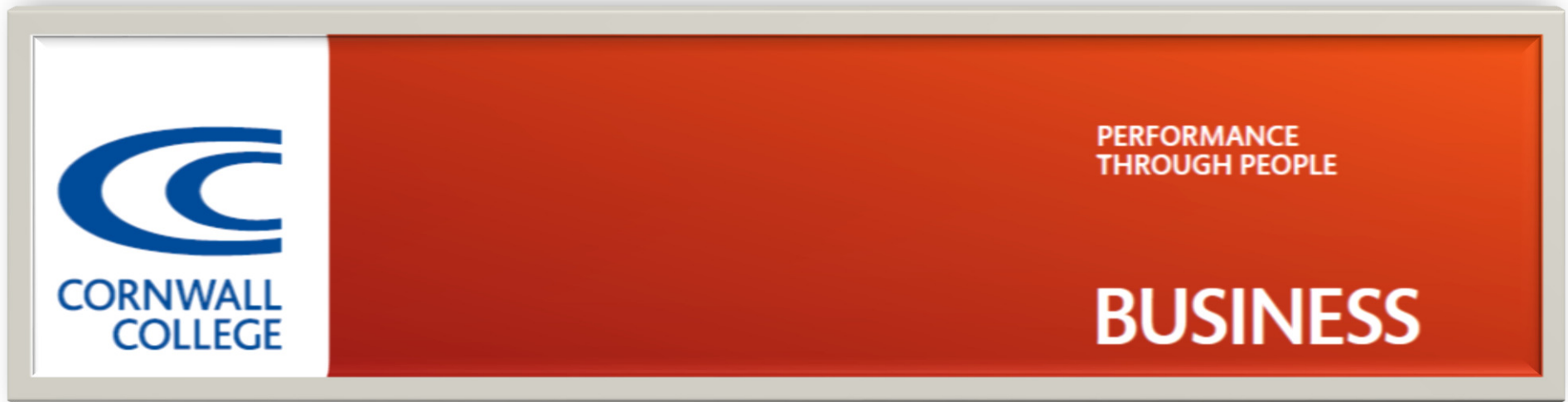


2014

Cornwall College

Tom Lal/Jonathan Jeeves



TECHNICAL COURSES

A selection of short courses offered by Cornwall College Business that can be run for member organisations of the Cornwall Manufacturing Group or CMG. This document outlines course content, duration, accreditation information and funding details.

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Introduction to TIG Welding Duration: 3 Days	This practical hands-on TIG welding course covers welding to a procedure, the effects welding has on materials and the importance of qualify to identify faults.	EAL Level 1 600/2170/6 7 Credits	YES This qualification is fundable standalone	£300.00
Inspection and Testing of Electrical Equipment PAT Duration: 10 weeks	This qualification covers the theory and practice of the in-service inspection and testing of electrical equipment (PAT) It provides a facility for individuals to develop and/or enhance their knowledge and skills so they can inspect electrical equipment which is 'in-service'.	EAL Level 3 Award 600/4340/4 4 Credits	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	£495.00
Electrical Installation BS7671 17 th Edition Duration: Day a week over 10 weeks	The qualification covers the full content of BS7671: IET Wiring Regulations Seventeenth Edition incorporating amendment one (2011). The regulations apply to the design, erection and verification of electrical installations, and also additions and alterations to existing installations.	EAL Level 3 Award 600/3719/2 4 Credits	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	£495.00
Tungsten Inert Gas Welding Skills Duration: 3 Days	The qualification takes a hands-on approach to TIG welding skills using a selection of techniques and materials. Final assessment is through practical tasks in the form of welding procedure specifications (WPS) and internally assessed knowledge tests	EAL Level 1 Award 600/2170/6 7 Credits	YES This qualification is fundable standalone	£780.00
Thermal and Plasma Cutting Skills Duration: 3 days	The qualification takes a hands-on approach to Thermal and Plasma cutting processes Final assessment is through practical tasks and internally assessed knowledge tests	EAL Level 1 Award 600/5801/8 7 Credits	YES This qualification is fundable standalone	£780.00

