

Building on success!



A Centre of Excellence for Continuing Professional Development



South Lanarkshire College East Kilbride, College Way, East Kilbride G75 0NE

Telephone: 01355 807780 Web: www.slc.ac.uk

The Board of Management of South Lanarkshire College is a charity registered in Scotland. Registration number SC021181





Contents

Introduction	4
Invest in your strongest asset	4
Individual Learning Accounts	4
Meeting your needs	5
What the professionals say	5

Faculty of Business

PDA Book-keeping	6
PDA Management Accounting	6
PDA Financial Accounting	7
ILM Level 2 Award in Team Leading	7
ILM Level 2 Certificate in Team leading	8
ILM Level 3 Award First Line Management	8
PDA Information Technology in Business	9
PDA Office Administration	9
PDA Office Management	10
Introductory Sign Language	10
ECDL	11
Advanced ECDL	11
Microsoft Word 2007 Foundation Level	12
Microsoft Word 2007 Intermediate Level	12
Microsoft Word 2007 Advanced Level	12
Microsoft Excel 2007 Foundation Level	12
Microsoft Excel 2007 Intermediate Level	12
Microsoft Excel 2007 Advanced Level	13
Microsoft Access 2007 Foundation Level	13
Microsoft Access 2007 Intermediate Level	15
Microsoft Access 2007 Advanced Level	13
Microsoft Powerpoint 2007 Foundation Level	13
Microsoft Powerpoint 2007 Intermediate Level	13
Microsoft Powerpoint 2007 Advanced Level	13
Frontpage 2007	13
REHIS Elementary Food Hygiene	14
REHIS Elementary Food & Health	14

Faculty of Care

Working with Children 8 – 12 years	15
Health & Safety Executive First Aid at Work (1 day) ...	15
Health & Safety Executive First Aid at Work (2 day refresher)	16
Health & Safety Executive First Aid at Work (3 day) ...	16
SVQ Level 2 Health & Social Care	17
SVQ Level 3 Health & Social Care	17
Modern Apprenticeship in Hairdressing	18
Nail Extensions	18
Ear Candling	18
Epilation Masterclass	19
Ladies Intimate Waxing	19
Threading	19
Eyelash Extensions	19
Hot Stone Body Treatments	20
PDA Introduction to Tutoring in Adult Literacies Learning	20
PDA Developing Literacies Learning Programmes for the Workplace	21
PDA Inclusiveness Promoting Equality & Diversity within the Learning Environment	21
PDA Supporting Individuals with Dyslexia in Learning & Workplace Settings	22
Skills for Life – Literacy & Numeracy	22



Faculty of Construction

Modern Apprenticeship in Construction Trades	23
Interior Systems: An Introduction to Coving	23
Interior Systems: An Introduction to Fixing Plasterboard	24
Interior Systems: An Introduction to Drylining – Taping and Filling	24
Interior Systems: An Introduction to Basic Wall and Floor Tiling	25
Plasterwork Basic: General Repairs to Plaster Surfaces	25
Plastering Pre-skills Training	26
Lincrusta: Installation	26
High Volume Low Pressure Spray Painting	26
Airless Spray Painting	27
Decorative Spray Painting	27
Graining	27
Marbling	27
Wide Width Wall Hangings	28
CCNSG Safety Passport	28
Health & Safety Training/Testing Constructionskills Health & Safety Test	28
OSAT	28
Commercial Gas Courses	29
BPEC Gas Training	29
BPEC Gas Assessment	30
Water Bye Laws	30
Lead Bossing & Burning	31
Domestic Gas Foundation	31
Renewable Energy Awareness	32
Energy Efficiency: Domestic Heating	32
Domestic Unvented Hot Water Storage Systems	33
Domestic Solar Hot Water	33
Ground/Air Source Heat Pump	34

Introduction

Welcome

South Lanarkshire College is a state-of-the-art learning facility in East Kilbride, Scotland's fifth largest conurbation. The college has a wide range of full, part-time and infill courses and has recently expanded its business training options to benefit businesses in South Lanarkshire and further afield.

Invest in your strongest asset – your workforce

Advantages to You

South Lanarkshire College is delighted to offer a wide range of commercial courses to you and your employees. The college can train staff to help your company gain a competitive advantage. There are a number of reasons why this is beneficial to you: it can help with accreditation, compliance with the law, increased efficiency, growth of the business, increased productivity and improved quality of service. South Lanarkshire College East Kilbride can provide you with a range of courses to meet your business needs.

Individual Learning Accounts

Many commercial courses on offer at South Lanarkshire College are covered by an ILA, please check course information for details of areas covered.

ILA Scotland is a Scottish Government scheme that helps you pay for learning that you can do at a time, place, pace and in a way to suit you.

If you are 16 or over and living in Scotland, you could get up to £500 towards the cost of learning with a learner account from ILA Scotland.

There are two types of account available:

£200 ILA

£500 ILA

If you are studying 40 SCQF Credits or more at HNC/HND level please visit the ILA Scotland website for eligibility details.

www.ilascotland.org.uk Tel: 0808 100 1090



Meeting your needs

If you cannot find a course in the brochure which meets the specific needs of your organisation then please do not hesitate to contact us and we will cater to your requirements.

Our training programmes are designed to focus on your specific issues and provide solutions that are appropriate to your organisation. Our courses can be held at any time or place to suit the needs of your employees. We offer flexible delivery including breakfast, daytime and twilight sessions either at your premises or at our state-of-the-art campus in East Kilbride. Contact details are highlighted against each course. Each staff member will be delighted to hear from you.

What the professionals say

“South Lanarkshire College East Kilbride offers what I want professionally applied at a time when I want it. Couple this with relaxing personal attention, why would I go anywhere else?”

