



**Upskilling and reskilling your workforce:
Additional training options for your FWDF application**

CONTENTS

Introduction	3
Accredited Training	4
Association of Accounting Technicians (AAT) courses	5
Chartered Management Institute (CMI) courses	6
NEBOSH courses	7
Scottish Institute of Innovation and Knowledge Exchange (IKE) courses	8
Wine and Spirit Education Trust (WSET) courses	9
Workshops – new for FWDF Year 6	10
Interpersonal Skills	11
Management and Leadership Skills	12
Technical Skills	13
Further Training Options	15
Next steps	16

INTRODUCTION

About the Flexible Workforce Development Fund

The Flexible Workforce Development Fund can be used to book spaces on existing scheduled courses or to create **bespoke training solutions to meet the specific needs of your business**.

Launched in 2017/18, the fund initially allowed Scottish apprenticeship levy payers to access £10,000 to upskill and re-skill their workforce. This was increased in 2018/19 to £15,000 per application for levy payers, and remains at that level in Year 6 (2022/23). Non-levy paying SME employers can also access £5,000 per application.

This document will show some of the new workshops and training courses that are available in Year 6 of the fund. Like the main brochure, it is not intended to be exhaustive – if you would like to discuss bespoke training please let us know.

ACCREDITED TRAINING

The college offers a wide range of accredited courses from training providers, including:

- Association of Accounting Technicians (AAT)
- Chartered Institute of Marketing (CIM)
- Chartered Management Institute (CMI)
- Highfield
- IOSH
- NEBOSH
- REHIS
- Scottish Qualifications Authority (SQA)

The main brochure includes a more complete listing of accredited training courses offered by City of Glasgow College, while this brochure will include new courses introduced for FWDF Year 6.

Delivery options

Due to the ongoing situation with COVID-19 the college teaching faculties are taking into account the prevailing advice from the Scottish Government and other public health bodies at this time. Some courses may be delivered entirely online across the academic year, while some may start this way and switch to in-person delivery on campus depending on infection rates and possible reduction in safe distancing requirements.

College staff will be able to advise on the arrangements for specific courses when you are working on your application for the FWDF.

ASSOCIATION OF ACCOUNTING TECHNICIANS (AAT) COURSES

Workshop title	Workshop Content	Duration
AAT Advanced Certificate in Book-Keeping	<ul style="list-style-type: none"> • Focuses on development of book-keeping skills to allow for career progression and development • Covers accounting principles and concepts, advanced book-keeping and preparing financial statements • Understanding of business issues regarding payroll and Value Added Tax (VAT) • Two mandatory units: <ul style="list-style-type: none"> ○ Financial Accounting: Preparing Financial Statements ○ Tax Processes for Businesses 	£865 per person

CHARTERED MANAGEMENT INSTITUTE (CMI) COURSES

Workshop title	Workshop Content	Duration
CMI Level 7 Award / Certificate in Leadership Coaching and Mentoring	<ul style="list-style-type: none"> Requires managers and leaders to build on their strategic management and leadership skills Aimed at established middle / senior managers with authority and responsibility for developing and implementing coaching and mentoring strategy Includes the following units: <ul style="list-style-type: none"> Coaching and Mentoring within Organisational Culture Leadership Coaching and Mentoring Skills 	Award: 4 days / 8 half days across 2 months £685 per person Certificate: 8 days / 16 half days across 6 months £1,295 per person
CMI Level 7 Award / Certificate in Strategic Management and Leadership Practice	<ul style="list-style-type: none"> Designed for individuals already in middle / senior management posts who want to develop professional management and leadership practice Aimed at staff who take responsibility for people, projects, operations and/or services to deliver organisational success Includes the following units: <ul style="list-style-type: none"> Strategic Leadership Developing Organisational Strategy 	Award: 4 days / 8 half days across 2 months £685 per person Certificate: 8 days / 16 half days across 6 months £1,295 per person

NEBOSH COURSES

Workshop title	Workshop Content	Duration
NEBOSH Working with Wellbeing	<ul style="list-style-type: none">• What 'wellbeing' is and why it matters• The different factors that can positively and negatively impact wellbeing• The benefits of achieving good worker wellbeing• Practical initiatives that can improve wellbeing• How to measure the effectiveness of wellbeing initiatives.	6 hours

SCOTTISH INSTITUTE OF INNOVATION AND KNOWLEDGE EXCHANGE (IKE) COURSES

Workshop title	Workshop Content	Duration
IKE Introduction to Innovation (ITI)	<ul style="list-style-type: none"> • This course is appropriate for those from any industry who want the confidence, motivation and ability to drive and encourage innovation • Training equips you with the tools, techniques and practices to implement and accelerate innovation, whilst also acknowledging your organisation's capacity to formulate and implement innovative strategies • Create a common vocabulary for innovation and the principles which underpin it • Understand the interconnectedness of ecosystems that help to define “where to play” to create game-changing opportunities • Recognise your disruptive landscape and understand how different types of innovation can respond to these changes • Understand how to deploy a systematic “Innovation Process”. • Gain access to a toolkit designed to help you: <ul style="list-style-type: none"> ○ Identify need ○ Define a problem ○ Generate ideas and develop suitable business models, prototypes and value propositions 	6 hours

