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UPSKILL YOUR WORKFORCE

WITH PRESTON'S COLLEGE

INCLUDING A GUIDE
TO MAXIMISING CITB
FUNDING FOR SME'S



WWW.PRESTON.AC.UK

DO YOU HAVE EMPLOYEES THAT ARE READY TO UPSKILL?

ARE YOU LOOKING TO ENHANCE PRODUCTIVITY AND IMPROVE STAFF RETENTION?

DO YOU KNOW THAT YOU COULD BE ENTITLED TO CITB SKILLS AND TRAINING FUNDING?

WHAT CAN PRESTON'S COLLEGE OFFER?

Preston's College are able to support you in applying for CITB funding, to enhance and retain the skills of your current workforce, as you maximise your opportunities to access CITB grants, resulting in free, higher level training for your staff.

As the majority of training is carried out on site, there will be no encroachment on day-to-day business operations. This will enable employees to upskill, whilst maintaining business productivity, ensuring that managers achieve the highest levels of qualifications that are bench marked against national standards.

Our team, who have successfully worked with a variety of other organisations, will take the hassle out of the application process, working with you from the FREE initial consultation to submission stage.

Opening doors up to £10,000 in funding*, productivity and business operations will not be affected, as employees benefit from Onsite Assessment and Training (OSAT), meaning Preston's College Work Based Tutors visit site and collate evidence of a candidate's skills and knowledge.

Providing career progression for individuals, as well as supporting business objectives, organisational growth and staff retention, employees can study for a qualification up to Level 7 (equivalent to a Master's qualification) with successful completion of the NVQ also allowing them to apply for the prestigious Gold or Black CSCS card.

We can support your applications for the grant free of charge!

All courses listed in this brochure, eligible for CITB funding, are listed on pages 3 and 4.

*T&Cs apply

Grants are available, even if you are not a levy payer!*

*Business size dependent

WHAT IS CITB SKILLS AND TRAINING FUNDING?

- > An exclusive fund for micro and small construction businesses
- > Funding which covers the cost of short duration training and qualifications

The amount of grant available is determined by the size of your organisation:

up to
49
employees

up to
£5,000

up to
74
employees

up to
£7,500

up to
99
employees

up to
£10,000

COURSES AVAILABLE AT PRESTON'S COLLEGE, ELIGIBLE FOR CITB FUNDING:

CONSTRUCTION SITE SUPERVISOR

- Level 4 NVQ Diploma

This Level 4 NVQ is suitable for employed Site Supervisors or Assistant Site Managers. Current employees must have up to 12 months experience in their role, directly supervising or managing staff.

The course covers a wide range of essential and mandatory modules that include:

- > Implementing communication systems for construction projects
- > Maintaining systems for health, safety, welfare and environmental protection in the workplace
- > Allocating and monitoring the use of plant, equipment or machinery in the workplace

Upon completion of this qualification employees will have obtained the skills, knowledge and understanding, alongside the ability to confidently demonstrate the required competence, to progress on to a higher level qualification in the same or similar occupational area. Employees will also be able to apply for a Gold CSCS card.

Course duration:

3 – 12 months

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) Employees will receive support from industry experts to meet the requirements of the NVQ.

Cost:

£1,500

Additional information:

Employees will require a valid Managerial and Professional (MAP) CSCS Health and Safety test in order to obtain the full NVQ Diploma and CSCS card. If employees do not have one, or if the test was passed more than five years ago, please visit: www.cscs.uk.com



CONSTRUCTION SITE MANAGEMENT

Construction Contracting Operations Management - Level 6 NVQ Diploma

This higher level qualification is ideal for current Site Managers with at least three years' experience in industry, who wish to further their knowledge and skills. Employees must currently have managerial responsibility and be working in a role where they manage and supervise staff on a daily basis.

The course covers a wide range of essential and mandatory modules that include:

- > Managing construction teams
- > Managing design, development and construction processes
- > Preparing and submitting estimates bids and tenders
- > Controlling organisational and project income and expenditure

This qualification enables employees to recognise and demonstrate skills, knowledge and understanding in a real workplace environment, enabling them to confidently work within some of the highest positions within the Construction industry.

Successful completion of the course will provide employees not only with a qualification, which is widely recognised by industry, but also the ability to apply for a Black CSCS card.

Course duration:

3 - 12 months

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) Employees will receive support from industry experts to meet the requirements of the NVQ.

Cost:

£1,800

Additional information:

Employees will require a valid Managerial and Professional (MAP) CSCS Health and Safety test in order to obtain the full NVQ Diploma and CSCS card. If employees do not have one, or if the test was passed more than five years ago, please visit: www.cscs.uk.com

OCCUPATIONAL WORK SUPERVISION

Construction - Level 3 NVQ Diploma

This Level 3 qualification is ideal for those currently employed in the construction sector with up to 12 months experience, looking to progress into a supervisory role.

Providing the opportunity to develop the skills, knowledge and underpinning theory required to support already held practical skills, assessment is against a set of performance and knowledge criteria, derived from National Occupational Standards.

Studying a minimum of 67 credits, from five mandatory and two optional units, topics covered in this Level 3 qualification include:

- > Confirming work activities and resources for an occupational work area in the workplace
- > Developing and maintaining good occupational working relationships in the workplace
- > Confirming the occupational method of work in the workplace
- > Implementing and maintaining health, safety and welfare in the workplace
- > Coordinating and organising work operations in the workplace

Upon successful completion, the qualification provides opportunities to progress into supervisory and management positions within the workplace, as well as progression opportunities onto higher level study.

Course duration:

3 to 12 months dependent on prior experience and qualifications.