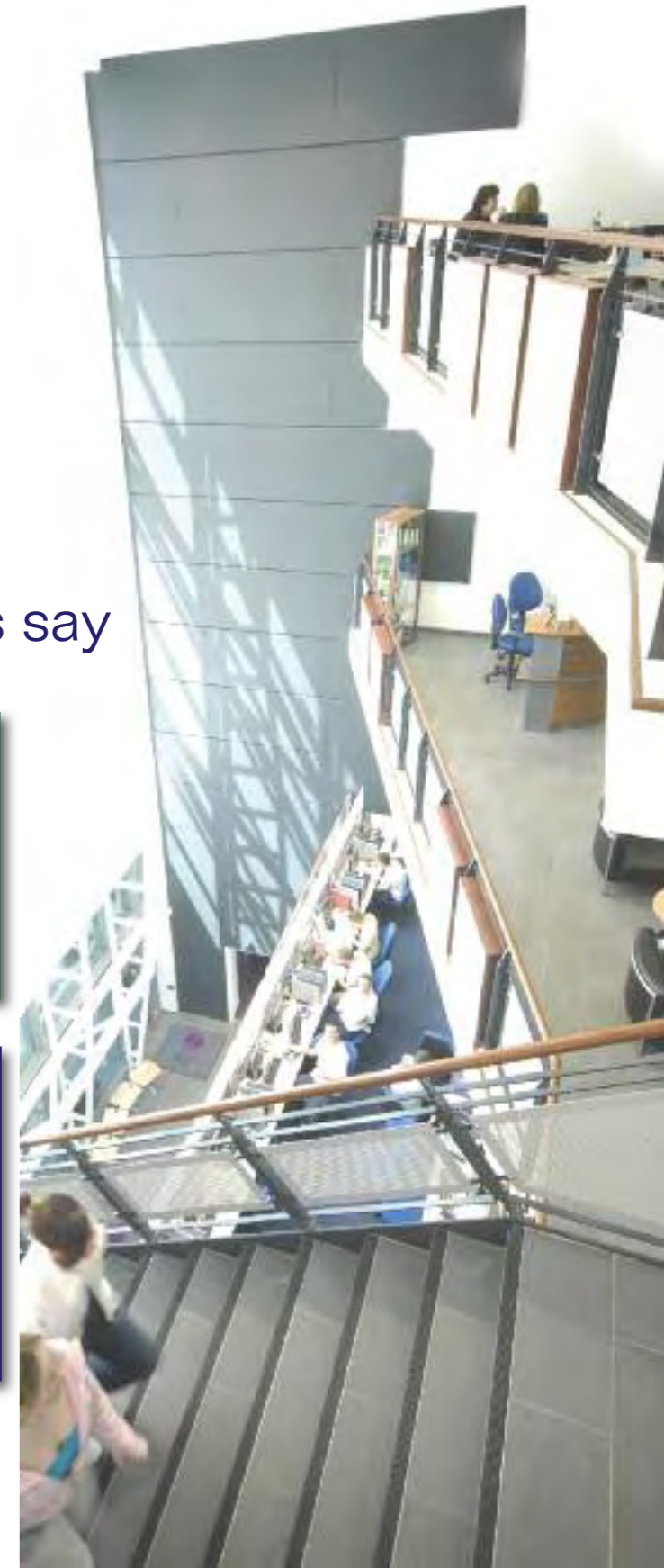
William Barnes

President, West of Scotland Master Plumber association
Proprietor, Avon Plumbing, 92 McNeil Street, Larkhall

“The training I received at South Lanarkshire College East Kilbride has given me the confidence and ability to open my own salon in Kirkintilloch. I will continue to use the college to pursue other areas such as Hot Stone Therapies to expand my therapists' skills.”

Lynn Kane

Studio One, 1 Dalrymple Court, Townhead, Kirkintilloch.



Professional Development Award Book-Keeping

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course teaches employees to record financial transactions and information using financial accounting software and Payroll.

Course Outline

- 4 HNC Credits at SCQF Level 7
- Recording financial transactions
 - Recording financial information
 - Using financial accounting software
 - Payroll

Entry Details

- At least one SQA Higher Grade pass and several SQA Ordinary or Standard Grade passes or relevant experience
- Basic IT skills are required due to the computing element within a number of units on this course

Duration

1 evening per week over 3 blocks or as an infill student during the day.

Start Date:

Course starts August each year

Further Study

The Professional Development Award is an award in its own right but the three units can count towards an HNC/D in Business or Accounting.

Awards

SQA PDA Certificate

SCQF Level

Level 7/8

ILA APPROVED

Professional Development Award in Management Accounting

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course teaches employees to record financial information and prepare final accounts using financial accounting software and Access 2.

Course Outline

- 4 HNC Credits at SCQF Level 7 including
- Recording financial information
 - Preparing final accounts
 - Using financial accounting software
 - Access 2

Entry Details

- At least one SQA Higher Grade pass and several SQA Ordinary or Standard Grade passes or relevant experience
- Some basic IT skills are required due to the computing element within a number of units on this course

Duration

1 evening per week over 3 blocks or as an infill student during the day.

Start Date

Course starts August each year

Further Study

The Professional Development Award is an award in its own right but the three units can count towards an HNC/D in Business or Accounting.

Awards

SQA PDA Certificate

SCQF Level

Level 7/8

ILA APPROVED

Professional Development Award in Financial Accounting

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course teaches employees to record financial information and prepare final accounts using financial accounting software.

Course Outline

- 4 HNC Credits at SCQF Level 7:
- Recording Financial Information
 - Preparing Final Accounts
 - Using Financial Accounting Software

Entry Details

- At least one SQA Higher Grade pass and several SQA Ordinary or Standard Grade passes or relevant experience
- Mature students without the above qualifications may be accepted with relevant work experience
- Some basic IT skills are required due to the computing element within a number of units on this course

Duration

1 evening per week over 3 blocks or as an infill student during the day.

Start Date

Course starts August each year

Further Study

The Professional Development Award is an award in its own right but the three units can count towards an HNC/D in Business or Accounting.

Awards

SQA PDA Certificate

SCQF Level

Level 7/8

ILA APPROVED

ILM Management Level 2 Award in Team Leading (Open Learning)

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course allows employees to develop their team leading and communication skills which can be used in the workplace.

Course Outline

Main Modules

- Team leading skills
- Getting the work done
- Leading people in teams
- Communicating with people

Assessment is by knowledge assessment of two short answer questions per segment (12 questions in total)

Entry Details

The course is aimed at,

- Existing/potential group leaders
- Existing/potential managers

Start Date

Flexible

Further Study

ILM Level 2 Certificate Team Leading

Awards

ILM Certificate 

SCQF Level

Level 6

ILA APPROVED

ILM Level 2 Certificate in Team Leading (Open Learning)

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course allows employees to develop their team leading and communication skills which can be used in the workplace.

Course Outline

Modules

- Team leading Skills
- Getting the work done
- Leading people in teams
- Communicating with people

Knowledge assessment (5 questions per module) plus a short centre-assessed presentation and mini project

Start Date

Flexible

Entry Details

The course is aimed at

- Existing/potential group leaders
- Existing/potential managers

Further Study

- ILM level 3 Introductory Certificate in First Line Management
- ILM level 3 Certificate in First Line Management

Awards

ILM Certificate 

SCQF Level

Level 6

ILA APPROVED

ILM Management Level 3 Award in First Line Management (Open Learning)

Course Leader
Karen Cleary Tel: 01355 807317

Benefits to Employers

The course allows employees to develop their management skills which can be used in the workplace.

Course Outline

Modules

- Managing self
- Managing skills and competency
- Understanding organisations
- Managing information
- Developing people
- Managing people
- Communication
- Managing change
- Managing resources
- Managing activities

Assessment is by one work-based project (1,000 words)

Start Date

Flexible

Entry Details

The course is aimed at people who want to become line managers, team leaders, supervisors, or those who are already in post but have little or no formal management training.

Awards

ILM Certificate 

SCQF Level

Level 7

ILA APPROVED

PDA Information Technology in Business

Course Leader
Jean Hardie Tel: 01355 807318

Benefits to Employers

The course delivers the essential skills and knowledge needed for a range of administrative tasks e.g. word processing, database, spreadsheets.

Course Outline

The award consists of 3 mandatory units:

- IT in business (develops word processing skills across a variety of complex business documents – double unit)
- IT in spreadsheets (develops skills in using spreadsheets to solve business problems including graphical and statistical)
- IT in database (develops skills using relational databases)

Duration

144 hours

Start Date

Individual candidates – August each year. Groups 12 + by negotiation.

Entry Details

Basic keyboarding skills are essential.

Awards

Professional Development Award Certificate

SCQF Level

Level 7

PDA Office Administration

Course Leader
Jean Hardie Tel: 01355 807318

Benefits to Employers

The course delivers the essential skills and knowledge needed for a range of administrative roles.

