

NEW ARRIVALS! PROFESSIONAL QUALIFICATIONS!

Wakefield College has added a number of highly sought after and recognised qualifications to its already extensive range of professional qualifications.

Institute of Leadership and Management Coaching and Mentoring Awards

Due to the recognised importance and value of Coaching and Mentoring within successful organisations we have recently introduced the ILM Coaching and Mentoring programmes. These are for anyone who is involved in using these skills to enhance performance in the workplace. The qualifications provide the key knowledge and understanding, with an opportunity to develop the practical skills within the workplace.

Chartered Institute of Marketing

We now provide a full range of Professional Marketing qualifications from the CIM. In demand from employers and those that wish to enter or progress their careers in marketing, there is a course to match all experience and entry level. From the Introductory Certificate Short Course to the Professional Diploma all courses provide businesses with essential operational and managerial marketing skills.

Chartered Institute of Environmental Health

In response to demand for a nationally accredited short course, we have now introduced the Professional Trainers Certificate, accredited by the CIEH. This 3 day programme is designed to equip trainers or potential trainers with the basics of training practice taking into account some of the recent advances in accelerated learning and neurolinguistic programming (NLP).

Association of Chartered Certified Accountants

Already a vibrant and successful centre for the provision of AAT qualifications, we now provide the ACCA Stage 2. Accredited by one of the leading bodies within the field of Accountancy, this is an internationally-recognised professional qualification.

Management NVQs

To our existing portfolio of NVQs we have added NVQs in Management at Levels 3 and 4. Aimed at practising supervisors and managers, these qualifications provide employers with the opportunity for staff to demonstrate and develop their supervisory and managerial skills in the workplace whilst gaining a nationally recognised qualification.

For further details on any of these qualifications, contact the Services to Business team on 01924 789715.

Yorkshire Leadership Programme

What kind of Leadership is needed to create new levels of success and prosperity for the people of Yorkshire in future?

It is clear that the old approaches to Leadership are redundant in the fast-changing world in which we live and do business. It is also clear that the new approaches we need to take mean making connections in a way we have never had to before. These connections lead us to an integrated, holistic approach both to what we do as individual leaders and the way we need to operate as organisations to develop the skills needed for our future success in the region. Current approaches to Leadership have taken us only so far and a new synthesis of thought and practical approaches is needed. The programme attracts people from business, public sector organisations, the charitable and voluntary sector, community leaders – anyone who has a commitment to developing their own skills and understanding so that they can apply it in practice in their work.

The programme comprises a series of independent workshops of a day or half a day plus an annual conference. Working with skilled and experienced workshop leaders and speakers, participants hone their own skills and share understanding and insights with others in the groups. Workshops are practical and use 'live' issues and case studies. They are an opportunity to learn and to build networks. Workshop themes include:

- Emotional Intelligence for Leaders
- Selling the idea – how can leaders communicate effectively?
- Leading Change
- The Energetic Leader – how does an understanding of energy between people accelerate our ability to create effective partnership in change
- Authentic Transformational Leadership
- Metaphor and Storytelling for Leaders
- Accelerated Learning and Leadership
- NLP and Communication



What people have said about the programme and conference:

"One of the best events I have ever attended – the speakers were inspirational and the workshops were pitched appropriately" (Rosemary Sheen, Neighbourhood Renewal Co-ordinator).

"Another excellent programme with lots of thought provoking stuff and practical suggestions to consider too." (Jenny Sergeant, Federation of Small Businesses).



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Issue 02



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Welcome

It is an exciting time for skills development in West Yorkshire and at Services to Business we are working hard to ensure that the people and businesses of Wakefield are able to take advantage of the fantastic opportunities that are currently available.

Read on for details of many of the funded opportunities that are available. We are also keen to come out and talk to you about how you can benefit from them.

Please give us a call and arrange an appointment.

