



**The Warrington
Business School**

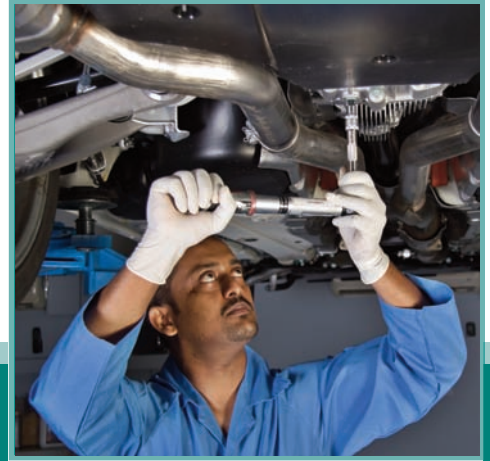
TrainingTM that works

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Apprenticeships

- Automotive Studies Apprenticeships
- Brickwork Apprenticeship
- Electrical Apprenticeship
- Hairdressing & Barbering Apprenticeship
- Joinery Apprenticeship
- Painting & Decorating Apprenticeship
- Plumbing Apprenticeship



Automotive Studies

To support the development of your employees' skills to meet the constantly changing automotive repair industry and the needs of your organisation. The Warrington Business School offers courses from Foundation to Advanced Apprenticeships and bespoke short courses to support your organisation and to meet legislative requirements.

Why do your employees need training?

Vehicles have complex systems that require periodic maintenance and repairs, skills gaps that may exist can be addressed to develop staff knowledge and competence. New legislation is being introduced that requires staff in your organisation to be trained.

Who should do this training?

All employees who have basic or no qualifications aged 16 years and above, or who require updates of prior qualifications.

What's involved?

Apprenticeships are delivered over one or two years. Employees are assessed in the workplace and attend college for 1 day per week. Short courses vary from one to five days to suit operational requirements.

What type of training is available?

- Foundation Apprenticeships
- Advanced Apprenticeships
- Unit qualification awards
- Mobile Air Conditioning
- ATA

Why choose us as your training provider?

We are an approved training provider for City & Guilds Automotive qualifications. All The Warrington Business School staff are highly qualified with recent trade backgrounds and hold vast experience within the automotive repair industry.

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Brickwork Apprenticeships at NVQ Level 2 & 3

To support the development of your employees' skills to meet the constantly changing construction industry and the needs of your organisation. Courses from Foundation to Advanced Apprenticeships are available at The Warrington Business School.

What are Apprenticeships?

Apprenticeships are training programmes funded by the government. They have been designed to provide 16 – 18 year olds with a way to combine college studies and on-the job training, to meet the needs of both employers and learners. Apprenticeships are also accessible for employees over 19.

Why are Apprenticeships different?

Apprentices are your employees and will be trained in partnership with you to become a tradesperson in the areas your business requires. Your organisation will have skilled workers, trained to your requirements and qualified to the British Industrial Standards, to support the development and growth of your business.

Why should business get involved?

Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies. Having trained employees with the relevant skills will help to fill shortages, minimise staff turnover, reduce workplace accidents and increase productivity.

Apprenticeships are a proven way to train your team. They can enhance your organisation; making it more effective and competitive by addressing skills gaps directly. Apprentices tend to be eager and loyal to the company investing in them, thus reducing staff turnover. Apprentices will gain the relevant qualifications to meet the British Industrial Standards and will increase productivity and repeat business.

How do Apprenticeships work?

The programme runs for two years and is bespoke to your organisational needs, delivered at a time and place to suit you. Assessments will take place on site and the employer will be informed of the apprentices progress throughout their programme.

Why choose The Warrington Business School as your training provider?

We are an approved grade 1 training provider for many awarding bodies and work closely with the Sector Skills Council- Construction Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the construction industry.

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Electrical Apprenticeships at NVQ Level 3

To support the development of your employees' skills to meet the constantly changing Electrical Installation Industry and the needs of your organisation. Apprenticeships are available up to Level 3 at The Warrington Business School.

What are Apprenticeships?

Apprenticeships are training programmes funded by the government. They have been designed to provide 16–18 year olds with a way to combine college studies and on-the job training, to meet the needs of both employers and learners. Apprenticeships are also accessible for employees over 19.

Why are Apprenticeships different?

Apprentices are your employees and will be trained in partnership with you to become a tradesperson in the areas your business requires. Your organisation will have skilled workers, trained to your requirements and qualified to the British Industrial Standards, to support the development and growth of your business.

Why should business get involved?

Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies. Having trained employees with the relevant skills will help to fill shortages, minimise staff turnover, reduce workplace accidents and increase productivity.

Apprenticeships are a proven way to train your team. They can enhance your organisation; making it more effective and competitive by addressing skills gaps directly. Apprentices tend to be eager and loyal to the company investing in them, thus reducing staff turnover. Apprentices will gain the relevant qualifications to meet the British Industrial Standards and will increase productivity and repeat business.

How do Apprenticeships work?

The programme runs for two years and is bespoke to your organisational needs, delivered at a time and place to suit you. Assessments will take place on site and the employer will be informed of the apprentices progress throughout their programme.

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider for many awarding bodies and work closely with the Sector Skills Council - Construction Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the construction industry.

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Hairdressing & Barbering Apprenticeships at NVQ Level 2 & 3

Apprenticeships support hairdressing and barbering salons by offering a route to connect with fresh new talent. The Warrington Business School also offers a range of flexible and bespoke training to help your team increase their performance and improve their skills. Excellent skills will increase business and reputation.

How will an Apprentice benefit my business?

Apprenticeships are a proven way to train your team. They can enhance your organisation, make it more effective, productive and competitive by addressing skills gaps directly. Apprentices tend to be eager and loyal to the company investing in them, reducing staff turnover. Apprentices gain the relevant qualifications including up to date techniques and will increase productivity, repeat business and minimise staff turnover.