Course Outline

The award consists of 4 mandatory units:

- Office administration
- Office technologies
- Communication
- Developing skills for personal effectiveness

Duration

144 hours

Entry Details

Basic keyboarding skills are desirable. Suitable for employees already within an administrative role or about to enter one.

Start Date

Individual candidates – August each year. Groups 12+ by negotiation.

Award

SQA - Professional Development Award Certificate

SCQF Level

Level 7



PDA Office Management

Course Leader

Jean Hardie Tel: 01355 807318

Benefits to Employers

The course delivers the essential skills and knowledge needed for a range of senior administrative roles within organisations.

Course Outline

The award consists of 6 mandatory units –

- Office management (double unit)
- IT in business advanced word processing
- IT in business advanced databases
- IT in business advanced spreadsheets
- Project management
- Developing an individual within a team

Duration

250 hours

Entry Details

Candidates are required to hold the Higher National units at level 7 or equivalent and be familiar with an administrative environment. Suitable for employees already within an administrative role or about to enter one.

Start Date

Individuals – August each year, groups by negotiation.

Awards

SQA – PDA certificate

SCQF Level

Level 8

Introductory Sign Language

Course Leader

Jean Hardie Tel: 01355 807318

Benefits to Employers

The course improves staff customer service skills and assists companies in complying with Disability Discrimination Legislation.

Course Outline

This initial short course is part of the CACDP level 1 exam syllabus

Taking around 15 hours (including the optional Unit 101 unit test) students will learn to deal with meeting and greeting people, giving directional and transport information, weather, basic finger-spelling and numbers and also learn basic interaction protocol with deaf/hard of hearing customers

Duration

Minimum 1 hour class, maximum 2 hours

This course can be tailored to meet company needs

Start Date

By negotiation for groups; individual employees: mid September each year.

Awards

Signature Level 1 Award in British Sign Language (previously CACDP)

SCQF Level

Level 5 – CACDP level 1, unit 1
(Unit entry fee £15 per candidate)

European Computer Driving Licence (ECDL)

Course Leader

Jim Stewart Tel: 01355 807353

Benefits to Employers

Improved efficiency, enhanced confidence and competence among their workers. They will also find that they experience fewer PC-related problems and require less IT support. For all organisations this can result in significant financial savings.

Course Outline

The ECDL Modules are:-

- **Basic concept of Information Technology** – how computers have developed; how they fit into a modern society; social implications such as data security
- **Using the computer** – operating system and file management
- **Word Processing** – create, save and print documents; use templates; mail merge; set margins; format photographs
- **Spreadsheets** – calculations, setting up spreadsheets; functions including sum; average, maximum, minimum, count, if
- **Database** – database structure; input forms; queries; reports
- **Presentations** – slide shows; speakers notes; audience handouts
- **Information and Communication** – the Internet and e-mail, surfing the net, finding information

Duration

108 hours but can be finished earlier dependant on student's previous IT experience.

Start Date

Flexible

Awards

British Computer Society ECDL certificate



SCQF Level

Level 4

ILA APPROVED

Advanced European Computer Driving Licence

Course Leader

Jim Stewart Tel: 01355 807353

Benefits to Employers

Improved expertise and confidence among workers. For all organisations this can result in significant financial savings.

Course Outline

The Advanced ECDL Modules are:-

- **Word Processing Module** – Apply advanced text, paragraph, column and table formatting and conversion; referencing features including tables of contents, indexes and cross-referencing; fields, forms and templates; advanced mail merge and macros; integrating data; reviewing documents and document security features, watermarks, sections, headers and footers
- **Spreadsheets Module** – Advanced text options; logical, statistical, financial and mathematical operations; tables and lists, filter and sort data; create and use scenarios; validate and audit data; named cell ranges, macros and templates; integrating data using linking and importing functions; collaborate and review spreadsheets; security features
- **Database Module** – Key concepts of database development and usage; relational database using advanced features and complex relationships between tables; queries; update, delete and append data, refine queries using wildcards, parameters and calculations; controls and subforms; to enhance forms and improve functionality; report controls; macros; integrating data
- **Presentations Module** – Understand target audience; venue considerations in presentation planning; create and modify templates; built-in drawing and image tools.; advanced chart formatting features; create and edit diagrams; linking, embedding, importing and exporting features to integrate data; insert movies and sound; slide shows

Entry Requirements

Participants must have completed ECDL before enrolling on Advanced ECDL course.

Duration

36 hours

Start Date

Flexible

Awards

British Computer Society Advanced ECDL certificate



SCQF Level

Level 4

ILA APPROVED



Microsoft 2007 Courses

Course Leader

Jim Stewart Tel: 01355 807353

Information technology is used by every business today. These courses are aimed at improving the user's awareness of the application package. It is intended for those who need to, or wish to, know how to use a personal computer.

Benefits to Employers

These courses increase staff productivity, reduce costs and time wasted, make better use of ICT resources and provide a better return on ICT investment.

Duration

One day

Start Date

Flexible

Awards

College certificate

SCQF Level

Level 4

Microsoft Word 2007 Foundation Level

Course Outline

The main areas covered will include:

- Introduction to microsoft word 2007
- Word 2007 interface
- Standard toolbar
- Formatting toolbar
- Formats
- Production
- Edits
- Find replace and go to
- Create an email and a web page
- Print

Microsoft Word 2007 Intermediate Level

Course Outline

The main areas covered will include:

- Templates
- Tables
- Graphics
- Text
- Envelopes and labels
- Web page creation
- Managing documents
- Printing

Microsoft Word 2007 Advanced Level

Course Outline

The main areas covered will include:

- Forms
- Macros
- References
- Time savers
- Advanced managing documents
- Advanced web creation
- Preparation

Microsoft Excel 2007 Foundation Level

Course Outline

The main areas covered will include:

- Introduction to microsoft excel
- Workbooks and worksheets
- Spreadsheet data
- Formatting and customising data
- Editing spreadsheets
- Formulas and functions
- Printing

Microsoft Excel 2007 Intermediate Level

Course Outline

The main areas covered will include:

- Viewing worksheets
- More formatting techniques
- More formulas and functions
- Database and list management
- Charts
- Drawing and picture objects
- Excel 2007 and other applications

Microsoft Excel 2007 Advanced Level

Course Outline

The main areas covered will include:

- Importing data
- Templates and styles
- Analysing data
- Macros and custom controls
- Security and proofing
- Customising Excel 2007
- Collaboration and consolidation

Access 2007 Foundation Level

Course Outline

The main areas covered will include:

- Introduction to Access 2007
- Access 2007 interface
- The database toolbar
- The task pane
- The database window
- Tables
- Queries
- Forms
- Reports

Access 2007 Intermediate Level

Course Outline

The main areas covered will include:

- Designing tables in access
- Designing queries in access
- Designing forms in access
- Designing reports in access
- Working with pivot tables and pivot charts
- Importing and exporting
- Building expressions

Access 2007 Advanced Level

Course Outline

The main areas covered will include:

- The main areas covered will include:
- Using database
- Structured query language
- Working with macros
- Using visual basic
- Using data Access pages
- Converting Access databases
- Customising Access 2007
- Managing and maintaining databases

Powerpoint 2007 Foundation Level

Course Outline

The main areas covered will include:

- Introduction to Powerpoint 2007
- Presentation and slides
- Using master pages
- Formatting and editing slides
- Formatting and editing text
- Slide design
- Drawing and pictures
- Printing
- Presenting the presentation

Powerpoint 2007 Intermediate Level

Course Outline

The main areas covered will include:

- Creating a photo album
- Using diagrams and organisation charts
- Using tables and charts
- Embedding and linking objects
- Applying custom animation
- Using movies, sounds and voice narrations
- Using macros

Powerpoint 2007 Advanced Level

Course Outline

The main areas covered will include:

- Speech and handwriting recognition
- Collaborating and consolidating
- Customising Powerpoint 2007
- More on presenting presentations
- Web scripts
- Concept and design
- The presentation environment

FrontPage 2007

Course Outline

The main areas covered will include:

- Introduction to Frontpage 2007
- The Frontpage 2007 Interface
- Views
- Toolbars
- Text
- Colours
- Images
- Tables and cells
- Productivity
- Publishing

REHIS Elementary Food Hygiene

Course Leader
Catherine Purcell Tel: 01355 807339

Benefits to Employer

The course provides a basic knowledge of hygiene to employees who work in a hospitality or food service industry.

Course Outline

- The course is for those working directly or indirectly with food
- It provides participants with up to date information that extends their knowledge and understanding of food hygiene

Course Content includes:

- Food poisoning
- Bacteria
- Hygiene control
- Food storage
- Revision and exam

Duration

One or two days, minimum 6 hours plus exam

Start Date

Flexible

Awards

REHIS Elementary Food Hygiene Certificate

REHIS Elementary Food and Health

Course Leader
Catherine Purcell Tel: 01355 807339

Benefits to Employer

The course provides a basic knowledge of nutrition which will allow employees who work in a hospitality or food service industry to devise a balanced menu.

Course Outline

- The course is for those working directly or indirectly with food
- It provides participants with up to date information that extends their knowledge and understanding of food & health

Course Content

- Introduction to nutrition
- The function of food and it's nutritional value
- Energy measures and influences on food intake
- Eating for health and food and well-being
- Barriers to a healthy diet
- Revision and exam

Duration

One or two days, minimum 6 hours plus exam

Start Date

Flexible

Awards

REHIS Elementary Food and Health Certificate

Working With Children 8 – 12 years (Open Learning)

Course Leader
Lynda McBain Tel: 01355 807371

Benefits to Employer

This unit will enable staff to gain knowledge of working with the 8-12 group.

Course Outline

- This unit looks specifically at the 8-12 age range for those working in out-of-school care
- Theories of development
- Value of play
- Play opportunities/promotion of learning and development
- Role of adult in supporting child's needs

Duration

Open learning

Start Date

Variable

Awards

1 HN credit at SCQF level 7

SCQF Level

Level 7

Health and Safety Executive First Aid at Work (1 day course)

Course Leader
Janet Hill Tel: 01355 807322

Benefits to Employer

Successful candidates will be able to practise with first aid in the workplace.

Course Outline

- Understanding the role of the first aider
- Prevention of infection
- Recording incidents
- The first aid box
- Action at an emergency
- Unconscious casualty
- Administer CPR
- Choking
- Wounds and bleeding
- Shock
- Burns and scolds

Duration

This course will be delivered over one day

Start Date

Various

Awards

Health and Safety Executive First Aid Certificate

SCQF Level

Unlevelled

ILA APPROVED



Health and Safety Executive First Aid at Work (2 day refresher course)

Course Leader
Janet Hill Tel: 01355 807322

Benefits to Employer

Successful candidates will be able to practise first aid in the workplace.

Course Outline

- Students will be assessed on the last day of the course by an assessor appointed by the College
- A current first aid manual and first aid equipment will be provided

Course content includes:

- Health and safety legislation
- Accountability
- Accident reporting and recording
- Resuscitation
- The recovery position
- Heart attack
- Burns
- Fractures

Duration

This course will be delivered over two days, Thursday & Friday

Start Date

Various

Awards

Health and Safety Executive First Aid Certificate

SCQF Level

Level 6

Health and Safety Executive First Aid at Work (3 day course)

Course Leader
Janet Hill Tel: 01355 807322

Benefits to Employer

Successful candidates will be able to practise first aid in the workplace.

Course Outline

- Students will be assessed on the last day of the course by an assessor appointed by the College
- A current first aid manual and first aid equipment will be provided

Course content includes:

- Health and safety legislation
- Accountability
- Accident reporting and recording
- Resuscitation
- The recovery position
- Heart attack
- Burns
- Fractures

Duration

This course will be delivered over four days, Tuesday - Friday

Start Date

Various

Awards

Health and Safety Executive First Aid Certificate

SCQF Level

Level 6

SVQ Level 2 Health and Social Care

Course Leader
Janet Hill Tel: 01355 807322

Benefits to Employer

Employees will be able to show that they can work to a specific level within a health and social care establishment. This qualification will assist employers to reach their target for staff training.

Course Outline

This course is suitable for candidates who are currently working in a Health and Social Care setting and who wish to gain a recognised and transferable qualification.

2 core units chosen from the following:

- Communicate with and complete records for individuals
- Support the health and safety of yourself and individuals
- Develop your knowledge and practice
- Ensure your own actions support the care, protection and well-being of individuals

Plus 4 Optional Units which may include:

- Carry out and provide feedback on specific plan of care activities
- Support individuals to access and use information
- Help individuals to eat and drink

Duration

This course will be delivered over 6 months by a mixture of classroom activity and workplace assessment.

Start Date

One academic year from September to June

Entry Details

There are no academic entry requirements for this course, but it is essential that candidates are employed in either a health or social care workplace prior to the commencement of the course. A letter of support is required by the candidates' employer.

Awards

PDA Certificate Care Services Management

SCQF Level

Level 5

SVQ Level 3 Health and Social Care

Course Leader
Janet Hill Tel: 01355 807322

Benefits to Employer

On successful completion candidates are eligible to be registered with SSSC

Course Outline

Four mandatory units:

- Provide effective communication for and about individuals
- Promote, monitor and maintain health, safety and security in the working environment
- Reflect on and develop your practice
- Promote choice, well-being and the protection of all individuals

Plus 4 optional units

Duration

36 weeks

Start Date

Variable

Awards

SVQ 3 Health and Social Care

SCQF Level

Level 6



Modern Apprenticeship in Hairdressing

Course Leader
Ann McCracken Tel: 01355 807311

Benefits to Employer

The training of staff increases quality and commitment in the workplace.

Course Outline

Candidates complete 6 - 12 units
The training is covered by day release to college (at present every Monday) and includes assessor visits to the workplace.

Entry Requirements

- Applicants must be aged 16 – 19 and be in employment in a hairdressing salon
- Either the salon must be in Lanarkshire or the young person resident in Lanarkshire
- Entry is by interview
- Limited funded places available

Duration

Flexible depending on candidate's circumstances.

Start Dates

August / January

Awards

SVQ Level 2 Hairdressing/SVQ Level 3 Hairdressing

SCQF Level

Level 6

Nail Extensions

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

This certificated course is offered to therapists enabling them to update their skills and offer a further treatment to clients.

Course Outline

A comprehensive course which includes applications, removals, infills, health and safety and client care.