Sarah Johnson

Sarah Johnson
Services to Business Manager
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www.servtobusiness.co.uk



FREE

train2gain

free employee skills training

An opportunity for your staff to gain a nationally-recognised Level 2 qualification and to brush up on their Skills for Life.

Train2Gain pays for employees to undertake recognised qualifications at a time and place to suit you.

If you're not sure what kind of training and qualifications will be of most help to your business, we can advise you on the best options.

For further information or for an appointment to meet and discuss your requirements contact John Turner on 01924 789716 or via email at j.turner@wakcoll.ac.uk.

Why not visit the website at www.train2gain.info for further information.



Do you have a First Aid Box?

Do you know where it is?

Do you know what should be kept in there?

Do you know who is trained to use it?

Do you know how and what is needed to record an accident or illness?

If not, you need to find out so that you and your colleagues are working within the law.

Wakefield College is one of the leading providers of First Aid Courses within the Wakefield District. Our First Aid at Work courses are governed and approved by the Health & Safety Executive, and at £130 per person are extremely competitively priced. Courses are delivered at Wakefield, Whitwood or Thornes Campuses, and can also be delivered on site.

There is also a one day Emergency Aid course available at a cost of only £48 per person.

First Aid At Work Refresher Course

If your FAAW Certificate is coming up for renewal you can now update it by taking a 2 day Refresher Course for only £55. Providing you do this before your current certificate expires you will not have to take the full 4 day course again thereby keeping your certificate for another 3 years and saving yourself £75 into the bargain!!

For further information on First Aid courses, contact Paul Clegg on 01924 789713 or email p.clegg@wakcoll.ac.uk



College awarded second Centre of Excellence

Wakefield College has achieved a second Centre of Vocational Excellence award. Following the awarding of CoVE status for Enterprise Management in 2003, CoVE status has also now been achieved for Computer Technology.

The UK faces an IT skills gap in the workforce that will damage UK global competitiveness within 10 years if not addressed. 76% of companies with hard-to-fill IT professional job vacancies have had to delay the development of new products and services, and 42% have suffered an increase in their operating costs. Over one-quarter (26%) of UK businesses are suffering from a lack of everyday IT user skills within their organisations, with 44% of companies reporting their staff were not proficient in using basic word-processing applications.

Over the next ten years, technology trends such as mobility, the explosion in data volumes, high bandwidth wireless access and the convergence of multiple technologies will open up new business markets and change the way employers conduct business. These technology trends will require a constant upgrade of skills, if the UK is to successfully exploit their potential.

Wakefield College has embarked on a £250,000 three-year expansion programme, currently resulting in the acquisition of academy status for Microsoft, Cisco and CompTIA and state of the art facilities. We have a team of professionally qualified specialists with a wide experience of commerce and industry who understand corporate clients, their problems and requirements.

We offer a wide range of training for businesses all at an attractive cost and at a time and place to suit you and your shift patterns. Training covers a range of software packages and courses can be tailored specifically for your business needs. We can:

- analyse the training needs of your staff and ensure courses meet their individual needs
- design a course in consultation with you to make sure your objectives are met
- tailor a course to suit your requirements - mixing subjects to ensure your staff learn exactly what they need for their job

And if you wish we can also advise on how your staff can access nationally recognised qualifications using our courses as a starting point.

For further details contact Ian Lindsay on 01924 789536 or email I.Lindsay@wakcoll.ac.uk



Brushing up on skills for life in the workplace

FREE

The workplace is continually changing to keep up with improvements in products and services, new technology and the growing needs of the customer. To meet the challenge of this changing environment and to remain competitive, employers need to make greater demands on the skills of their employees.

Heather Beckham and Kath Hartley are both Specialist Workplace Practitioners and are happy to visit you to assess the needs of your company for literacy, numeracy and language and to liaise with any Union Learner Representatives.

Skills for Life include reading, writing, speaking English, listening and understanding, and numeracy. Having good basic skills means a person has the ability to read, write, speak, listen and to use mathematics at a level necessary to function and to progress in both work and society.