Why do your team need this qualification?

The courses will give your team a nationally recognised qualification, develop and increase their practical skills, essential knowledge and understanding. Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies

How long are the programmes?

The NVQ Level 2 Apprenticeship in Hairdressing or Barbering is an 18-24 month programme, NVQ Level 3 Apprenticeship in Hairdressing is a 12 months programme. All programmes are bespoke to your organisational needs, delivered at a time and place to suit you and fast track is available.

How do Apprenticeships work?

The programme runs for two years and is bespoke to your organisational needs, delivered at a time and place to suit you. Assessments will take place on site and the employer will be informed of the apprentices progress throughout their programme.

What other types of training are available?

Hairdressing	Health + Safety
Hair Extensions	First Aid
Barbering	Customer Service

Our flexible and bespoke courses help your employees reach their full potential and provide you with a more motivated workforce.

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider working with the Sector Skills Council; Habia and delivering up to date standards to support your business. We will ensure your workforce has the practical skills and qualifications your organisation needs now and in the future.

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Joinery Apprenticeships at NVQ Level 2 & 3

To support the development of your employees' skills to meet the constantly changing construction industry and the needs of your organisation. Courses from Foundation to Advanced Apprenticeships are available at The Warrington Business School.

What are Apprenticeships?

Apprenticeships are training programmes funded by the government. They have been designed to provide 16 – 18 year olds with a way to combine college studies and on-the job training to meet the needs of both employers and learners. Apprenticeships are also accessible for employees over 19.

Why are Apprenticeships different?

Apprentices are your employees and will be trained in partnership with you to become a tradesperson in the areas your business requires. Your organisation will have skilled workers, trained to your requirements and qualified to the British Industrial Standards, to support the development and growth of your business.

Why should business get involved?

Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies. Having trained employees with the relevant skills will help to fill shortages, minimise staff turnover, reduce workplace accidents and increase productivity.

Apprenticeships are a proven way to train your team. They can enhance your organisation; making it more effective and competitive by addressing skills gaps directly. Apprentices tend to be eager and loyal to the company investing in them, thus reducing staff turnover. Apprentices will gain the relevant qualifications to meet the British Industrial Standards and will increase productivity and repeat business.

How do Apprenticeships work?

The programme runs for two years and is bespoke to your organisational needs, delivered at a time and place to suit you. Assessments will take place on site and the employer will be informed of the apprentices progress throughout their programme.

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider for many awarding bodies and work closely with the Sector Skills Council - Construction Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the construction industry.

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Painting & Decorating Apprenticeships at NVQ Level 2 & 3

To support the development of your employees' skills to meet the constantly changing construction industry and the needs of your organisation. Courses from Foundation to Advanced Apprenticeships are available at The Warrington Business School.

What are Apprenticeships?

Apprenticeships are training programmes funded by the government. They have been designed to provide 16 – 18 year olds with a way to combine college studies and on-the job training, to meet the needs of both employers and learners. Apprenticeships are also accessible for employees over 19.

Why are Apprenticeships different?

Apprentices are your employees and will be trained in partnership with you to become a tradesperson in the areas your business requires. Your organisation will have skilled workers, trained to your requirements and qualified to the British Industrial Standards, to support the development and growth of your business.

Why should business get involved?

Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies. Having trained employees with the relevant skills will help to fill shortages, minimise staff turnover, reduce workplace accidents and increase productivity.

Apprenticeships are a proven way to train your team. They can enhance your organisation; making it more effective and competitive by addressing skills gaps directly. Apprentices tend to be eager and loyal to the company investing in them, thus reducing staff turnover. Apprentices will gain the relevant qualifications to meet the British Industrial Standards and will increase productivity and repeat business.

How do Apprenticeships work?

The programme runs for two years and is bespoke to your organisational needs, delivered at a time and place to suit you. Assessments will take place on site and the employer will be informed of the apprentices progress throughout their programme.

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider for many awarding bodies and work closely with the Sector Skills Council - Construction Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the construction industry.

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Plumbing Apprenticeships at NVQ Level 2 & 3

Supporting the development of your employees' skills to meet the constantly changing Plumbing Industry and the needs of your organisation. Apprenticeships are available up to Level 3 at The Warrington Business School.

What are Apprenticeships?

Apprenticeships are training programmes funded by the government. They have been designed to provide 16 – 24 year olds and adults from 25yrs with a way to combine college studies and on-the job training, to meet the needs of both employers and learners.

Why are Apprenticeships different?

Apprentices are your employees and will be trained in partnership with you to become a tradesperson in the areas your business requires. Your organisation will have skilled workers, trained to your requirements and qualified to the British Industrial Standards to support the development and growth of your business.

Why should business get involved?

Apprenticeships make good business sense as skill shortages are still one of the major threats to UK companies. Having trained employees with the relevant skills will help to fill shortages, have access to restricted sites, minimise staff turnover, reduce workplace accidents and increase productivity.

Apprenticeships are a proven way to train your team. They can enhance your organisation; make it more effective and competitive by addressing skills gaps directly.

Apprentices tend to be eager and loyal to the company investing in them, thus reducing staff turnover.

Apprentices will gain the relevant qualifications to meet the British Industrial Standards and will increase productivity and repeat business.

How do Apprenticeship work?

The programme runs for four years and is delivered at Warrington Collegiate. Assessments will take place at the College and on site and the employer will be informed of the apprentice's progress throughout their programme.

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider for many awarding bodies such as City & Guilds and BPEC and work closely with the Sector Skills Council – Summit Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the Plumbing and Gas industry.

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Business, Financial Services, Foundation Degrees & Higher Education programmes

- Accounts Training
- Human Resource Management
- ILM First Line Management
- ILM Award in Management
- Higher Education & Foundation Degree courses



Accounts Training

To provide accounting staff with the the practical skills and business knowledge necessary to work in a financial environment. The Warrington Business School offers a range of training to help your people improve their skills and their performance. Sound accounting skills can improve efficiency and effectiveness, saving time and money.