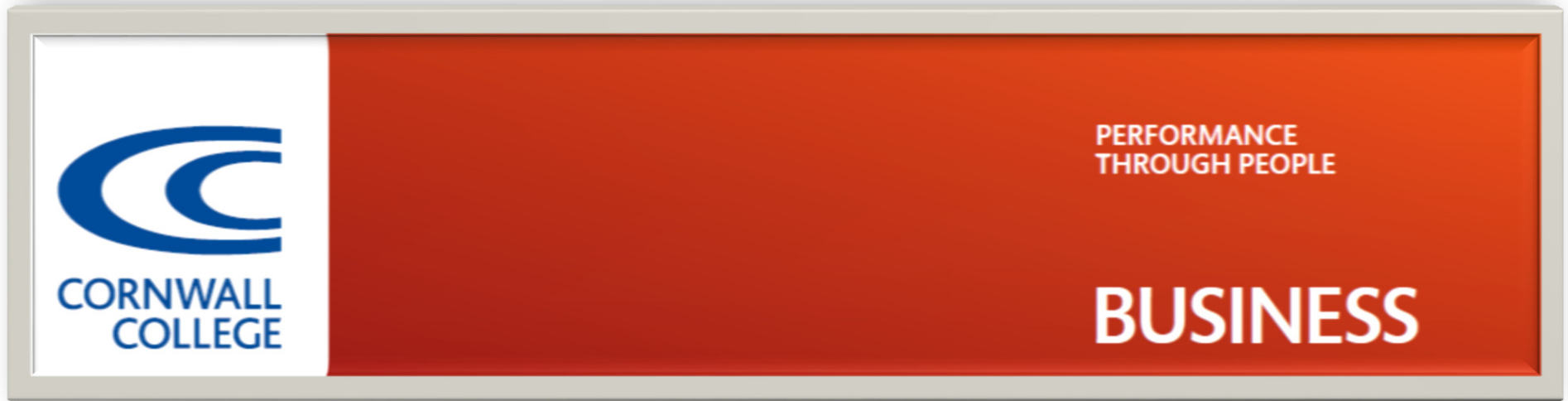
Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Tungsten Inert Gas Welding Skills Duration:	The qualification takes a hands-on approach to TIG welding skills using a selection of techniques and materials. Final assessment is through practical tasks in the form of welding procedure specifications (WPS) and internally assessed knowledge tests	EAL Level 1 Award 600/2170/6 7 Credits	YES This qualification is fundable standalone	£780.00
Brazing and Soldering Skills Duration:	The qualification takes a hands-on approach to Brazing and Soldering Final assessment is through practical tasks and internally assessed knowledge tests	EAL Level 1 Award 600/6003/7 7 Credits	YES This qualification is fundable standalone	£780.00
Manual Metal Arc Welding Skills Duration:	The qualification takes a hands-on approach to MMA welding skills using a selection of techniques and materials. Final assessment is through practical tasks in the form of welding procedure specifications (WPS) and internally assessed knowledge tests	EAL Level 1 Award 600/2172/X 7 Credits	YES This qualification is fundable standalone	£780.00
Metal Inert Gas Welding Skills Duration:	The qualification takes a hands-on approach to MIG welding skills using a selection of techniques and materials. Final assessment is through practical tasks in the form of welding procedure specifications (WPS) and internally assessed knowledge tests	EAL Level 1 Award 600/2171/8 7 Credits	YES This qualification is fundable standalone	£780.00