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) Employees will receive support from industry experts to meet the requirements of the NVQ.

Cost:

£1,200

Good to know...

Successful completion of all courses undertaken by an employee allows you, the employer, to claim an **additional £600** per employee or subcontractor, with a maximum of four achievements at each level per person claimable.

CONSTRUCTION SITE MANAGEMENT

Construction Contracting Operations Management - Level 7 NVQ Diploma

This Level 7 NVQ is ideal for current policy makers, Directors and Senior Managers with at least three years' experience in industry, who wish to further their knowledge and skills. All applicants must be employed in a position where they regularly manage projects at a strategic level.

The course covers a wide range of essential and mandatory modules that include:

- > Preparing and agreeing project briefs and development programmes
- > Evaluating sustainable resources and requirements in construction management
- > Preparing and submitted estimates bids and tenders
- > Examining staff turnover issues and recruitment of staff in a construction environment

Completion of the course will provide employees not only with a qualification which is widely recognised by industry, but also the ability to apply for a Black CSCS card.

Course duration:

3 - 12 months

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) Employees will receive support from industry experts to meet the requirements of the NVQ.

Cost:

£2,400

Additional information:

Employees will require a valid Managerial and Professional (MAP) CSCS Health and Safety test in order to obtain the full NVQ Diploma and CSCS card. If employees do not have one, or if the test was passed more than five years ago, please visit: www.cscs.uk.com



OTHER SECTOR SPECIFIC COURSES AVAILABLE AT PRESTON'S COLLEGE:

PLUMBING AND DOMESTIC HEATING

- Level 2 NVQ

This Level 2 NVQ is suitable for qualified Plumbers or domestic Heating Engineers who are currently employed in industry, with a minimum of 12 months experience.

The qualification, designed to upskill, is offered on a flexible basis, typically taking between three to six months to complete and offered at a discount, to those who have undertaken a previous plumbing qualification with Preston's College.

The course covers a wide range of essential and mandatory modules that include:

- > Learning how to understand and carry out safe working practices in building services engineering
- > Communicating with others within building services engineering
- > Developing a better understanding of carrying out site preparation and pipework fabrication techniques for domestic plumbing and heating systems
- > Gaining a deeper understanding of the application of domestic cold and hot water system installation and maintenance techniques

Essential skills will be developed in domestic hot and cold water systems, central heating systems, sanitation systems, environmental technologies and gas safety.

Upon successful completion, employees will be able to progress onto a Level 3 Supervisor qualification, other trade qualification or higher level employment within the Construction and Building Services sector.

Course duration:

3 - 6 months, with a maximum of 12 months to complete.

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) You will receive support from industry experts to help you meet the requirements of the NVQ.

Cost:

£1,500 or £1,100 for individuals who have previously studied the Level 2 Plumbing Diploma at Preston's College.

ELECTRICAL INSTALLATION AND MAINTENANCE

- AM2 End Point Assessment

This short course is suitable for those who are currently working in the construction sector in an electrical installation role and are qualified to Level 3 standard.

If accessing the preparation day there is an opportunity to further develop the skills, knowledge and underpinning theory required to support already held practical skills. Assessment will be against a set of performance and knowledge criteria, derived from National Occupational Standards.

The AM2 assessment is a practical assessment with a short online component, taken over 16.5 hours. During this time candidates undertake a series of timed tasks in specially equipped booths, containing typical electrical installation wiring systems. The exercises include installation, inspection and testing alongside fault-finding. All work must comply with the current IEE Wiring Regulations and must be carried out in line with Health and Safety best practice.

AM2 assessment is the Assessment of Occupational Competence for candidates in England, Wales and Northern Ireland.

Upon successful completion, the qualification provides opportunities to progress into supervisory and management positions within the workplace, as well as progression opportunities onto higher level study.

Course duration:

16.5 hours over the course of 3 working days.
Exact days to be agreed.

Location of assessment:

Preston's College

Cost:

Full AM2 Assessment: £750

Re-sit Costs:

Section A: £380

Section A1, C1 and D: £120 (each individual unit)

Section B and C2: £180 (each individual unit))



ELECTRICAL INSTALLATION AND MAINTENANCE

- Level 3 NVQ

This Level 3 NVQ is suitable for individuals presently working in the electrical industry with a minimum of 2-3 years' experience.

Knowledge and skills are assessed by performance modules consisting of real evidence that candidates must collate from the workplace.

Modules include:

- > Health and safety
- > Applying environmental legislation
- > Overseeing and organising the work environment
- > First fix
- > Second fix
- > Inspection and testing
- > Fault finding

The NVQ Level 3 is not a training course, it is an assessment of an individual's competence in their current role and will require multiple pieces of evidence. Evidence will be obtained via witness testimonies, reflective accounts, assessor observations and professional discussions.

Upon successful completion, the qualification provides an individual with the opportunity to progress within the business, as they take on additional responsibilities. Equally, the qualification can be used to progress onto higher level study.

Course duration:

3 - 12 months

Location of study:

Preston's College (the course involves classroom tuition and workshops if required but is primarily delivered via our online learning platform.) Support will be offered via industry experts to help meet the requirements of the NVQ.

Cost:

£1,500



LOOKING FOR SOMETHING ELSE?

Preston's College offer a wide range of other courses, suitable for employees and subcontractors in the Construction industry, including:

- > **NEBOSH and IOSH (Health and Safety)**
- > **Computer Aided Design (CAD/CAM)**
- > **Leadership and Management (ILM accredited)**
- > **AAT Accounting**

INTERESTED?

Contact us to put your employees onto a featured course or to book a **FREE** consultation with a highly experienced industry professional and application writer.

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