Why do your employees need training?

Accounting is a highly complex and specialised field which requires a wide range of skills. Training will ensure that your employees have the knowledge and understanding to accurately process and record financial information, prepare financial statements and reports, and communicate professionally with your customers and suppliers.

Who should do this training?

Any staff who need to develop their knowledge and understanding of accounting principles, procedures and standards should complete this training.

What's involved?

The AAT qualification takes between 2 and 3 years to complete dependent on your employee's level of accounting experience and knowledge. Staff with a sound knowledge of double-entry book-keeping may be eligible for direct entry to the intermediate level, subject to successful completion of a skills check. Assessment at each level of the course is through completion of written simulations and external exams.

Attendance is 1 day or 2 evenings per week at The Warrington Business School. Double-entry book-keeping and computerised accounts courses are typically 17 weeks duration and attendance is again 1 evening per week at college. Assessment is by means of formal exam.

What type of training is available?

- Foundation Apprenticeship AAT Foundation Level 2
- Advanced Apprenticeship AAT Intermediate Level 3
- Advanced Apprenticeship AAT Technician Level 4
- AAT Foundation Level 2
- AAT Intermediate Level 3
- AAT Technician Level 4
- Double-entry book-keeping
- Computerised accounts (SAGE)

Why choose The Warrington Business School as your training provider?

We are an approved assessment centre for The Association of Accounting Technicians who work closely with the Financial Services Sector Skills Council. All of our staff are highly qualified with recent financial backgrounds and hold vast experience within the accounting industry.

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ILM Level 3 First Line Management

The ILM Level 3 Award and Certificate in First Line Management are qualifications that have been specially designed to give practicing or aspiring first line managers a solid foundation in their formal development as a manager.

Why do your employees need training?

To increase their management skills and expertise when working in a first line management capacity. Management training increases organisation effectiveness, staff morale and motivation and can reduce organisation skills gaps.

Who should do this training?

Practicing or aspiring first line managers.

What's involved?

Assignments for each module are required, all are work based so individual to the employee/ employer needs.

What type of training is available?

The Award is a 12 week qualification which gives an introduction to the basic skills, knowledge and understanding required by today's first line manager. The mandatory unit 'Solving Problems and Making Decisions' is designed to develop practical techniques for tackling managerial problems and making decisions from gathering and interpreting information through to the effective communication of outcomes.

The Certificate is a 22 week programme that builds and broadens the skills and knowledge gained in the Award. Here organisational change is explored, giving participants a deeper understanding of this critical workplace issue and providing them with the tools to plan for and deal with organisational upheaval. The crucial skill of time management is also explored.

Why choose us as your training provider?

We are a Grade 1 training provider and approved centre for City & Guilds. Our staff are highly qualified with relevant occupational competence and trained to provide a service tailored to your organisation needs.

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ILM Level 4 Award in Management

ILM Level 4 Qualifications in Management are designed to give practicing or aspiring middle managers a solid foundation for their formal development as a manager. The qualification also acts as bridge between Level 3 and Level 5 qualifications, preparing learners for the more rigorous demands of study at a higher level.

Why do your employees need training?

To increase their management skills and expertise when working in a first line management capacity. Management training increases organisation effectiveness, staff morale and motivation and can reduce organisation skills gaps.

Who should do this training?

Practicing or aspiring first line managers.

What's involved?

One research project based on the choice of the candidate to meet organisation needs.

What type of training is available?

The Award in Management is a 12 week qualification made up of two mandatory units – 'Understanding the management role' and 'Developing management skills' Here learners cover the core research, analysis and group working skills essential to practicing or potential middle managers. This is a research project and the candidates need to know Management fundamentals and report writing format in order to partake.

Why choose us as your training provider?

We are a Grade 1 training provider and approved centre for City & Guilds. Our staff are highly qualified with relevant occupational competence and trained to provide a service tailored to your organisation needs.

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Higher Education

The Centre for Higher Education offers a wide range of higher education and professional qualifications which can be studied full or part time to suit the needs of the learner and employer. The work related, vocational courses are designed to equip students with the skills and knowledge that employers are looking for. Bespoke courses, validated and awarded by University of Chester, can also be designed and written to suit the needs of the learners and the business.

Foundation Degrees

A Foundation Degree is a Level 5 qualification, equivalent to the first two years of an honours degree and is worth 240 credits. The credits can be earned by completing modules and professional certificates which are all validated by the University of Chester. The qualification is valued by employers as it can be designed and developed for the needs of the business or industry and students benefit from the flexibility of delivery as well as gaining skills and knowledge in their chosen profession.

We currently deliver Foundation Degree modules in Leadership and Management tailored to individual needs, as well as subject specialist Foundation Degrees in ICT (Programming or Games Development) and Hospitality Management.

We welcome requests about tailor made courses and Foundation Degrees which can be written and designed to suit employer and industry requirements.

Other Vocational Higher Education Programmes

Higher National Qualifications are delivered in Engineering (Mechanical, Electrical/Electronic or Instrumentation and Control), Business and Management, Public Services and Construction

Why choose the Centre for Higher Education at The Warrington Business School?

We are a well established provider of Higher Education with an excellent reputation for delivering work based and vocational courses. The Centre for Higher Education is an Associate College of the University of Chester who validates courses and Foundation Degrees. The lecturers are skilled in their specialist subjects and have a wealth of experience in their chosen area of expertise.