Entry Requirements

Students should possess nail care certification at Level 2 or above

Duration

12 x 3 hour sessions

Start Day

Various

Award

College Certificate

Ear Candling

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

Candling Treatments are increasingly offered in Salons and Spas. Therapists are able to extend their skills to be able to offer a new and exciting range of treatments.

Course Outline

This is an intensive 3 hour course for qualified therapists. A kit will be provided.

Duration

One day

Start Date

This course run throughout the year according to demand.

Award

College Certificate

Epilation Masterclass

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

This course will enable the therapist to update their professional practice in line with industry standards

Course Outline

This is an intensive course designed to give the qualified therapist the opportunity to update and refine their practical skills.

Entry Requirements

Candidates must have a Level 3 Epilation certificate or above.

Duration

One day

Start Date

This course will be offered throughout the academic year depending on demand from candidates.

Award

College Certificate

Ladies Intimate Waxing

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

Advanced waxing techniques for ladies are increasingly offered in Salons and Spas. Therapists are able to extend their skills to be able to offer a new and exciting range of treatments.

Course Outline

This is an intensive one day course for qualified therapists. The course includes demonstrations, health and safety and skills development. Therapists should be prepared to practise on each other.

Entry Requirements

Waxing Technician Certificate

Duration

One day

Start Date

This course runs throughout the year according to demand.

Award

College Certificate

Threading

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

Threading treatments are increasingly offered in Salons and Spas. Therapists are able to extend their skills to be able to offer a new and exciting range of treatments.

Course Outline

This is an intensive one day course for qualified therapists. The course involves specialist demonstrations and practical skills applications with specialist support.

Duration

One day

Start Day

This course runs throughout the year according to demand.

Award

College Certificate

Eyelash Extensions

Course Leader
Heather Douglas Tel: 01355 807412

Benefits to Employer

This new and increasingly popular treatment is offered in salons and spas allows therapists to extend their skills to be able to offer a new and exciting range of treatments.

Course Outline

The course includes theory and discussion, specialist demonstrations and practical skills application with specialist support throughout the day.

Entry Requirements

This is an advanced course which requires the learner to already possess good skills and techniques in facial care.

Duration

One day

Start Day

This course runs throughout the year according to demand.

Award

College Certificate



Hot Stone Therapy Body Treatments

Course Leader

Heather Douglas Tel: 01355 807412

Benefits to Employer

Hot Stone Therapy is increasingly offered in salons and spas. Therapists are able to extend their massage skills in order to offer clients a popular range of treatments.

Course Outline

This is an intensive one day course for qualified therapists in order to extend their range of professional therapy treatments. The day will consist of theory, demonstrations and practical applications of the hot stones.

Entry Requirements

Open to applicants with previous massage therapy qualifications at level 3 or above.

Duration

One day

Start Date

Various

Award

College Certificate

PDA Introduction to Tutoring in Adult Literacies Learning

Course Leader

Elaine Rodger Tel: 01355 807334

Benefits to Employer

The course will allow participants to be better equipped to spot those with literacy problems within an organisation. It will enhance ability to build confidence and motivation among the group. Staff undertaking the course will become effective tutor assistants in adult literacies and will help to improve literacy levels amongst the workforce.

Course Outline

4 units (2 credits):-

- Adult literacies learning in Scotland
- Preparing to work with adult literacies learners
- Developing tutoring approaches in adult literacies
- Delivering learning in adult literacies

Duration

One evening per week for 24 weeks or one day per week for 12 weeks.

Start Date

Can be arranged anytime subject to demand.

Awards

PDA Introduction to Tutoring in Adult Literacies Learning

SCQF Level

Level 6

PDA Developing Literacies Learning Programmes for the Workplace

Course Leader

Elaine Rodger Tel: 01355 807334

Benefits to Employer

This programme updates staff on current government policy and provides information on planning the delivery of literacy courses within your organisation. Group members will gain confidence and be better equipped to spot those with literacy problems.

Course Outline

3 units (2 credits):-

- Developing literacies learning for the workplace: policy and practice
- Developing literacies learning for the workplace: raising awareness
- Developing literacies learning for the workplace: planning for the delivery of learning programmes

Duration

One evening per week for 24 weeks or one day per week for 12 weeks.

Start Date

Can be arranged anytime subject to demand.

Awards

PDA Developing Literacies Learning Programmes for the Workplace

SCQF Level

Level 7

PDA Inclusiveness Promoting Equality & Diversity within the Learning Environment

Course Leader

Elaine Rodger Tel: 01355 807334

Benefits to Employer

The rationale for the development of the award is to meet the CPD needs of teachers and managers, who already hold a teaching qualification, in the area of equality and diversity. Scotland's colleges have a key role in promoting equality and diversity, both within their organisations and more widely within society in Scotland. It is therefore essential that teachers and managers, employed by colleges, are given appropriate training so that they can confidently assume their responsibility to promote inclusion and diversity and take action to challenge prejudice and discrimination.

Course Outline:

The specific aims of the new qualification are to:

- 1 Provide the skills, knowledge and understanding required by candidates
 - 1.1 Critically understand current legislation, codes of practice and college policies, plans and procedures and their role in implementing them
 - 1.2 Promote diversity and inclusiveness
 - 1.3 Promote equality and to take action to challenge prejudice and discrimination
 - 1.4 Provide high quality teaching for all learners by creating and managing inclusive learning, teaching and assessment strategies
 - 1.5 Assist learners to achieve their full potential.
- 2 Build up confidence in teaching learners from a wide range of backgrounds and with a diverse range of aspirations, strengths and needs.

2 units included:

- Creating and managing an inclusive learning environment F13L 36
- Supporting and promoting diversity F13N 36

Duration

24 weeks

Start Date

October each year

Awards

Professional Development Award in Inclusiveness: Promoting Equality and Diversity within the Learning Environment

SCQF Level

Level 9



PDA Supporting Individuals with Dyslexia in Learning & Workplace Settings

Course Leader
Elaine Rodger Tel: 01355 807334

Benefits to Employer

The Group Award was developed to provide an accredited route for the many practitioners in Scotland who work with adults in a variety of learning and workplace settings. The new qualification provides a route for candidates to evidence their experience of working with adults with dyslexia.

There has been no such course available in Scotland although a course — Dyslexia and Literacy: a course for skills for life tutors — is available for adult support tutors working in similar settings in England. This is accredited by Dyslexia Action (formerly the Dyslexia Institute) and the Open College Network. The Professional Development Award will have similarities in terms of theory and practice, putting these within a Scottish context where relevant.

Course Outline:

This award provides a broader perspective: it does not encourage candidates to think of dyslexia solely in terms of literacy, nor does it advocate the use of a structured literacy programme. Rather than a literacy-orientated approach, it will encourage candidates to take a holistic view of dyslexia rather than one focused on teaching methods to improve literacy.

2 units:

- F16Y 34 Dyslexia: understanding and supporting individuals with dyslexia
- F171 34 Dyslexia: working with individuals with dyslexia

Duration

24 weeks

Start Date

October each year

Awards

Professional Development Award: Supporting Individuals with Dyslexia in Learning and Workplace Settings

SCQF Level

Level 7

Skills for Life – Literacy and Numeracy

Course Leader
Elaine Rodger Tel: 01355 807334

Benefits to Employer

The course allows staff to improve their literacy and numeracy levels within the workplace. It helps to improve confidence in staff tasks involving reading, writing and calculations and can be delivered within a workplace setting or in College.