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Continuous Improvement – Kaizen Duration: 1 day	This course covers the understanding of how to contribute to the application of continuous improvement (Kaizen) including: Identifying the types of improvement that can be made and the waste in a business activity Assess how waste affects productivity and profitability Contribute to the elimination of waste in a workplace Using a stepped approach to carry out a continuous improvement activity Contribute to a continuous improvement activity How to use standard operating procedures to help sustain improvements	EAL Level 2 Unit D/505/6790 2 Credits	NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits	£85.00
Flow Process Analysis Duration: 1day	This course covers the understanding of how to contribute to the application of flow process analysis including: Applying the principles of flow process analysis Assessing the 'value added' and 'non value added' activities Identifying where waste or problem conditions occur Contribute to the construction of a flow process analysis sheet to map the process Apply any improvements that can be made to the process, with defined, quantifiable objectives and targets Assess the implementation issues that can arise as a result of proposed improvements Contribute to production of a payback matrix or efficiency statement that prioritises & evaluates improvement opps	EAL Level 2 Unit K/505/6811 2 Credits	NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits	£85.00

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Fundamental Principles of Measurement Duration: 1 day	This course covers the fundamental principles of measurement and metrology including measurement science, units of measurement, standards, calibration and equipment used.	EAL Level 1 Unit L/601/9535 1 Credit	NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits	£85.00
Introduction to Computer Aided Machining (CAM/CNC) Duration:	This course covers the application of CAM, general and machining codes, how to create and modify CAM/CNC programmes and machining components using CAM/CNC	EAL Level 1 Unit D/602/0365 5 Credits	YES This qualification is fundable standalone	£495.00
Introduction to Computer Aided Drawing Duration:	This course covers the application and use of CAD, producing 2D and 3D drawings, storage of files and exporting to CAM/CNC	EAL Level 1 Unit R/602/0363 5 Credits	YES This qualification is fundable standalone	£495.00

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MANAGEMENT COURSES

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Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
<p>Effective Team Working</p> <p>Duration:</p>	<p>This course covers the understanding of how to contribute to effective team working including identifying individual strengths and weaknesses within a team, types of problems and difficulties that can occur and the sharing of knowledge, information and performance measures within the team</p>	<p>EAL Level 2 Unit H/505/6788 2 Credits</p>	<p>NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits</p>	<p>£85.00</p>
<p>Problem Solving</p> <p>Duration:</p>	<p>This course covers the understanding of how to contribute to the application of problem solving including: The type of problems that are affecting the performance of a business activity Assessing the effects unresolved problems are having on the business performance Identify and prioritise the problems which need to be dealt with first Identify the most appropriate problem solving method to apply Demonstrate the use of a structured approach to problem solving Contribute to the application of problem solving techniques to help identify, contain, and resolve problems in the workplace Use the appropriate tools and techniques to prevent the recurrence of a problem</p>	<p>EAL Level 2 Unit H/505/6810 2 Credits</p>	<p>NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits</p>	<p>£85.00</p>

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Visual Management Duration:	This course covers the understanding of how to contribute to the application of visual management including: Assessing which parts of the work area visual management needs to be applied to and the different forms of visual management that can be used in the work area Carry out a visual management activity within a work area Displaying the information using the most appropriate and effective methods Checking the visual management activity has the desired effect Applying further improvement actions to drive the information displayed and continue development of the system	EAL Level 2 Unit H/505/6791 2 Credits	NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits	£85.00
Workplace Organisation Duration:	This course covers the understanding of how to contribute to the application of workplace organisation including: Assessing the effectiveness of a working environment and the benefits that would be achieved by having an organised working environment Using a range of methods and techniques to create an organised workplace Applying the first three steps of workplace organisation Making preparations for carrying out the fourth and fifth steps of workplace organisation to sustain the improvements made Contribute to the carrying out of a workplace organisation audit using appropriate tools and techniques to improve the workplace audit score	EAL Level 2 Unit K/505/6789 2 Credits	NO This qualification is not fundable standalone but could be grouped together with other units to meet 5 credits	£85.00