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Construction Crafts

- Brickwork Apprenticeship * ([view Apprenticeships](#))
- Electrical Apprenticeship * ([view Apprenticeships](#))
- Gas Safety Course
- Joinery Apprenticeship * ([view Apprenticeships](#))
- Painting & Decorating Apprenticeship * ([view Apprenticeships](#))
- Plumbing Apprenticeship * ([view Apprenticeships](#))



Gas Courses for 'Gas Safe' registration

To support the development of you or your employees' skills to meet the constantly changing Plumbing and Gas Industry and the needs of your organisation. Gas Foundation and ACS Gas Safety courses are available at The Warrington Business School.

What are these gas courses?

These are full cost courses to enable people to work legally on domestic gas systems in the UK.

Why are they different?

There is a strict 'Category of Candidate' list prior to sitting any ACS Gas Safety Assessment.

You would need to be at level 1 or 2 on the list to progress. Successful Gas Foundation candidates become a Category 2 candidate on completion and may then do the extra training and assessment at ACS (Accredited Certification Scheme) level.

Why should business get involved?

It is a legal requirement for operatives to hold the ACS Gas Safety Certificate to work on domestic installations. Business's may prefer to send one or two operatives every 5 years to be re-assessed on the ACS and rely on other operatives to support them with some of the work.

The Gas Foundation is designed for these operatives who work under supervision, to fast track to the same registration status without the need for sitting a traditional 2 year Level 2 programme in Plumbing or Gas first. It is not however designed

for novices in the industry but would benefit any business allowing more staff to legally sign off installation work.

What does it involve?

The programme runs for up to 30 weeks on day release or two evenings per week prior to a 2 week block training and assessment course and is delivered at Warrington Collegiate in our new modern facilities. Further assessments will take place on site as necessary and in liaison with your current 'Gas Safe Registered' supervisor. Employers will be informed of the operatives progress throughout their programme.

Pathway

- Gas Foundation Certificate
- ACS Gas Safety Certificate
- 'Gas Safe' Registration

Why choose The Warrington Business School as your training provider?

We are an approved Grade 1 training provider for many awarding bodies such as City & Guilds and BPEC and work closely with the Sector Skills Council – Summit Skills. All our staff are highly qualified with recent trade backgrounds and hold vast experience within the Plumbing and Gas industry.

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Health & Social Care

- Health & Social Care NVQ
- Mandatory Health & Social Care Training



NVQ Health and Social Care

NVQs in Health and Social Care enable your employees to demonstrate their competence and ensure you meet legislative requirements within the sector. Skills and knowledge developed will reduce accidents and incidents and improve your business potential.

Why do your employees need a Health and Social Care NVQ qualification?

The Care Quality Commission states this as a legal requirements for health and social care workers. Employers have a responsibility to ensure that their employees are qualified to the appropriate level.

Who should do this training?

- Level 2 – this level is designed for anyone providing direct care to individuals
- Level 3 – this level is designed for anyone providing direct care without supervision, perhaps with some supervisory responsibilities
- Level 4 – this level is designed for individuals with supervisory roles or management roles within the sector

Course costs and timescales?

- Level 2 – 6-9 months £490
- Level 3 – 9-12 months £700
- Level 4 – 12-18 months £900

Many funded places are available via Apprenticeships or Train to Gain.

What is involved?

The NVQs are work based and cover a large range of optional units which allow the course to be mapped to your organisation needs and the appropriate role within the health and social care sector.

What type of training is available?

- Communication within the organisation
- Health and Safety
- Reflecting upon and developing practice
- Promoting and protecting individuals

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within this sector. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field

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Mandatory Health & Social Care Training

To support employers of health and social care workers to meet the legislative requirements for mandatory training. This training advises on best practice, reduces accidents and incidents and can improve your business potential.

Why do your employees need mandatory training?

The Care Quality Commission states the legal requirements for health and social care workers. Employers have a responsibility to ensure that their employees are qualified to the appropriate level, that they have attended certain mandatory training and that their practice is up to date.

Who should do this training?

All health and social care workers should complete this training. This includes, managers, senior support workers, care assistants, healthcare assistants and mental health workers.

What's involved?

There are a number of training courses that employees must undertake. This can be delivered in the workplace via daily or half daily sessions to meet operational requirements.

What type of training is available?

- Moving and Handling of People
- Protection of Vulnerable Adults
- COSHH
- Infection Control
- Dementia Awareness
- Health and Safety
- Food Hygiene
- Safe Handling of Medication

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the sector. We will work with you to provide a service that is tailored to meet your specific organisation needs and ensure that the delivery is flexible, at a time and place to meet your operational requirements. All training is delivered by highly qualified staff with relevant occupational competence within the field.

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Hospitality & Allied Services

- Cleaning Services
- Food Safety: Legislative courses
- Hospitality



Cleaning Service

To support your staff in the cleaning industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their workplace performance. Current and reliable techniques will grow staff confidence, organisation reputation, efficiency and reduce accidents and incidents.

Why do your employees need training?

To raise the professional image of the sector, increasing staff knowledge to support their expertise.

Who should do this training?

All staff involved in every sector covering general cleaning duties.

What's involved?

The NVQs are work based and cover a large range of optional units which allow the course to be mapped to your organisation needs and the appropriate role within the cleaning sector.

What type of training is available?

NVQ Level 2 - cleaning support for cleaning service employees covering health and safety, security for lone workers, manual and machine cleaning.

NVQ Level 3 - facilities support for managers and supervisors covering retail, security and cleaning.

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within this sector. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field.

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Food Safety: Legislative Courses

Why do your employees need Training?

To comply with Environmental Health and the Food Standards Agency (FSA).

Who should do this training?

All food handlers within your organisation.

What's involved?

Short courses delivered over 1-3 days covering food safety. These courses can be delivered on site if appropriate.

What type of training is available?