Course Outline

Programme is tailored to the individual with a personal learning plan drawn up to meet their needs and the needs of the company.

Duration

As required by individual.

Start Date

Workshops (4 per week) run all year and can be joined at any time. Custom made programs can be arranged at any time for groups.

Awards

SQA Access 1, 2 and 3 or College certificated

SCQF Level

1 - 3



Modern Apprenticeship in Construction Trades

Course Leader
Ann McCracken Tel: 01355 807311

Benefits to Employer

Trained staff increases quality and commitment. Training is done by block-release to college to fulfil apprenticeship requirements – programmes vary depending on trade. Apprentices who successfully pass their first 2 years at college have the option of doing advanced craft in year 3 at no additional cost

Course Outline

Candidates complete practical and theory units for their chosen trade area.

Entry Requirements

- Applicants must be aged 16 - 19 and be in employment in the construction industry
- Either the employer must be based in Lanarkshire or the young person resident in Lanarkshire
- Entry is by interview and aptitude test
- Limited places are available

Duration

4 years

Awards

Professional Development Award and SVQ Level 3 in trade area

SCQF Level

Level 6

Interior Systems An Introduction to Coving

Course Leader
Gerry Szafrank Tel: 01355 807619

Benefits to Employer

This programme will provide employees with the opportunity to broaden their current skills and knowledge within the workplace.

Course Outline

This programme is suitable for candidates who have limited or no knowledge in fixing/mitring plasterboard coving.

The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of tasks associated with preparation, cutting, fixing and mitring to a range of background situations.

Programme Content

An introduction to basic tools, equipment and background preparation:

- Types of joints/mitres
- Material types and uses
- Methods of fixing
- Repairs and remediation
- Safe working practices

The programme integrates all the above fundamentals of coving techniques and remediation throughout a range of practical tasks including the applications of fixing and finishing coving to wall/ceiling intersection including fixing around services (pipe chase).

General examples include:

- Setting out and fixing – straight lengths, internal/external angles
- Mitring to butt/scarf joints, internal/external angles, returned mitres
- Repairs to straight length and mitre intersections
- Preparing coving for painting

Duration

The programme will be delivered over six hours (2 x 3 hours) with attendance patterns either; one day or two half days delivery to meet the needs of clients.

Start Date

To be arranged

Awards

College Certificate

Interior Systems An Introduction to Fixing Plasterboard

Course Leader
Gerry Szafranek Tel: 01355 807619

Benefits to Employer

This programme will provide employees with the opportunity to broaden their current skills and knowledge within the workplace.

Course Outline

This programme is suitable for candidates who have limited or no knowledge in fixing plasterboard.

The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of tasks associated with measuring, cutting and fixing plasterboard to a range of background surfaces.

Programme Content

- Introduction to basic tools, equipment and background preparation
- Methods of fixing
- Material types and uses
- Repairs and remediation
- Safe handling, lifting and storing

The programme integrates all the above fundamentals of general fixing techniques and remediation throughout a range of practical tasks including fixing to wall and ceiling areas including timber, metal and brick or block backgrounds.

General examples include:

- Flat wall surfaces – internal/external angles and openings
- Ceilings
- Holes – sockets/switches (removal or relocation)
- Direct bond systems to brick/blockwork

Duration

The programme will be delivered over twelve hours (4 x 3 hours) to meet the needs of the clients.

Start Date

To be arranged

Awards

College Certificate

SCQF Level

Level 5

Interior Systems An Introduction to Drylining – Taping and Filling

Course Leader
Gerry Szafranek Tel: 01355 807619

Benefits to Employer

This programme will provide employees with the opportunity to broaden their current skills and knowledge within the workplace.

Course Outline

This programme is suitable for candidates who have limited or no knowledge in taping and filling.

The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of tasks associated with preparing, cutting and fixing to a range of background surfaces.

Programme Content

- Introduction to basic tools, equipment and background preparation
- Material types and uses
- Methods of fixing
- Taping and filling
- Repairs and remediation
- Safe working

The programme integrates all the above fundamentals and remediation throughout a range of practical tasks including the applications of fixing and finishing to wall/ceiling intersection including fixing around services (pipe chases).

General repair examples include:

- Setting out and fixing tapes to straight lengths and internal/external angles
- Mixing and applying bedding material
- Finishing and sanding joints
- Prepare background for painting

Duration:

The programme will be delivered over six hours (2 x 3 hours) to meet the needs of the clients.

Start Date

To be arranged

Awards

College Certificate

SCQF Level

Level 5

Interior Systems An Introduction to Basic Wall and Floor Tiling

Course Leader
Gerry Szafranek Tel: 01355 807619

Benefits to Employer

This programme will provide employees with the opportunity to broaden their current skills and knowledge within the workplace.

Course Outline:

This programme is suitable for candidates who have limited or no knowledge in wall or floor tiling. The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of tasks associated with preparation, application and finishing to a range of substrates.

- Introduction to basic tools and equipment
- Material types and their uses
- Methods of preparation and application
- Basic repairs and remediation
- Safe working practices (mixing, cutting, use of power tools)

The programme integrates all the above fundamentals of general wall and floor tiling techniques throughout a range of practical tasks including hand and machine cutting together with the application of finishing's (including tile beads and grouting).

General examples include:

- Introduction to adhesives (wall and floor) including health and safety and COSHH regulations
- Preparing surfaces to receive floor and wall tiles
- Apply tiles on flat surfaces, as well as internal and external corners
- Hand and machine cutting
- Use of tile beads and grouting for completion

Duration:

The programme will be delivered over four x three hour sessions with an attendance pattern of two continuous days. Delivery patterns may vary to meet the needs of clients.

Start Date

To be arranged

Awards

College Certificate

SCQF Level

Level 5

Plasterwork Basic: General Repairs to Plaster Surfaces

Course Leader
Gerry Szafranek Tel: 01355 807619

Benefits to Employer

This programme will provide employees with the opportunity to broaden their current skills and knowledge within the workplace.

Course Outline:

This upskilling programme is suitable for candidates who have limited or no knowledge in plastering repair works.

The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of tasks associated with carrying out small repairs to plaster surfaces.

Programme Content:

- Introduction to basic tools and trowel skills
- Fault identification and diagnosis
- Remediation/preparation techniques
- Selection/mixing of materials
- Methods of application

The programme integrates all the above fundamentals of general repairs and remediation throughout a range of practical tasks including repairs to solid, plasterboard and lath (wood and metal) backgrounds.

General repair examples include:

- Cracking, crazing
- Raggles
- Holes – sockets/switches (removal or relocation)
- Traditional wood lath and/or metal lath
- Up to one square metre of flat skimming/finishing

Duration:

The programme will be delivered over twelve hours (2 x 6 hours or 4 x 3) hours to meet the needs of the client.

Start Date

To be arranged

Awards

College Certificate

SCQF Level

Level 5

Plastering Pre-skills Training

Course Leader
Esther McClure Tel: 01355 807645

Benefits to Employer

This programme will provide employees with the opportunity to update their full range of practical skills that will support them undertaking the skills test.