Providing Skills for Life training amongst your workforce means your staff will have the ability to:

- improve performance and meet targets
- increase productivity and efficiency
- improve customer service
- perform jobs to national standards and achieve accreditation

Investing in basic skills training for your staff would have a considerable impact on achieving Investors in People status.

Facts:

7 million adults in England - that's 1 in 5 - are unable to find the page for plumbers from the index in the Yellow Pages.

9 million adults - that's 1 in 4 - cannot calculate change from £2.00.

Source: The Basic Skills Agency (The Report of the Working Group, chaired by Sir Claus Moser).

For further information or advice contact Heather Beckham or Kath Hartley on 01924 789213.



Professional Trainers Certificate

This 3 day course, accredited by the Chartered Institute of Environmental Health, has been specifically designed for employees who wish to deliver training within their own organisations.

Pictured are Services to Business Staff Margaret Hughes, Paul Clegg and John Turner who recently successfully achieved the PTC qualification:

GOOD NEWS!!!!



The course costs £270 but is currently free to people who live or work within the Hemsworth or SESKU areas of Wakefield (thanks to some European funding).

Contact John Turner on 01924 789716 or email j.turner@wakcoll.ac.uk for further details

Would you like £1,000 to spend on leadership and management training?

If you are the Owner/Manager or Director of a business employing between 20 and 250 employees, with a turnover below £27m you can have £1,000 to spend on training to help your personal development as a leader.

We will carry out a short training needs analysis with you to help determine the right sort of development to benefit you and your business as a whole and we can then help you source the right training.

To arrange an appointment contact Margaret Hughes on 01924 789717 or m.hughes@wakcoll.ac.uk.



Meet Laurent Berges

Laurent is our Programme Manager for Hospitality and Catering and is keen to ensure that we offer the most relevant and up to date courses for the Hospitality and Catering Industry. He has recently introduced one-day courses in:

- Conflict Handling
- Customer Service
- Marketing and Selling

These now complement our range of part time provision, food hygiene and door supervisor courses.

For more details contact Laurent on 01924 789260 or email l.berges@wakcoll.ac.uk



HEALTH & SAFETY AT WORK COURSES



The following courses are currently available free of charge through Wakefield College:

- NCFE Cert in Occupational Health & Safety (Level 2)
- NCFE Cert in Safe Handling of Medicines (Level 2)
- NCFE Cert in Infection Control (Level 2)

The following courses are also currently available:

- NEBOSH General Certificate (Price On Application)
- IOSH Managing Safely (£380)
- Nationally Accredited Safety Passport (2 days - £95, 1 day renewal - £47.50)
- CIEH Principles of Manual handling (£40)
- CIEH Principles of COSHH (£40)
- CIEH Foundation Cert in HASAW (£75)

For further details on the above, or for general enquiries about Health & Safety, contact Paul Clegg, Health & Safety Co-ordinator on 01924 789713 or email p.clegg@wakcoll.ac.uk

Our new site includes information about all our training services, events, news and funded projects.

Check it out at www.servtobusiness.co.uk



Competition Time

Answer the question below and you could win a meal for two at the ever-popular Gaskell's Restaurant, Wakefield College – a delicious prize!!

QUESTION:

Which organisation accredits the Professional Trainers Certificate?

YOUR ANSWER:

and return it to us by email at servtobusiness.co.uk or by faxing your answer to 01924 789879.

Closing date 5 September 2005.

We will contact the winner to arrange a suitable date and time to enjoy the prize.

PREVIOUS WINNERS!

Charles Moore, a Financial Consultant from Wrenthorpe, Wakefield was our last competition winner. Of his superb meal for two prize, he said, "Thank you very much. We had a lovely evening and enjoyed the prize meal very much. We were very impressed with the quality of both the food and the service. Thanks again."

All credit to the staff and students at Gaskell's!