WINE AND SPIRIT EDUCATION TRUST (WSET) COURSES

Workshop title	Workshop Content	Duration
WSET Level 1 Award in Spirits	<ul style="list-style-type: none"> • List and state the purpose of the main production processes and stills commonly used in the production of spirits. • Name the principal categories and types of spirits and aromatised wines and state their defining characteristics. • Know the principles used to create a balanced cocktail and name some core cocktail families. 	6 hours
WSET Level 1 Award in Wines	<ul style="list-style-type: none"> • The main types and styles of wine • Common wine grapes and their characteristics • How to store and serve wine • The principles of food and wine pairing • How to describe wine using the WSET Level 1 Systematic Approach to Tasting Wine® (SAT) 	6 hours
WSET Level 2 Award in Wines	<ul style="list-style-type: none"> • How to taste and describe wine using the WSET Level 2 Systematic Approach to Tasting Wine® (SAT) • How environmental factors, grape-growing, winemaking and maturation options influence the style and quality of wines made from eight principal grape varieties • The style and quality of wines: <ul style="list-style-type: none"> ○ made from 22 regionally important grape varieties ○ produced in over 70 geographical indications (GIs) around the world • How grape varieties and winemaking processes influence key styles of sparkling and fortified wines • Key labelling terms used to indicate origin, style and quality • Principles and processes involved in the storage and service of wine • Principles of food and wine pairing 	18 hours

WORKSHOPS – NEW FOR FWDF YEAR 6

Workshops are short, highly focused training courses that can be customised and contextualised to suit your specific business training requirements.

These sessions help delegates to engage with and explore a particular subject, allowing them to relate it to their job and the challenges they face. Lecturers use an experiential learning model to ensure that these sessions, while covering the theory and background, always have a “real world” impact for the participants.

All of the workshops in the main FWDF brochure are still available – new ones for FWDF Year 6 are listed below.

If your business has a specific training need that is not met by any of the workshops on offer, please let us know. We are happy to discuss bespoke training solutions that we can put in place for you.

Delivery options

Courses can be delivered online, at City of Glasgow College or at your premises. Some courses that require specialist facilities and equipment may have to run at the college and delivery at your premises is dependent on a suitable training room.

The Business Development Officer helping with your application will be able to advise on the available attendance models, taking into account all current advice from the Scottish Government and other public health bodies.

INTERPERSONAL SKILLS

Workshop title	Workshop Content	Duration
Building an Effective Team using Belbin	<ul style="list-style-type: none"> • Develop individual self-understanding of strengths • More effective communication between colleagues and managers • Build great teams and improve existing teams • Use the Belbin self-perception inventory • Coaching and individual feedback 	3 – 6 hours
Developing Personal Accountability	<ul style="list-style-type: none"> • How to differentiate between responsibility and accountability • The symptoms and negative effects of a lack of accountability • Practical steps to becoming an accountable leader, team player and individual contributor • How to improve accountability through hands-on, experiential learning 	6 hours

MANAGEMENT AND LEADERSHIP SKILLS

Workshop title	Workshop Content	Duration
Developing Personal Accountability in Individuals and Teams	<ul style="list-style-type: none"> • What is accountability in the workplace – what does it look like? • Consequences of lack of accountability. • How to make accountability a core part of your culture/team • Accountability frameworks • Skills and behaviours of managers/leaders in developing and maintaining accountability in individuals and teams 	6 hours
Interview Skills for Managers	<ul style="list-style-type: none"> • Types of interviews conducted in business • Strategies for effective interviewing • The Importance of preparation for the interview. • Use (and misuse) of questions and questioning techniques. • The kind and amount of control that the interviewer should exercise over the discussion. • Skills and behaviours required for effective interview outcomes • Understanding of pertinent law in relation to interviewing • Analysis and evaluation of information obtained. 	6 hours
Interview Skills for Recruitment	<ul style="list-style-type: none"> • Legal implications of interviewing • Questioning and listening techniques • Reading a CV/application form • Competency-based recruitment interviews • Relevant case studies and role play 	6 hours
Managing Agile Performance	<ul style="list-style-type: none"> • What is Agile Performance Management? • What are the main differences between traditional and agile performance management? • Why is agile performance management important? • What skills do I need to manage agile performance? • How can I implement agile performance management to drive effective performance and increased staff engagement and productivity? 	6 hours

