



European Union

European
Social Fund



PATHWAYS TRAINING FUND


Prospectus 2

SPRING 2023



Contents



	Digital Skills and Industry 4.0	3
	Leadership, Management, Project Management & Mentoring	5
	Customer Service & Client Relationship Management	7
	Health, Well-being and Safety	8
	Horticulture / Arboriculture (Forestry and Tree Care)	10
	Innovation training	12
	East of England Commercial Programmes	13
	Productivity East – Behaviour Finance for Practitioners workshop	14
	General Information	15

Accreditation bodies:

CMI	Chartered Management Institute	ILM	Institute of Leadership and Management
C&G	City & Guilds	IOSH	Institution of Occupational Safety & Health
DMI	Digital Marketing Institute	ITOL	Institute of Training and Occupational Learning
ECITB	Engineering Construction Industry Training Board	NCFE	Northern Council for Further Education
FAA	First Aid Awards	NUCO	Compliance Accreditation
G	Gateway	QA	Qualsafe Awards
IEMA	Institute of Environmental Management		

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 - 2 days</u>		College of West Anglia
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

Digital Skills and Industry 4.0

COURSE	Accreditation Level & body	Who provides the training?
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?
<u>Challenge East (Team Building) 1 day</u>	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
<u>Diploma in Coaching</u> (ITOL Level 5 Professional Diploma)	Level 5 / ITOL	West Suffolk College
<u>Effective Coaching</u> – Level 3 Award	Level 3	City College Norwich
<u>Effective Mentoring</u> – Level 3 Award	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
<u>Essential Leadership and Management</u> – ILM Level 3	Level 3 / ILM	Turning Factor
<u>ILM Award in Leadership & Team Skills</u>	ILM, Level 2	Suffolk New College
<u>ILM Leadership & Management Award</u>	ILM, Level 3	Suffolk New College
<u>ILM Leadership & Management Award - Mental Health Wellbeing</u>	ILM, Level 3	Suffolk New College

Leadership, Management, Project Management & Mentoring

COURSE	Accreditation Level & body	Who provides the training?
Introduction to Trainer Skills – City & Guilds 7300-01	Accredited 2 days – delivered in the workplace	College of West Anglia
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>Leadership and Team Skills</u> – ILM – Level 2 Award / Certificate	Level 2 / ILM	West Suffolk College
Managing Projects in an Organisation (Unit 511 Accreditation)	Level 5	West Suffolk College
Managing Time and Self	Non-Accredited - 1/2 day, face-to-face delivery.	College of West Anglia
Positive communication skills	Non Accredited - 1 day face to face delivery Training Certificate	College of West Anglia
Positive communication skills	Non-Accredited - 1/2 day, face-to-face delivery.	College of West Anglia
Project Management Essential Skills	Non-Accredited 2 days – delivered in the workplace	College of West Anglia
<u>Project Management Essentials</u>	Non-accredited	Turning Factor
<u>Rainmaker</u> – ILM Level 5 (Institute of Management)	Level 5	Turning Factor
Team Leading	Level 2	East Coast College
<u>Transition to Management</u> – ILM Level 2	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
<u>Understanding Change in the Workplace</u>	ILM Individual Unit	Suffolk New College
<u>Understanding conflict management in the workplace</u>	ILM Individual Unit	Suffolk New College
<u>Understanding Mental Health in the Workplace</u>	ILM Individual Unit	Suffolk New College

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
<u>Personal Licence Holders</u> – 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
<u>Understanding Conflict Management in the Workplace</u>	ILM Individual Unit	Suffolk New College

Health, Well-being and Safety



COURSE	Accreditation Level & body	Who provides the training?
<u>Awareness of First Aid for Mental Health</u>	Level 1 / FAA	West Suffolk College
<u>Behavioural Safety</u>	Level 2	East Coast College
<u>Basic Life Support</u> – Level 2	Highfield Level 2	Suffolk New College
<u>Building self confidence</u>	Non-accredited	Suffolk New College
<u>Canine First Aid</u> – Level 2	ProTraining	Suffolk New College
<u>Emergency First Aid at Work</u> – Level 3	Highfield Level 3	Suffolk New College
<u>Emergency First Aid at Work</u> – QA – Level 3 Award	Level 3 / QA	West Suffolk College
<u>Emergency Paediatric First Aid</u> – Level 3	Highfield Level 3	Suffolk New College
<u>Employability</u>	Non-accredited	Suffolk New College
<u>First Aid at Work</u>	Highfield Level 3	Suffolk New College
<u>First Aid at Work</u> – QA Level 3 Award	Level 3 / QA	West Suffolk College
<u>First Aid 3-day and 2 day refresher</u>		East Coast College
<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
<u>Full Paediatric First Aid</u> – Level 3	Level 3 / Highfield	Suffolk New College
<u>Goal setting for wellbeing</u>	Non-accredited	Suffolk New College