Course Outline

- This programme is suitable for candidates who are currently serving a plastering apprenticeship or who are experienced plasterers currently working within the industry
- The programme requires the candidate to use a range of tools, materials and equipment whilst undertaking a range of practical tasks that will be similar to mandatory elements within the plastering trade/skills test
- Each programme is unique in that content will meet the individual's needs depending on their plastering knowledge and experience
- Skills test format
- Fixing sheet materials and metal trims
- Applying plasters and renders
- Skills test planning

The programme integrates all the above fundamentals of the skills test, practical trade test throughout a range of practical tasks and stage by stage planning exercise including:

- Setting out, fixing plasterboard and skimming a ceiling and beam
- Applying two coat lightweight plaster to a solid background
- Including a window (ingoes and soffit)
- Two coat render (float finish) with bellcast and attached pier
- Drycast to pier
- Drylining to pier
- Time plan all aspects of skills test activities

Duration

Each programme is unique in that content will meet the individual's needs depending on their plastering knowledge and experience.

Lincrusta Installation



Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

This course will provide the opportunity for operatives to develop the skills necessary to prepare and install Lincrusta wall hangings.

Course Outline

- Surface preparation
- Adhesive selection and application techniques
- Hanging techniques using specialised tool kit
- Hanging to internal / external corners and window reveals
- Maintenance and storage of tools and equipment

Duration

Stage 1 Lincrusta installers course 1 x 8 hours (full day)

Start Date

On demand

Awards

College Certificate

High Volume Low Pressure Spray Painting

Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

The course gives employees the ability to produce to produce high quality finishes on surfaces using the modern acrylic surface coatings.

Course Outline

- The technology of spray painting
- Components of HVLP equipment and their functions
- Setting up a working spray unit
- Related health & safety for HVLP spray painting
- Applying coatings using equipment
- Maintenance and storage of equipment

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

Airless Spray Painting

Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

The course gives employees the ability to produce high volume coating application for a variety of work types such as domestic, commercial and industrial.

Course Outline

- The technology of airless spray paint application
- Components of Airless equipment and their functions
- Setting up a working spray unit
- Related health and safety for airless spray painting
- Applying coatings using equipment
- Maintenance and storage of equipment

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

Decorative Spray Painting

Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

The course teaches the specialised process which would allow the company to offer these finishes to customers.

Course Outline

- Specialised air cap selection
- Setting up a working spray unit
- Related health & safety for process
- Applying decorative effects such as spattering, lacing and veiling
- Maintenance and storage of equipment

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

Graining

Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

The course will allow for the development of specialised skills to enable the more capable operative to complete this very decorative type of work.

Course Outline

- Preparation of surfaces to receive groundcoats
- Preparation of groundcoats / colours
- Preparation of scumbles
- Tool selection and use
- Maintenance and storage

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

Marbling

Course Leader
William Nolan Tel: 01355 807636

Benefits to Employer

The course allows development of specialised skills to enable the more capable operative to complete this very decorative type of work.

Course Outline

- Preparation of surfaces to receive groundcoats
- Preparation of groundcoats / colours
- Preparation of scumbles
- Tool selection and manipulation to produce effects
- Maintenance and storage

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

Wide Width Wall Hangings

Course Leader

William Nolan Tel: 01355 807636

Benefits to Employer

This course gives operatives the opportunity to develop the skills necessary to prepare and hang "contract" vinyls, both paper backed and fabric backed.

Course Outline

- Surface preparation
- Adhesive selection and application techniques
- Hanging techniques using specialised tool kit
- Hanging to internal / external corners and window reveals
- Maintenance and storage of tools and equipment

Duration

1 x 2 day course or 6 weeks x 1 evening – 12 hours in total

Start Date

On demand

Awards

College Certificate

CCNSG Safety Passport



Course Leader John Bell

Contact Esther McLure Tel: 01355 807645

Benefits to Employer

This course encourages employees to have better management of health and safety to reduce the risk of accidents and related costs arising from lost time or litigation.

Course Outline

A health and safety passport is similar to any other passport as it gives access to a controlled environment. It allows workers access to a passport controlled work environment.

Duration

2 day course

Start Date

On application

Health and Safety Training/Testing Construction Skills Health and Safety Test

Course Leader John Bell

Contact Esther McLure Tel: 01355 807645

Benefits to Employer

All employers are required by law to control health and safety risk, this course will cover the main areas. On completion employees will have better knowledge of health and safety issues on sites.

Course Outline

- To highlight awareness of health & safety on sites
- The course incorporates health & safety practice followed by a health and safety test

Duration

Half day course

Start Date

On demand

Awards

Health & safety test certificate

OSAT – On Site Assessment training

Course Leader John Bell

Contact Esther McLure Tel: 01355 807645

Benefits to Employer

This course forms part of the criteria on the application for the CSCS card. It will help workers achieve vital CSCS cards quickly and easily taking account of existing skills to ensure workers only train towards new skills.

Course Outline

Assessor will assess candidates on site with a view to collating work experience portfolio

Entry Details

3 Years experience in specific trade i.e. brickwork, carpentry & joinery etc

Duration

Approximately 13 weeks

Start Date

On application

Awards

SVQ Level 2 Certificate

Commercial Gas Courses

Awarding body: BPEC (British Plumbing Employers Council) 

Course Leader James Welsh

Contact Esther McLure Tel: 01355 807645

Benefits to Employer

Core specialist areas as required by UKAS. Training plumbing and associated operatives to update and consolidate their skill in line with Health & Safety/Gas Safety.

Course Outline

Courses are offered in the areas of:

- CCN1
Basic Gas Safety Course
- CEN1
Installation and servicing of wet central heating appliances i.e. Boiler
- CKR1
Installation and servicing of gas cookers
- WAT1
Installation and servicing of instantaneous water heaters
- HTR1
Installation and servicing of gas fires and space heaters

Entry Details

- Category 1 – Experience gas fitting operative who are seeking re-certification.
- Category 2 – applicants with relevant mechanical engineering/fitting qualification and experienced plumbing, heating engineers, fitters.
- Category 3 – New entrants without relevant qualification/or experience.

Written evidence must be provided in the form of a 'portfolio of evidence' accompanied with relevant trade qualifications

Duration

Duration dependant on the course

Start Date

On application

Award

Relevant commercial award

BPEC Gas Training

Course Leader

James Welsh 01355 807618

Benefits to Employer

Meets legislation requirements.

Course Outline

Legislation dictates that operatives working with gas must be registered with the Health and Safety executive, this course is designed to focus on the training needs of those operatives. Training needs will depend upon the category of the operative.

Category 1

Experienced gas fitting operatives who are seeking re-certification or requiring assessment and certification to extend their range of work.

Category 2

Applicants with relevant mechanical engineering/fitting qualification and experience. These applicants must provide written evidence confirming they have undertaken 'on the job' training and have experience of gas work that has been carried out under the direct supervision of a competent operative employed by a Corgi registered business.

Category 3

New entrants without relevant qualifications and/or gas safe experience. These applicants require to obtain employment with a registered business that is willing to provide an auditable extended period of 'in house' gas training and organisational support. Written evidence must be provided detailing 'off' and 'on the job' training. An alternative route is to seek training and experience via an NVQ Level 2 in gas service installation.