- | | | |
|---------------------------------------|--------|------|
| • Level 1 CIEH Food Safety | 1 day | £55 |
| • Level 2 CIEH Food Safety | 1 day | £75 |
| • Level 3 CIEH Food Safety Management | 3 days | £395 |
| • Level 2 CIEH Health and Safety | 1 day | £95 |
| • Level 2 CIEH Manual Handling | 1 day | £95 |
| • Level 2 CIEH COSHH | 1 day | £75 |

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within this sector. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field

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Hospitality

To support organisations in the hospitality and catering industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their workplace performance increasing quality and efficiency in your organisation. Training will ensure you meet legislative requirements, reduce accidents and incidents and increase customer satisfaction.

Why do your employees need training?

To maintain the professional image of your organisation, meet legislative requirements and increase customer satisfaction.

Who should do this training?

All food handlers within your organisation should complete this training.

What's involved?

The NVQs are work based and cover a large range of optional units which allow the course to be mapped to your organisation needs and the appropriate roles within the hospitality and catering sector.

What type of training is available?

- Level 1-3 Food and Drink service for waiting staff
- Level 1-3 Front Office for reception staff
- Level 1-3 Food Processing for staff preparing food including canteen and manufacturers
- Level 1-3 Housekeeping for hotel support staff
- Level 1-3 Professional Cookery for aspiring chefs
- Level 3 Hospitality Supervision for managers/ supervisors

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within this sector. We will work with you to provide a service that is tailored to meet your specific organisational needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field.

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Logistics Academy

- Carry and Deliver Goods
- Chartered Institute of Logistics & Transportation
- National Managers
- Driver Training - CPC
- Driver Training
- Logistics Operations Management
- Traffic Office
- Warehouse & Storage



Carry and Deliver Goods Driver NVQ Level 2

The EDI Level 2 NVQ in Carry and Deliver Goods is aimed at drivers of light vehicles, vans, motorcycles or pedal cycles, whose job role involves multi-drop deliveries and customer interaction.

To achieve a full certificate in Carry and Deliver Goods, candidates must complete all 6 mandatory units and one unit from the optional group of units (total 7 units). Additional units may be taken, but these will not count towards the qualification structure.

Mandatory Core (6 units)

- Unit 1** Contribute to effective working relationships
- Unit 2** Maintaining the safety and the security of the load, self and property
- Unit 3** Contribute to the provision of customer services
- Unit 4** Complete pre-journey and post-journey procedures
- Unit 5** Planning the route and timings for the delivery and collection of loads
- Unit 6** Transport goods and materials

Optional Units

- Unit 7** Handling goods and materials
- Unit 8** Handling goods (motorcycle and pedal cycle)

Additional Units

- Unit 9** Dealing with payment transactions
- Unit 10** Operate specialised plant and machinery to performance requirements (lifting and transferring)

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Chartered Institute of Logistics and Transport Qualifications

Working in Partnership with The Chartered Institute of Logistics (CILT) from Feb 2010 The Warrington Business School is offering the professional CILT qualifications.

The Warrington Business School (WBS) is a leading logistics training provider in the North West offering employers a broad range of practical solutions to drive organisational performance within the industry. Our focus is to develop your people, your talent and your potential. We are a trusted provider to employers across the North West. Building on the success of the current portfolio The Warrington Business School is launching the CILT professional qualifications in February 2010.

What are we offering?

- CILT Level 2 - Introductory Certificate
- CILT Level 3 - Certificate
- CILT Level 5 - Professional Diploma

Who are the qualifications aimed at?

Level 2 - New entrants to profession and staff wishing to improve industry knowledge.

Level 3 - Supervisors / First Line Managers equipping them with management skills and deeper knowledge of the industry.

Level 5 - Middle / Senior Managers and Graduates

What do the courses provide?

Level 2 - A broad understanding of logistics and transport.

Level 3 – Development of management skills you will use in your daily interactions and will use in the future. A deeper insight into your chosen industry specialist function.

Level 5- A strategic view of logistics and transport operations.

How are the courses delivered?

The courses are delivered by modular workshops and are usually assessed by an exam. Ongoing assignment based assessments can also be arranged.

How long do you have to study?

Level 2 - 10 days across a 1 year period.

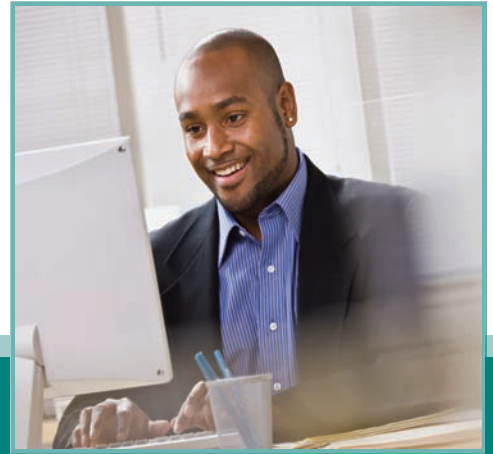
Level 3 - 15 to 20 days across a 1 year period.

Level 5 - 22 days across an 18 month period.

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National Managers

Certificate of Professional Competence

To support the Passenger Transport and Road Haulage industries, The Warrington Business School offers the Management CPC training course four times a year in conjunction with the National programme, increasing organisation efficiency and adherence to legislation.

What is the National CPC?

A Standard Operator's licence is required to run both Freight and Passenger businesses in the UK. The Department for Transport requires professional competence to be demonstrated and the principal way of achieving this is to pass the relevant OCR qualification.

Who should do this training?

This qualification is offered on behalf of the Department of Transport and is required if you wish to enter the profession of Transport Planner/Manager within the logistics industry or run your own company.

How long is this certificate valid?

On certification of the National CPC, you will have gained the qualification for life.

What type of training is available?

CPC National intensive courses are delivered over 10 days. On the final day three examinations are taken. To be certificated with the full qualification all three exams must be passed.

What's involved?