Health, Well-being and Safety

COURSE	Accreditation Level & body	Who provides the training?
<u>Health and wellbeing</u>	Non-accredited	Suffolk New College
<u>ILM Leadership & Management Award - Mental Health Wellbeing</u>	ILM, Level 3	Suffolk New College
<u>Introduction to Resilience</u>	Non-accredited	Suffolk New College
<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
<u>Managing Anxiety</u>	Non-accredited	Suffolk New College
<u>Managing Stress and own wellbeing</u>	Level 2 / Gateway	East Coast College
<u>Managing Safely – IOSH</u>	Level 2 / ISOH	West Suffolk College
<u>Meditation & Mindfulness</u>	Non-accredited	Suffolk New College
<u>Mental Health Understanding Certificate</u> Managing the Menopause	Level 2 / NCFE	East Coast College
<u>NEBOSH National Certificate in Occupational Health & Safety</u>	Accredited	College of West Anglia
<u>NEBOSH Risk Assessment at Work</u>	Accredited	College of West Anglia
<u>Opening up Employment for People with Anxiety</u>	Non-accredited	Suffolk New College
<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
<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
<u>Understanding Mental Health in the Workplace</u>	Non-accredited 1 day	Suffolk New College
<u>Understanding Change in the Workplace</u>	ILM Individual Unit	Suffolk New College
<u>Understanding conflict management in the workplace</u>	ILM Individual Unit	Suffolk New College
<u>Understanding Mental Health in the Workplace.</u>	ILM Individual Unit	Suffolk New College
<u>Workplace Wellbeing</u>	Non-accredited	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?
<u>Competence in Chainsaw Maintenance and Cross Cutting</u>	City & Guilds. Level 2 and Level 3.	Suffolk New College
<u>CS31 Felling Small Trees – Level 2</u>	City & Guilds Level 2	Suffolk New College
<u>Forklift Training – Level 2</u>	City & Guilds Level 2	Suffolk New College
<u>NPTC 021654 in the Safe Application of Pesticides using Pedestrian hand-held equipment</u>	City & Guilds. Level 2 and Level 3.	Suffolk New College
<u>NPTC 021649 Safe Use of Pesticides (PA1)</u>	City & Guilds Level 2	Suffolk New College
<u>NPTC 021654 in the Safe Application of Pesticides using Pedestrian hand-held equipment</u> – various start dates	Level 2 Certificate Level 2 Award /NPTC	Easton College

Horticulture / Arboriculture (Forestry and Tree Care)

COURSE	Accreditation Level & body	Who provides the training?
<u>NPTC 003920 Level 2 Certificate of Competence in Chainsaw Maintenance and Cross Cutting (CS30)</u>	Level 2	Easton College via City College Norwich
<u>NPTC 0039-21 Level 2 Certificate of Competence in Felling Small Trees up to 380mm (CS31)</u>	Level 2	Easton College via City College Norwich
<u>NPTC 0216-49 Award in the Principles of Safe Handling and Application of Pesticides (PA1)</u>		Easton College via Norwich City College:
<u>NPTC 0216-26 Award in the Safe Use of Aluminium Phosphide for Vertebrate Pest Control (PAAP) (Rabbits and Moles).</u>		Easton College via Norwich City College:
<u>NPTC 0216-25 Award in the Safe Use of Pesticides for Vertebrate Pest Control for Rats and Mice (PAR&M) (Rats and Mice).</u>		Easton College via Norwich City College:
<u>NPTC 0039-22 Level 2 Certificate of Competence in Tree Climbing and Aerial Rescue (CS38).</u>	Level 2	Easton College via Norwich City College:
<u>NPTC 0039-23 Level 2 Certificate of Competence in Using a Chainsaw from a Rope and Harness (CS39)</u>	Level 2	Easton College via Norwich City College:
<u>NPTC 0014-33 Level 2 Certificate in Competence in Forklift truck Operations</u>	Level 2	Easton College via Norwich City College:
<u>NPTC 0014-31 Level 2 Certificate of Competence in Tractor Driving and Related Operations.</u>	Level 2	Easton College via Norwich City College:
Principles of safe handling & application of pesticides – Level 2	Level 2	College of West Anglia
<u>Safe Application of pesticides using Boom Sprayer (PA2)</u>	City & Guilds Level 2	Suffolk New College
<u>Tractor Driving</u> – Level 2	City & Guilds Level 2	Suffolk New College