ACS Courses offered

CCN1 – basic gas safety course. a prerequisite of the following gas appliance courses; CEN1 – installation, servicing and commissioning of wet central heating appliances; CKR1 – installation, servicing and commissioning of gas cookers; WAT1 – installation, servicing and commissioning of instantaneous water heaters; HTR1 – installation, servicing and commissioning of gas fires and space heaters; MET1 – installation, and exchange testing and purging; CPA 1 – use of combustion analysis to determine appliance condition, essential for CEN1 & HTR1

Start Date

Offered on weekend

Awards

BPEC certification 

SCQF

Level 6

BPEC Gas Assessment

Course Leader

James Welsh 01355 807618

Benefits to Employer

This is a specialised course aimed at employees working with gas. BPEC certification is a requirement for gas safe registration which enables diversification and diminished reliance on subcontractors.

Course Outline

Provides for single application or combinations of CCN1 Core, CENT1, CKR1, HTR1, WAT1, Met1-2 or CAP 1.

Depending upon skill level and experience the assessments can be offered as initial assessment – for operatives who lightly touch gas work or re-assessment – for operatives where the majority of their work is gas.


Duration

Depending upon assessment requirements

Start Date

These programmes are tailored to suit the needs of the employer and trainee. Classes can be available for discreet groups on weekdays, weekends and evenings.

Awards

BPEC certification 

SCQF

Level 6

Water Byelaws

Course Leader

James Welsh 01355 807618

Benefits to Employer

This is a specialised course designed to provide employees with the information and certification to become part of the approved person scheme, in some instances there is no need for building control intervention due to self certification. The course is a requirement for SNIPEF membership.

Course Outline

- Current byelaws "WRAS" looking at materials that are fit for purpose
- Pollution & reasons
- Siphonage reasons and prevention
- location of controls and their operation


Duration

1 day

Start Date

- These programmes are tailored to suit the needs of the employer and trainee
- Classes can be available for groups on weekdays, weekends and evenings

Award

BPEC certification 

SCQF

Level 6

Lead Bossing & Burning

Course Leader

James Welsh 01355 807618

Benefits to Employer

A highly specialised course designed to develop lead skills for new work repair and replacement using welding or bossing techniques.

Course Outline

- Health & safety
- Measurement and development of weathering's chimney gutters, dormer details and capping pieces.
- Bossing lead sheet aprons and gutters
- Lead burning on the flat and building up to welds on the vertical axis
- Preparation and setting up welding bottles, valves, gauges hoses and torches.


Duration

- The course can be modified to suit individual needs,
- 6 days for the full course of basic bossing and lead burning or split into
 - 3 days for basic bossing
 - 3 days for lead burning.

Start Date

Depends upon viable numbers.

Award

BPEC certification 

SCQF

Level 6

Domestic Gas Foundation

Course Leader

James Welsh 01355 807618

Benefits to Employer

The course provides category 2 and 3 operatives with the necessary training and experience to sit CCN1 core gas and specialist appliance assessment.

Operatives can then apply for GAS SAFE registration and as a competent person enabling them to carry out gas work.

Course Outline

This course is divided into two sections

College focused practical and theoretical training in the skills areas necessary for installation, commissioning and servicing of systems and appliances.

Placement designed to provide experience to the learner by exposing them to gas work in a variety of locations and situations (accompanied by an engineer).


Duration

16 weeks minimum but is dependant on individual needs.

Start Date

Depends upon viable numbers.

Award

BPEC certification 

SCQF

Level 6



Renewable Energy Awareness

Course Leader

James Welsh 01355 807618

Benefits to Employer

The course provides workforce with an overview of current new technology.

Course Outline

The course is designed to provide individuals with a base level of knowledge in the principles and capabilities of various renewable energy products and systems.

This training material will serve both as a means of learning, as well as a tool of reference for future use.

- Module 1 – Introduction to renewable energy
- Module 2 – Solar thermal water heating
- Module 3 – Biomass heating systems
- Module 4 – Heat pumps
- Module 5 – Wind power
- Module 6 – Photo-voltaics
- Module 7 – Micro-hydro power


Duration

The course is designed to be run as a series of 7 x 2 hour modules. These can be run as evening classes, weekend workshops or as a two day course.

Start Date

Depends upon viable numbers.

Award

BPEC certificate 

SCQF

Level 6

Energy Efficiency: Domestic Heating

Course Leader

James Welsh 01355 807618

Benefits to Employer

Completion of the course provides employees with knowledge of energy efficiency domestic heating which is needed in the current energy efficiency market.

Course Outline

The course is suitable for operatives who are employed to design, specify, install or maintain central heating.

This course covers

- Energy consumption (SAP and SEDBUK ratings) within domestic buildings.
- Benefits of condensing boilers
- Central heating methods, design types, components, associated controls
- Latest Building Regulations/Standards
- methods of cost recovery

Entry Requirements

Suitable for operatives who are employed to design, specify, install or maintain central heating

Duration

1 day training and assessment supplemented by self-learning pack provided prior to course start date.

Start Date

Depends upon viable numbers.

Award

BPEC certificate 

SCQF

Level 6

Domestic Unvented Hot Water Storage Systems

Course Leader

James Welsh 01355 807618

Benefits to Employer

Completion of this course is a pre requisite to solar domestic heating.

Course Outline

The course will provide competent persons status thus enabling workforce to install unvented systems.

The course provides:

- Details in design, installations, service and maintenance
- Understanding of central heating and hot water storage systems design and installation issues as they relate to energy conservation

Entry Requirements

The course is aimed at practising plumbing and heating engineers or students who are nearing the end of plumbing and heating qualification.

Duration

1 day training and assessment supplemented by self learning pack provided prior to course start date.

Start Date

Depends upon viable numbers.

Award

BPEC certificate 

SCQF

Level 6

Domestic Solar Hot Water Heating Systems

Course Leader

James Welsh 01355 807618

Benefits to Employer

Completion of this course increases employees skill base which provides a trained workforce capable of capturing work in new technologies.

Course Outline

The course aims to:

- Select the most appropriate solar system for the building based on consultation with the client about their needs and demands
- Install common types of domestic solar hot water heating systems used in the UK
- Maintain and service common types of domestic solar hot water heating systems used in the UK


Duration

2 day training course and consists of specialist training and assessments. The training is split between theoretical and practical.

Start Date

Depends upon viable numbers.

Award

BPEC certificate 

SCQF

Level 6



Ground/Air Source Heat Pump Installer

Course Leader

James Welsh 01355 807618

Benefits to Employer

Completion of this course increases employees skill base which provides a trained workforce capable of capturing work in new technologies.

Course Outline

The objectives of this course are to enable delegates to:

- Install common types of domestic heating-only ground/air source heat pumps in the UK which are connected to a horizontal closed-loop water/antifreeze based ground heat exchanger and a "wet" underfloor heating system
- To be competent to review and verify that the ground/air source heat pump systems would meet the design requirements

Entry Requirements

The course is aimed at:

- Candidates with a number of years experience in plumbing or conventional heating engineering
- Candidates who hold a formal qualification at NVQ Level 3 plumbing or heating engineering
- Candidates who are currently undertaking a course in plumbing or heating engineering, which will lead to a formal qualification such as an NVQ Level 3 in plumbing or heating engineering


Duration

The course consists of 2 days training and assessment.

Start Date

Depends upon viable numbers.

Award

BPEC certificate 

SCQF

Level 6