The course covers:

- Civil, Commercial and Fiscal Law
- Social Law –(Industrial Relations – Social Security - Discrimination in Employment - Health and Safety at Work Act)
- Business and Financial Management of the Undertaking
- Access to the Market
- Technical Standards of Operation (Weights and Dimensions of Vehicles and Loads - Safe Loading of Vehicles and Transit of Goods - Plating and Testing - Construction and Use Regulations)
- Hours of Work and Keeping of Records for Drivers
- Road Safety.

Why choose us as your training provider?

We are a Grade 1 provider with lots of experience working within the Passenger and Logistics industries and know the issues you face. We are an approved training provider of OCR and can deliver the National CPC nationwide.

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Driver Training

Driver Certificate of Professional Competence

To support drivers in the logistics, passenger transport and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance. Good driving techniques can save lives, time and money.

Why do your drivers need this certificate?

This certificate is part of the new EU initiative to improve road safety and professional driving standards. It helps bus/coach/lorry drivers increase their skills and knowledge and reduce accidents.

Who should do this training?

- Current drivers (with less than 35 hours of training in the last 5 years)
- Drivers of lorries over 3.5 tonnes
- Drivers of minibuses with 9+ seats

How long is this certificate valid?

A Driver Qualification Card (DQC) is valid for five years.

What's involved?

The certificate covers areas such as knowing how to load a vehicle safely, and how to comply with relevant rules and regulations such as driver's hours

What type of training is available?

Driving Techniques
Dealing with Conflict Traffic Legislation
Digital Tachograph
Customer Service
Out in 3
Health + Safety
SAFED

Why choose us as your training provider?

We are an approved training provider of the Joint Approvals Unit for Periodic Training and can deliver Driver CPC nationwide. Vehicles have complex systems that require periodic maintenance and repairs, skills gaps that may exist can be addressed to develop staff knowledge and competence. New legislation is being introduced that requires staff in your organisation to be trained.

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Driver Training

Driver Certificate of Professional Competence

Customer Service

The way that your frontline staff work with your customers has a direct impact on your bottom line! Therefore it is extremely important for your staff to gain the best skills.

Health & Safety

Preventing accidents and ill health caused by work is a key priority for everyone at work. Understand Health & Safety at work, accidents at work, road traffic collisions, conflict and resolution and the Disability Discrimination Act (DDA).

Dealing with Conflict

Conflict is inevitable, but it can be healthy when appropriately managed. Learn the skills and techniques for managing conflict effectively to achieve positive outcomes.

SAFED

The Safe and Fuel Efficient Driving course includes practical and theoretical assessments on the reduction and prevention of accidents and the implementation of fuel-efficient driving, resulting in SAFED certification.

Out in 3

Full participation is required for this training programme, which puts efficient emergency evacuation theory into practice with the aid of a smoke-machine.

Driving Techniques

Reduce the risks of driving by anticipating dangerous situations, despite adverse conditions or the mistakes of others. Learn how to prepare for the day operations, picking up and setting down passengers, basic mechanical principles, fuel economy and defensive driving.

Traffic Legislation

Understand the legal obligations to working time regulations, driver's hours of work and tachographs. Learn more about legal requirements, daily walk around checks and the breakdown procedure.

Course Fees:

(includes VAT and Driver CPC registration)
7 hours count towards Driver CPC Periodic Training.

Please contact key contact for costings.

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**The Warrington
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Training that works



Driver Training

Driver NVQ Level 2

To support your drivers in the logistics and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance. Good driving techniques can save lives and save your organisation time and money

The Driver NVQ has been designed to allow assessment of drivers of 7.5 tonne vehicle upwards with minimal disruption to the daily working environment carrying out their normal duties whilst at work.

Each learner will be assessed on their driving skills and advice will be given when required to maintain safety and update their skills. (Even the most experienced driver picks up bad habits.)

The NVQ covers 7 mandatory units as listed below and 2 optional units if required:

- 1 Monitoring the loading
- 2 Completing pre-driving preparation
- 3 Maintaining the safety and the security of the load, self and others
- 4 Maintaining awareness of driving conditions
- 5 Operating the vehicle controls
- 6 Driving the vehicle on public roads
- 7 Driving the vehicle in restricted spaces

Optional units

- 8 Unloading the vehicle
- 9 Coupling and uncoupling the vehicle

The assessments cover driver's performance in carrying out the work and proving knowledge relevant to the industry. This is obtained through observations, verbal and written questions and testimonies. A portfolio of evidence is built up to obtain the NVQ qualification. This can be either paper based or electronic.

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Logistics Operations Management

NVQ Level 3

To support traffic office and warehouse supervisors in the logistics, and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance.

The Logistics Operations Management NVQ has been designed to meet the needs of the transport industry, it has been broken down into 3 mandatory units and 5 optional units each covering a particular area within the traffic office/warehouse.

Mandatory Units

- Unit Identify the logistics requirements of a supply chain
- Unit Promote and maintain health, safety, and security in logistics operations
- Unit Promote compliance of logistics operations with legislation, regulations, and organisational procedures

Optional Units

A total of 5 units to be taken from three option groups, according to the following rules:

- A minimum of 1 unit from each of Option Group 1 and Option Group 2
- 3 other units to be taken from any of Option Groups 1, 2, and 3
- A maximum of 3 units from each option group can be taken. A breakdown of the units can be obtained via the following link: www.skillsforlogistics.org/index/standards

The assessments cover performance in carrying out the work and proving knowledge, relevant to the industry. This is obtained through observations, verbal / written questions, testimonies and product evidence. From which a portfolio is built up to obtain the NVQ.

We are an approved assessment centre for The Association of Accounting Technicians who work closely with the Financial Services Sector Skills Council. All of our staff are highly qualified with recent financial backgrounds and hold vast experience within the accounting industry.

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Traffic Office NVQ Level 2

To support traffic office personnel in the logistics and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance, increasing quality and efficiency in your organisation.

The Traffic Office NVQ qualification has been designed to meet the needs of the transport industry and your operations. It has been broken down into 8 units each covering a particular role within the traffic office.