TECHNICAL SKILLS

Workshop title	Workshop Content	Duration
ADHD Awareness	<ul style="list-style-type: none"> • Understand responsibilities under relevant legislation which underpins the care, and health and safety of children with additional needs such as ADHD. • Develop understanding of latest research and medical support for children and young people with ADHD. • Understand the behaviours and effects of ADHD on children and young people. • Develop a range of suitable responses and strategies to promote the inclusion of children with ADHD in an educational setting. 	6 hours
Anaphylaxis Awareness	<ul style="list-style-type: none"> • Recognise the condition and give life-saving treatment. • Understand the effects of an allergic reaction. • Recognise the causes and how to treat an Anaphylactic reaction. • Administer the EpiPen Auto-Injector. • Perform life saving techniques for Adult/Child/Baby (CPR) • Place casualty into the recover position. 	6 hours
Barista Skills	<ul style="list-style-type: none"> • Knowledge and Understanding of the ingredient and quality required to make coffees • Using Specialist Barista Equipment • Making and serving Espresso • Making coffee using milk alternatives (full day course only) • Coffee art (full day course only) 	3 hours or 6 hours
Cybersecurity Awareness for Employees	<ul style="list-style-type: none"> • Safe web browsing and public wifi: how to check that the website you are browsing is secure • How to select a secure wifi in public and remove your footprint • Phishing, Smishing and other forms of attack how to identify a phishing email or website or attachment • Social Engineering: identify different types of social engineering i.e., Impersonation, Pretexting, Identity fraud and credit theft • Keeping your organisation safe: training, tools and processes to implement 	6 hours

Cybersecurity Awareness for Leaders and Middle Managers	<ul style="list-style-type: none"> • ISO/IEC 27001 – The information security standards that organisation must adhere to and security • Techniques and Controls (Audit) • Essential / Cyber: Assessment and guidance on your security posture • Takes elements of the awareness course for employees but raises them to supervisor/middle manager level 	9 hours
Cybersecurity Strategy for Business Owners and Management	<ul style="list-style-type: none"> • Compliance: GDPR, NIST, STRIDE, SABSA, PCI DSS, Sarbane Oxley • Incident management: identifying a security incident, how to priorities a security incident, SOC and Red Teams • Risk assessment and analysis defining a risk, logging and assessing a risk, quantitative & qualitative • Risk mitigation and management 	9 hours
Cybersecurity for Technical and IT Roles	<ul style="list-style-type: none"> • Encryption: encoding and decoding, symmetric and asymmetric, PGP and TLS • Ransomware: different types of ransomware and the best methods for prevention • Public Key and Private Key usage for transmitting data, files etc • Certificate authorities: ensure validity of certificates and users and manage servers and keys with the authentic certificates 	12 hours
Epilepsy Awareness	<ul style="list-style-type: none"> • Responsibilities under relevant legislation which underpins the care and health and safety of children with medical conditions such as epilepsy. • What epilepsy is, its triggers and treatments. • Recognise signs and symptoms and appropriate responses. • Your role in the care and aftercare of children with epilepsy. • Issues surrounding epilepsy and the immediate care of individuals at risk from epilepsy. 	6 hours
Mixology Skills	<ul style="list-style-type: none"> • Introduction to the bar and bar equipment • Glassware • The Perfect Pour • Spirit Knowledge (of spirits that will be used in practical aspect of the session) • Garnish and Service of Drinks 	3 hours

FURTHER TRAINING OPTIONS

Workshop title	Workshop Content	Duration
Accident Investigation	<ul style="list-style-type: none"> • Develop a clear understanding of accidents and their common causes • Appreciate the importance of good accident investigations • Understand the consequences of human behaviour in accident investigations • Develop skills to enable you to carry out a step-by-step accident investigation • Understand the benefits of accident investigation in promoting and sustaining a Just Health and Safety Culture 	6 hours
Safe Working at Height	<ul style="list-style-type: none"> • The hazards of working at height • Safe access equipment • Methods of avoiding working at height • The hierarchy of control measures • Risk assessment for working at height • Safe working practices for working at height • Prevention and protection measures • Protection of others • Competence requirements • Fall arrest equipment • Emergency rescue plans • The Work at Height Regulations 	6 hours
Trading with the EU post Brexit	<ul style="list-style-type: none"> • Customs Documentation requirements for trading with EU • Customs procedures for trailers/trucks moving between EU and GB • Trading legislation pre-Brexit • Trading legislation post-Brexit • What has changed plus impact • New documentation required for export (and import if required). Addition to/replacement for listed existing documentation etc. • What new rules apply and what remains the same • Green Cards for all vehicles and trailers that may be operated in the EU • Operator licences and permits • Vehicle trailer registration 	6 hours

NEXT STEPS

To make an application under Year 6 of the Flexible Workforce Development Fund, you should contact the Business Development Officer that sent you this document. They will be able to help take you through the process:

- Creation of a costed training plan based on your training needs
- Advising on the completion of the FWDF application form
- Advising on the evidence you need to provide along with your application to confirm your eligibility to apply for the FWDF:
 - For levy payers, proof from your payroll system of contributions to the Apprenticeship Levy
 - For SMEs, proof of SME status

They will then pass the completed application to the FWDF Manager for approval. From there, the FWDF Team will be in touch to get your training scheduled.

INSPIRATION – EXCELLENCE – INNOVATION

CITY OF GLASGOW COLLEGE

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Year 6 Supplementary Brochure v2