certificate	Level 5	City College Norwich
<u>Project Management Essentials</u>	Non-accredited	Turning Factor
<u>Rainmaker</u> – ILM L5 (Institute of Management)	Level 5	Turning Factor
Team Leading	Level 2	East Coast College
<u>Transition to Management</u> – ILM L2	Level 2	Turning Factor
Trainer Skills - Introduction	Non-accredited	City College Norwich
University of Suffolk's ILM Level 3 Certificate in Leadership and Management	Level 3	University of Suffolk

Leadership, Management, Project Management & Mentoring

COURSE	Accreditation Level & body	Who provides the training?
Effective Project Management for individuals & teams	Non-Accredited	College of West Anglia
Achieve a culture of psychological safety for improved colleague and team performance	Non-Accredited	College of West Anglia
Influencing, Persuasion and Negotiation Skills	Non-Accredited	College of West Anglia
Managing Poor Performance;	Non-Accredited	College of West Anglia
Managing Time and Self	Non-Accredited	College of West Anglia
Positive communication skills	Non-Accredited	College of West Anglia

These qualifications are 1/2 day, face-to-face delivery.

Leadership and Team Skills – QAN Level 2 Award (Units in eg: Developing yourself as a Team Leader, Developing the Work Team, Business Improvement Techniques)	Level 2 / QAN QAN – 4 days To gain the Award Minimum 3 credits One hour induction, at least two hours tutorial support	Suffolk New College
Leadership and Management – Level 3 Award (Units in eg: Understanding Leadership; Contributing to Innovation and Creativity in the Workplace; Understanding Training and Coaching in the Workplace)	Level 3 / QAN QAN - 4 days One hour induction, at least two hours tutorial support, minimum two units	Suffolk New College
Understanding Change in the Workplace	Non-Accredited / 1.5 days	Suffolk New College

These qualifications are ideal for individuals who have management responsibilities but no formal training and are serious about developing their abilities. They particularly support practising team leaders seeking to move up to the next level of management and managers who need to lead people through organisational change, budget cuts or other pressures.

Customer Service & Client Relationship Management



COURSE	Accreditation Level & body	Who provides the training?
Conflict Management	Non-accredited	East Coast College
Conflict Management for difficult situations	Non-accredited	College of West Anglia
<u>Customer Service</u>	Non-accredited	Turning Factor
Face to face customer care	Non-accredited	College of West Anglia
Personal Licence Holders – Qualify at Home Award	Level 2/ Highfield	West Suffolk College
Resilience	Non-accredited	Turning Factor
<u>Sales Excellence</u>	Non-accredited	Turning Factor
Service Professionals (Finance & Legal – 1 day)	Non-accredited	East Coast College
Understanding Conflict Management in the Workplace	Non-accredited	Suffolk New College

Health, Well-being and Safety



COURSE	Accreditation Level & body	Who provides the training?
Behavioural Safety	Level 2	East Coast College
<u>CCSNG Safety Passport</u>	ECITB	East Coast College
<u>Emergency First Aid at Work –</u> QA Level 3 Award	Level 3 / QA	West Suffolk College
First Aid at Work – QA Level 3 Award	Level 3 / QA	West Suffolk College
First Aid 3-day and 2 day refresher		East Coast College
<u>First Aid for Mental Health Awareness Award</u>	Level 1 / FAA	West Suffolk College
Flourish in the Menopause	Non-accredited	College of West Anglia
<u>Food Safety Award</u>	Level 2 / Highfield	West Suffolk College
<u>Food Safety</u> – Quality at Home Award	Level 3 / Highfield	West Suffolk College
Helping Staff - Mental Health	Non-accredited	College of West Anglia
<u>IOSH Working Safely 1-day</u>	Accredited	College of West Anglia
<u>IOSH Managing Safely 3-day</u>	Accredited	College of West Anglia
<u>Mental Health First Aiders</u>	Level 2 / NCFE	East Coast College
Mental Wellbeing (Level 1 Award)	Level 1 / Gateway	City College Norwich