UNITS

1. Contribute to effective working relationships
2. Ensure your own actions reduce risks to health and safety
3. Contribute to the provision of customer service
4. Plan, organise and improve your work
5. Investigate the suitability of collection or delivery points for loading and unloading
6. routing and scheduling of loads
7. Allocate the resources for the transportation of loads
8. Quote for the transportation of loads

The assessments cover performance in carrying out the work tasks and proving knowledge and understanding relevant to the industry. This is obtained through observations, verbal and written questions and testimonies from colleagues, customers and/ or line manager. A portfolio of evidence is built up to obtain the NVQ qualification.

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Warehouse & Storage

Level 2

To support Operatives in the logistics, and freight industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance.

The NVQ has been designed to allow assessment of operatives with minimal disruption to the daily working environment carrying out their normal duties whilst at work.

Each learner will be assessed in their abilities and competences, also advice given when required to maintain safety and update their skills. (even the most experienced picks up bad habits)

The NVQ covers 2 mandatory units as listed below and 6 optional units if required.

MANDATORY UNITS

UNIT 1 Maintain health, safety and security in logistics operations

UNIT 2 Develop effective working relationships with colleagues in logistics operations

OPTIONAL UNITS

(Choose 6 of the following Units)

UNIT 3 Provide customers with information and advice on goods and services

UNIT 4 Operate equipment to perform work requirements

UNIT 5 Move goods in logistics facilities

UNIT 6 Receive goods from deliveries

UNIT 7 Place goods in storage

UNIT 8 Maintain the safety and quality of goods

UNIT 9 Maintain the safety of hazardous goods and materials

UNIT 10 Maintain hygiene standards in handling and storing goods

UNIT 11 Process orders for dispatch to customers

UNIT 12 Assemble orders for dispatch

UNIT 13 Dispatch goods for delivery

UNIT 14 Process returned goods

UNIT 15 Sort goods and materials for recycling

UNIT 16 Manage the receipt, storage or dispatch of goods

UNIT 17 Audit stock levels and stock records

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Passenger Transport

- Passenger Carrying Vehicle Driving
- Taxi & Private Hire Training



NVQ Level 2 Passenger Carrying Vehicle Driving

To support drivers in the Passenger Transport industries, The Warrington Business School offers a range of flexible training to help your people improve their skills on or off the job and their performance. Good driving techniques can save lives, time and money.

Why do your drivers need this certificate?

It will contribute to the skills, knowledge and overall performance of individuals who are employed in providing a bus or coach service and is based on current best practice. As well as covering the core functions of a driver, this qualification also focuses on the vital skills required to offer a professional service; communication, working with others and customer service.

What's involved?

Employees will develop the specific skills and knowledge to improve performance in the workplace. Time must be allocated for training to take place in working hours.

Who should do this training?

Any employee who drives a Bus, Coach or Minibus.

How will the course be assessed?

Observations of real work activities in the workplace and will produce a portfolio of evidence. Assessment dates are agreed in advance with all parties, on average once a month throughout the programme.

What are the entry requirements?

Employees must work within the transport industry (bus & coach) and be at least 18 years of age. This level is designed for individuals who may work on their own without direct supervision. An initial assessment in Literacy and Numeracy will be completed and support will be offered in these areas if needed.

Why choose us as your training provider?

We are an approved training provider of the Joint Approvals Unit for Periodic Training and can deliver Driver CPC nationwide.

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NVQ Level 2

Passenger Carrying Vehicle Driving

What will employees learn?

There are 10 mandatory units that must be completed to achieve the course.

Maintain effective working relationships with colleagues
Contribute to health and safety in your workplace environment
Provide professional customer care in the bus and coach industry

4. Prepare for passenger carrying journeys
Help passengers who have special needs
6. Sharing information on the operation of the bus or coach service
7. Deal effectively with difficult passengers
8. Drive passenger carrying vehicles safely and efficiently
9. Operate the passenger systems and service
Deal with emergencies and incidents during a bus or coach journey

How long is this certificate valid?

The certificate and qualification is valid for the duration of the driving career.

There are 8 additional units available.

To enable continuous professional development and extended training opportunities. They do not form a requirement of the qualification.

How will the course be assessed?

Observations of real work activities in the workplace and will produce a portfolio of evidence. Assessment dates are agreed in advance with all parties, on average once a month throughout the program.

What could they study next?

- Driving Instruction (Instruction) Level 3 Road Passenger
- Transport Operations Level 2/3
- A1 Assessors Award
- National Passenger CPC

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Taxi & Private Hire Training

To support drivers & companies in the Taxi Industry, The Warrington Business School offers a range of flexible training to help drivers improve their skills and their workplace performance increasing quality and efficiency in your organisation. Training will ensure you meet legislative requirements, reduce accidents and incidents and increase customer satisfaction.

Why do drivers need training?

To maintain the professional image of your trade, meet legislative requirements and increase customer satisfaction.

Who should do this training?

All drivers who currently work within the industry. At present there is funding available to enable self employed drivers to attend training sessions.

What's involved?

The NVQs are work based and cover a large range of optional units which allow the course to be mapped to the drivers and organisation needs and the appropriate roles within the trade.

What type of training is available?

- Level 2 NVQ in Road Passenger Vehicle Driving

Why choose us as your training provider?

All training is completed under the supervision of drivers with over 75 years of combined knowledge within the trade. We are a Grade 1 provider and fully understand the needs within the taxi trade. We will work with you to provide a service that is tailored to meet your specific organisation needs and deliver at a time and a place to lessen the impact on your earning potential.

Currently different parts of the country are making the training compulsory, so it's vital that you take this opportunity.