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
<p>Future Skills First Line Managers Development</p> <p>Duration: 2 Mandatory Days + Coaching Session & Workshops</p>	<p>1 Personal Introduction/Coaching Session</p> <ul style="list-style-type: none"> • Outline programme • Paperwork • Identify Personal/Business Development needs. <p>2 Two day training course covering:</p> <ul style="list-style-type: none"> • Introduction to First Line Management • Improving Team Performance • Briefing on qualification. <p>3 CMI Level 3 Award in Leadership and Management</p> <ul style="list-style-type: none"> • Introduction to first line management • Improving team performance. <p>4 A wide range of tasters and one day courses covering a whole range of interesting topics is now available for you to pick from, to help you improve your effectiveness as a manager.</p>	<p>CMI Level 3 Award 600/9678/0 13 Credits</p>	<p>YES This qualification is fundable standalone</p>	<p>£895</p>
<p>Future Skills Middle and Senior Managers Development</p> <p>Duration: 2 Mandatory Days + Coaching Session & Workshops</p>	<p>1 Personal Introduction/Coaching Session</p> <ul style="list-style-type: none"> • Outline programme • Paperwork • Identify Personal/Business Development needs. <p>2 One day training course covering</p> <ul style="list-style-type: none"> • Management Style • Leadership and Influencing Skills • Briefing on qualification. <p>3 CMI Level 4 Award in Leadership and Management</p> <ul style="list-style-type: none"> • Managerial styles and behaviours • Management and leadership influencing skills. <p>4 A wide range of tasters and one day courses covering a whole range of interesting topics is now available for your to pick from, to help you improve your effectiveness as a manager.</p>	<p>CMI Level 4 Award 600/9450/3 13 Credits</p>	<p>YES This qualification is fundable standalone</p>	<p>£1,195</p>

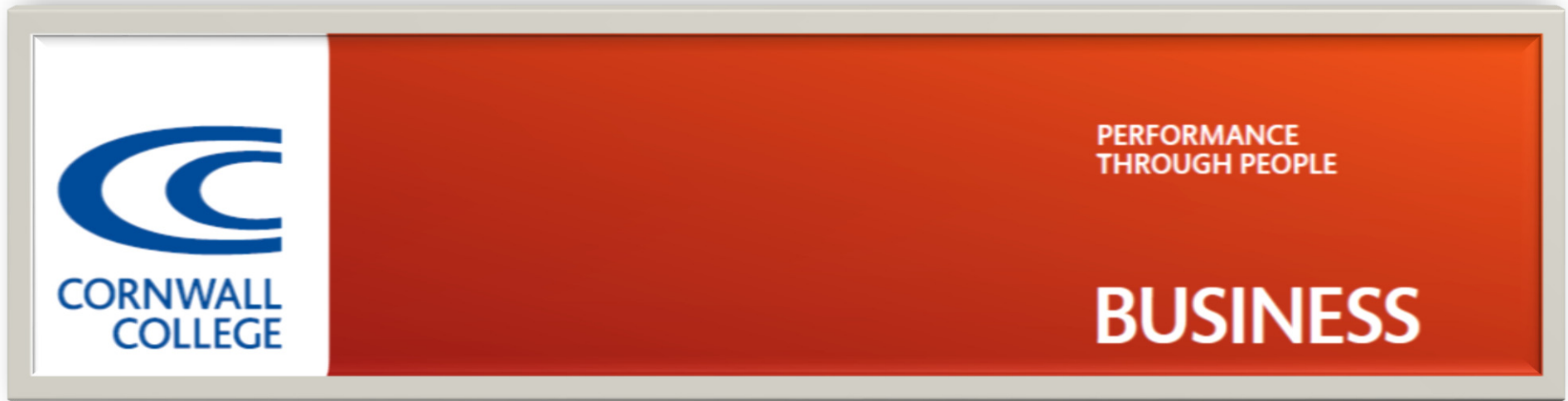
Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
<p>Future Skills Middle and Senior Managers Development</p> <p>Duration: 2 Mandatory Days + Coaching Session & Workshops</p>	<p>For Directors and Senior Managers. This aims at helping you develop your core leadership and management skills, focussing on your personal development as a leader.</p> <p>Personal Development as a Manager and Leader: Topics include-</p> <ul style="list-style-type: none"> • The importance of personal development; • Designing a Personal Development Plan, and reviewing and monitoring this; • The resources that you'll need for effective personal development; • Best practice in staff welfare and how this can affect your business. • The role of the leader in creating a business vision; • Ethical leadership; • What variables contribute to your choice of leadership style. • How to set objectives for your team and how to monitor performance. 	<p>CMI Level 5 Award 600/9452/7 13 Credits</p>	<p>YES This qualification is fundable standalone</p>	<p>£2,295</p>
<p>Lean Service Improvement</p> <p>Duration: 8 Days</p>	<p>This course gives learners an understanding of lean systems and techniques to implement more efficient processes and approaches using Lean tools and techniques. The programme will help learners identify measurable service improvement goals and develop the tools to deliver these.</p>	<p>ILM Level 3 Award 600/5787/7 10 Credits</p>	<p>YES This qualification is fundable standalone</p>	<p>£495.00 to £995.00</p>