Health, Well-being and Safety

COURSE	Accreditation Level & body	Who provides the training?
Mental Health Understanding Certificate Managing the Menopause	Level 2 / NCFE	East Coast College
Managing Stress and own wellbeing	Level 2 / Gateway	East Coast College
<u>Managing Safely – IOSH</u>	Level 2 / ISOH	West Suffolk College
<u>MBA Essentials for Health and Social Care Professionals</u> (including SMEs in the Health Sector Supply Chain)	Level 7	University of East Anglia
Leadership and Management – Mental Health Wellbeing Level 3 Award (Units in eg: Understanding Mental Health in the Workplace; Understanding Stress Management in the Workplace; Solving Problems and Making Decisions)	Level 3 QAN – 4 days One hour induction, at least two hours tutorial support, minimum two units	Suffolk New College
Mindfulness and Resilience Training e.g., Building Self Confidence Employability workshops Health and Well-being Introduction to Resilience Managing Anxiety Meditation & Mindfulness Self-care for Carers	Non-accredited 1 day courses or can be split into sessions – delivered through contracted short course specialists	Suffolk New College
<u>NEBOSH National Certificate in Occupational Health & Safety</u>	Accredited	College of West Anglia
NEBOSH Risk Assessment at Work	Accredited	College of West Anglia
<u>Paediatric First Aid (OFSTED)- 2-day (12 hours)</u>	Accredited	College of West Anglia
<u>Portable Appliance Testing of Electrical Equipment City & Guilds 2377</u>	Accredited	College of West Anglia
Resilience & Workplace Coping strategies	Non-accredited	College of West Anglia
<u>Safety in the use of Abrasive Wheels and use of work equipment regulations</u> (PUWER 1998) HSE-HSG 17	Non-accredited	College of West Anglia
Stress Management Workshop	Non-accredited	College of West Anglia
Understanding Mental Health in the Workplace	Non-accredited 1 day	Suffolk New College

Horticulture / Arboriculture (Forestry and Tree Care)

Short courses at Easton College, Suffolk Rural and College of West Anglia.



COURSE	Accreditation Level & body	Who provides the training?
Competence in Chainsaw Maintenance and Cross Cutting	<u>City & Guilds Level 2</u> <u>Level 3 Diploma</u>	Suffolk Rural (Otley College)
	<u>City & Guilds Level 2</u> <u>Level 3 Diploma</u>	Easton College
NPTC 021654 in the Safe Application of Pesticides using Pedestrian hand-held equipment – various start dates	<u>City & Guilds Level 2</u> <u>Level 3 Diploma</u>	Suffolk Rural (Otley College)
	<u>Level 2 Certificate</u> <u>Level 2 Award /NPTC</u>	Easton College
L2 Principles of safe handling & application of pesticides	Level 2	College of West Anglia

Please note Suffolk Rural is a part of Suffolk New College

Innovation training

For new ideas, ways of working, products or services Net Zero



COURSE	Accreditation Level & body	Who provides the training?
<u>Affirming trans and queer identities through language.</u>	Seminar series	University of Suffolk
Continuous Improvement / Applying Lean Methodology into Business – 1 or 2 days (Process Mapping, Applying Value Add / Non-Value Add, Defining the 8 wastes, Problem Solving, 5S)	Non-accredited	College of West Anglia
<u>Electric Vehicle Charging Equipment Installation –</u> City & Guilds 2919 Level 3 Award	Level 3 / C&G	West Suffolk College
<u>Environmental Management</u> IEMA Level 4 Foundation Certificate	Level 4 / IEMA	West Suffolk College
Environmental Sustainability Skills for Managers	Level 2 / IEMA	West Suffolk College
Environmental Sustainability Skills for the Workforce	Level 2 / IEMA	West Suffolk College
Managing a remote workforce	Non-accredited	Turning Factor
<u>Marketing Strategy and Business Growth</u>	Non-accredited	Turning Factor
<u>MBA Essentials for the Manufacturing and Engineering Sector</u>	Level 7	University of East Anglia
Understanding Climate Change and Environmental Awareness	Non-accredited	East Coast College
Values and Behavioural Framework	Non-accredited	Turning Factor

General Information

Partners



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**WEST
SUFFOLK
COLLEGE**

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Grants

Grants will be paid to eligible SMEs to subsidise the costs of upskilling, training and retraining staff, sourced by our superb network of local training provider partners in Norfolk and Suffolk, or SMEs can procure further afield if they cannot meet your needs.

Business needs analysis

Training providers can provide a business needs analysis with each company to define current needs and look at bespoke training opportunities in line with the funding rules.

Funding flexible training

PTF will fund flexible training, from Level 1 to Level 7, which can be accredited or non-accredited.

It can be whole qualifications, modules or units and is intended to address those key skills that employers are lacking in these 'must have' areas:

- ✓ Digital Skills and Industry 4.0, Leadership
- ✓ Management, Project Management and Mentoring
- ✓ Customer Service and Client Relationship Management
- ✓ Health and Well-being
- ✓ Innovation training – for new ideas, ways of working, products or services, Net Zero preparations

All the courses listed in this prospectus are eligible for financing from the Pathways Training Fund.

Each Training Provider's full range can be found by clicking the link above.

All courses must be completed by September 2023.

Please click the link for more information and to download the Guidance and an Eligibility Form.

CLICK HERE

Please contact sparc@suffolk.gov.uk or one of the Training Providers for help and enquiries.