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Short Courses

- Distance Learning
- English for Speakers of Other Languages (ESOL)
- First Aid Training
- Food & Safety Legislative Courses
- Information Technology
- Skills for Life



Distance Learning

The distance learning provision supports learners who want flexible learning at a time convenient to them. Study can be done out of working hours making it convenient for employers and employees. Studying by distance is also beneficial for pre-employed individuals wanting to achieve knowledge and training to help gain employment or career change.

Why do your employees need training?

Training by distance to an accredited level will give employees knowledge and certification without having to disrupt their working day. The employee will use newly acquired knowledge to improve productivity and efficiency and reduce accidents/incidents in the workplace.

Who should do this training?

The training is for any individual with the motivation to improve their knowledge and skills and support their employer to meet legislative requirements.

What's involved?

Distance learning is an on-going provision with enrolments in the workplace or on college sites, at the convenience of the company or individual. The full course materials are given on induction and accreditation is achieved when all modules are successfully completed to the standard expected. Assessment is based on written work and full written feedback is provided to learners by their individual tutors.

What type of training is available?

- Occupational Health and Safety Level 2
- Safe Handling of Medicines Level 2
- Dementia Awareness Level 2
- Palliative Care Level 3
- Introduction to Mentoring and Support Level 1
- Support and Mentoring in the Workplace Level 2

Why choose us as your training provider?

We are a Grade 1 training provider approved by NCFE and a range of awarding bodies. All staff are highly qualified and hold vast experience within the industries of study. All learners are supported throughout their programmes and achievement rates are high.

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English for Speakers of Other Languages

To support the speaking, listening, reading and writing skills of your ESOL employees within the workplace, The Warrington Business School offers a range of flexible training courses to increase your organisation effectiveness and reduce supervision and support time.

Why do your employees need training

Employees completing these courses and achieving the qualifications will help to improve communication at all levels within the workplace and in turn can increase the efficiency of your organisation.

Who should do this training?

All staff who have 'English for Speakers of Other Languages' requirements.

What's involved?

The courses are flexible and are designed to allow employees to study and learn within their workplace, at times to suit your company, causing minimal disruption to the working day.

What type of training is available?

Accredited courses from ESOL Entry Level 1 up to Level 2, in speaking, listening, reading and/ or writing are available. Bespoke courses are also available at all levels mapped to organisation requirements and job roles.

Delivery of courses is via small groups, one to one or distance learning to meet your staff and organisation needs.

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within our sectors. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field

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First Aid Training

First aid training is a legal requirement within all workplaces. As an employer you need to ensure that your employees have access to appropriate first aid care in the workplace. It helps to save lives and the skills that are developed are invaluable.

Why do your employees need First Aid training?

It is a legal requirement under the Health and Safety at Work Act 1974. For small workplaces there must be an appointed person. For larger workplaces there must be a qualified first aider. This should be assessed based upon the hazards and risks that the employees face within their job roles.

Who should do this training?

An appropriate person available and able to deal with any first aid emergencies within the workplace.

Why choose us as your training provider?

We are a Grade 1 provider. We will work with you to provide a service that is tailored to meet your specific organisations needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field. You can book the delivery in your own workplace or you can attend a course at The Warrington Business School. Training is delivered through a HSE registered organisation.

Course costs and timescales

Please contact key contact for dates and costings of next courses.

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Food Safety: Legislative Courses

Why do your employees need training?

To comply with Environmental Health and the Food Standards Agency (FSA).

Who should do this training?

All food handlers within your organisation.

What's involved?

Short courses delivered over 1-3 days covering food safety. These courses can be delivered on site if appropriate.

What type of training is available?

- Level 1 CIEH Food Safety 1 day
- Level 2 CIEH Food Safety 1 day
- Level 3 CIEH Food Safety Management 3 days
- Level 2 CIEH Health and Safety 1 day
- Level 2 CIEH Manual Handling 1 day
- Level 2 CIEH COSHH 1 day

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within this sector. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field

Key Contact:

Jim Kilpatrick 01925 494639
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Information Technology

To support the development of your employees' skills in IT. The Warrington Business School offers a range of flexible training courses to improve your staff's computer skills to increase effectiveness in their role and workplace efficiency.

Why do your employees need training?

Information Technology skills are required in all industry areas, with different levels of competency required dependent on job specification and business needs.

Who should do this training?

All staff who use IT skills in their daily work, who have basic or no qualifications in IT, or whose qualifications or experience of IT requires updating.

What's involved?

The courses are flexible and are designed to allow employees to study and learn within their workplace, at times to suit your company, causing minimal disruption to the working day.

What type of training is available?

Courses offered allow staff to achieve a full Level 1 qualification, as well as bespoke training solutions to match the individual needs of your company. Delivery of courses is in small groups, via distance learning or on a one to one basis, to meet staff and organisational requirements.

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within our sectors. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence within the field.

Key Contact:

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Skills for Life

To support the literacy and numeracy skill development of your employees, ensuring government and organisational requirements are met, The Warrington Business School offers a range of flexible training courses to increase your organisational effectiveness and reduce supervision time.

Why do your employees need training?

Research has shown that literacy and numeracy skills gaps are reducing organisational effectiveness and profitability.

Who should do this training?

All staff who have basic or no qualifications in literacy and numeracy or staff who require updates to increase confidence and skills.

What's involved?

The courses are flexible and are designed to allow employees to study and learn within their workplace, at times to suit your company, causing minimal disruption to the working day.

What type of training is available?

- Certificate in Adult Literacy -Entry Level 3 to Level 2
- Certificate in Adult Numeracy - Entry Level 3 to Level 2.

Delivery of the courses is in small groups via distance learning or on a one to one basis to meet employee and organisation requirements.

Why choose us as your training provider?

We are a Grade 1 provider and fully understand the needs within our sectors. We will work with you to provide a service that is tailored to meet your specific organisation needs. We ensure that the delivery is flexible; at a time and place to suit you and is delivered by highly qualified staff with relevant occupational competence

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