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Customer Service Excellence Duration: 1 Day	This workshop will help you to achieve long term success to delight your customers by delivering excellent customer service, every time through understanding the four principles of success and managing difficult people. You will also put together an action plan to implement in your work place.	APT Awards Level 1 A/503/4893 2 Credits	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	Cost £75.00
Introduction to Selling Duration: 2 Days	This workshop offers those new to the sales sector a comprehensive introduction to sales. Covering the basic principles of sales techniques they can apply to their day to day role within the workplace.	Level 2 Unit Accreditation Details TBC	Funding Details TBC	Cost TBC
Better Communication Skills Duration: 1 Day	This workshop will enable you to gain better communication skills by methods of listening and feedback. Take away tips, techniques and templates to support you in implementing your communication skills back in the workplace.	Level 2 Unit Accreditation Details TBC	Funding Details TBC	Cost TBC
Time Management Duration: 1 Day	This workshop will help you to identify ways to become more efficient by managing your time more effectively and differentiating between the demands on your time and setting priorities.	Level 2 Unit Accreditation Details TBC	Funding Details TBC	Cost TBC

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HEALTH & SAFETY COURSES

A selection of short courses offered by Cornwall College Business that can be run for member organisations of the Cornwall Manufacturing Group or CMG. This document outlines course content, duration, accreditation information and funding details.

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Health & Safety in the Workplace Duration: 1 Day	For staff at any level, in any sector, who require an introduction to health & safety training to ensure they are aware of their own safety, safety of customers, contractors and the public.	CIEH Level 2 Award 501/0710/0 1 Credit	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	£75.00
Principles of Manual Handling Duration: ½ Day	For anyone whose job or lifestyle involves moving loads and equipment, including lifting, lowering, pushing and pulling. The course provides theory and practical information about manual handling risks, hazards and their control.	CIEH Level 2 Award 600/7244/1 1 Credit	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	£400.00 for a group booking
Principles of Risk Assessment Duration: 1 Day	For any staff at any level, in any sector who are involved with risk assessment in the workplace. The course will develop skills and knowledge of the basic principles of risk assessment to improve workplace health & safety.	CIEH Level 2 Award 600/0606/7 1 Credit	NO This qualification is not fundable standalone but could be topped up with additional units to meet 5 credits	£120.00
Internal Auditing Duration: 2 Days	This course will provide individuals with an insight into the importance of QMS, EMS and health and safety standards , their development and the certification process. Designed for managers, supervisors or anyone wishing to understand and assess the impact and relevance of auditing to their business.	Non-accredited	NO This is not fundable due to non-accredited.	£350