Innovation Training

For new ideas, ways of working, products, services or 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
<u>Gas Managed Learning Programmes (MLP)</u>	Non-accredited	College of West Anglia
ILM Construction award	Accredited	East Coast College
Introduction to MIG/TIG Welding Safe use of Welding equipment, functions and use of welding, corner joints in mild steel, butt welds and evaluation	College certificate 2/3 days	College of West Anglia
Managing a remote workforce	Non-accredited	Turning Factor
<u>Marketing Strategy and Business Growth</u>	Non-accredited	Turning Factor
National College for Nuclear Supervisors	Accredited	East Coast College
Understanding Climate Change and Environmental Awareness	Non-accredited	East Coast College
Values and Behavioural Framework	Non-accredited	Turning Factor

East of England Commercial Programmes



Click the course links below and then scroll down for courses throughout 2023.

Leadership and Management Development Programmes (6 modules)

Supervisory Newly Appointed	Various dates available. Venue: East Coast College and online	2 x 2.5 hours and 4 x 2 hours
Supervisory Experienced		2 x 2.5 hours and 4 x 2 hours
Junior Management Newly Appointed		2 x 2.5 hours and 4 x 2 hours
Junior Management Experienced		2 x 2.5 hours and 4 x 2 hours
Middle Management Newly Appointed		2 x 2.5 hours and 4 x 2 hours
Middle Management Experienced		2 x 2.5 hours and 4 x 2 hours

Masterclass Programmes for Businesses (single workshop)

How to create a successful business / Organisation	Various dates available. Venue: East Coast College	2.5 hours
How to create a successful business Sole Trader		2.5 hours
Running a successful family business		2.5 hours
Is your business ready for growth?		2.5 hours
Feeling stagnant? How to re-energise and move your business forward		2.5 hours
Implementing change		2.5 hours
Getting the most out of your team		2.5 hours
How to recruit & develop effective teams		2.5 hours
Making hybrid working work for you		2.5 hours
Managing Generation Z		2.5 hours
Crisis Management		2.5 hours

Masterclass Programmes for Individuals (single workshop)

Feeling stuck? How to move forward as an individual	Various dates available. Venue: East Coast College	2.5 hours
Overcoming fears and self-doubt at work		2.5 hours
Getting a better work life balance		2.5 hours
Career mapping for forwarding minded individuals		2.5 hours

Productivity East – Behaviour Finance for Practitioners workshop



This will take place on **22nd March**. It's a 1-day course. More information is available on our website, with a [click through option to email us to reserve a space](#).

This 1-day in person course will consist of 5 primary themes:

- Behavioural economics concepts relevant to behavioural finance
- Finance basics and the psychology of the market
- Behavioural finance in the past and role of biases and exuberance in financial crises
- Managing a biased client
- FinTech, Environmental, Social and Governance (ESG) and similar topics on Investing

In an interactive environment, participants will be encouraged to reflect on their own experiences, concepts, examples and historic facts.

Is it for you?

- The training will be invaluable to a wide range of professionals, such as:
- Board members in order to develop understanding of cognitive financial decisions
- Investment professionals working in the financial sector
- Risk management officers and directors
- Employees joining the industry since 2008
- Wealth managers who work closely with clients

Delivered by experts

This in-person workshop will be delivered by experts in their field from the Centre for Behavioural and Experimental Social Science (CBESS) at the University of East Anglia. This well established centre conducts lab and field experiments to analyse key questions in the social sciences.

Professional advantages of attendance

By the end of the workshop, participants will have learnt how to:

- Define rational and irrational investors, behavioural finance and it's Implications
- Understand the assumptions behind the efficient market hypothesis
- Understand how emotions, social and non-traditional factors affect individual-level investment decisions and affect performance of a market
- Identify cognitive biases that present obstacles to maximising value from investment decisions
- Understand current developments of behavioural finance in ESG investing Apply some practical tools to help with biases

Additional information can be requested directly via productivity.east@uea.ac.uk.

General Information

Partners



Lucy.Emms@ccn.ac.uk



College of
West Anglia

cwatraining@cwa.ac.uk



r.bunn@eastcoast.ac.uk



Suffolk
New
College

business@suffolk.ac.uk



TURNINGFACTOR
Developing People Developing Business

funding@turningfactor.com



University of East Anglia

productivity.east@uea.ac.uk



**University
of Suffolk**

engage@uos.ac.uk



**WEST
SUFFOLK
COLLEGE**

training@wsc.ac.uk

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. Higher grants may be available for training from network providers. [See the PTF website for details.](#)

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, Well-being and Safety
- ✓ 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 October 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.