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
Asbestos Awareness Duration: ½ Day	This course covers the properties of asbestos and its effects on health; the types and uses of asbestos in buildings; general emergency procedures to be followed for an uncontrolled release of asbestos and how to avoid the risks from asbestos. Meets the legal requirements for Asbestos Regulation 2012	Non-accredited	NO This is not fundable due to non-accredited.	£50 or £400 for a group booking
Emergency First Aid at Work Duration: 1 Day	This course is ideal for anyone wanting a comprehensive one day first aid qualification. You will develop skills and knowledge in life saving first aid and workplace health and safety regulations	Level 2 Award 60073792 1 credit	Yes The funding is available as long as the learner does not have a Regulatory requirement to undertake the qualification.	£95
First Aid at Work Duration: 3 Days	This comprehensive course covers a wide range of First Aid emergencies, enabling all participants to deal with an emergency situation with confidence in a prompt, safe and effective way.	Level 3 Award 60073809 3 credits	Yes The funding is available as long as the learner does not have a regulatory requirement to undertake the qualification.	£250
First Aid at Work Requalification Duration: 2 Days	This course is requalification of the First Aid at Work Award Level 3. To continue this qualification you must complete this course either three months before expiry date or one month after. This course will include any protocol changes that may have arisen since their last training course.	Award Level 3 60073809 3 credits	Yes The funding is available as long as the learner does not have a regulatory requirement to undertake the qualification.	£180

Course Title	Course Description	Accreditation	Eligible for LRF Funding	Cost
<p>National General Certificate in Occupational Health & Safety</p> <p>Duration: 12 Days</p>	<p>This course is for non-specialists in occupational health and safety to develop skills to implement their responsibilities. The course covers; legal requirements – avoiding prosecution, litigation, absence costs and loss of reputation and identifies a range of workplace hazards and methods of control.</p>	NEBOSH Level 3	No funding available	£1195
<p>National Certificate in Fire Safety & Risk Management</p> <p>Duration: 5 Days</p>	<p>This course covers the management of health and safety, particularly fire safety. It includes the principles of fire and explosion, causes and preventions of fire, fire protection, ensuring the safety of people in the event of fire and fire risk assessment and a recommendation report for management. This qualification requires successful completion of NGC1 for the full qualification</p>	NEBOSH Level 3	No funding available	£695
<p>National General Certificate Health & Safety Management (NGC1)</p> <p>Duration: 6 Days</p>	<p>This course is the first part of the ‘General Certificate in Occupational Health and Safety’ giving you a NGC1 qualification. Which enable you to gain the full qualification for the ‘National Certificate in Fire Safety and Risk Management</p>	NEBOSH Level 3	No funding available	£650

<p>Occupational Health and Safety</p> <p>Duration: 6 Months</p>	<p>This course is for individuals who are responsible for developing and applying policies and procedures within their workplace. The course covers responsibilities for actions to reduce risks, Investigating and evaluating health and safety incidents and complaints, a review of procedures and risk assessments.</p> <p>This programme counts towards membership of IOSH.</p>	<p>City & Guilds NVQ Certificate Level 3</p>	<p>No funding available</p>	<p>£1395</p>
<p>Occupational Health & Safety Practice</p> <p>Duration: 12 Months</p>	<p>For supervisors and managers responsible for developing and applying health and safety procedures in the work place. The course covers promoting a positive health and safety culture, developing and implementing effective communications, controlling risks and developing an emergency response system and procedures.</p> <p>This programme counts towards membership of IOSH.</p>	<p>City & Guilds NVQ Diploma Level 5</p>	<p>No funding available</p>	<p>£1995</p>

<p>OCCUPATIONAL HEALTH & SAFETY DIPLOMA</p>	<p>This course provides the professional knowledge, transferable across industry, commerce and the public sector, for a Health and Safety practitioner. You will develop an in-depth understanding of managing health and safety in any organisation.</p> <p>What are the benefits?</p> <ul style="list-style-type: none"> • You will become highly effective at helping employers avoid prosecution and litigation • Demonstrate professional-level competence which can help employers achieve recognised standards and win new business • Gain a recognised qualification to achieve Chartered Membership of IOSH. <p>What will be covered in the programme?</p> <p>The programme is delivered over 37 days in a 12 month period. This is broken down to a series of 4 day block release throughout the year and 2 revision days.</p> <p>Areas covered include:</p> <ul style="list-style-type: none"> - Managing health and safety - Hazardous agents in the workplace - Workplace and work equipment safety - Workplace based assignment. 	<p>NEBOSH DIPLOMA LEVEL 6</p>	<p>No funding available</p>	<p>£4900</p>
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