



Continuing Professional Development & Part time Qualifications



Welcome

Welcome to our collection of CPD and part time qualifications for 2011-2012.

We offer a range of courses, designed to develop key skills to give you the edge in today's competitive business environment. The courses are ideal for individuals who want to move on in their career. Equally they offer employers the opportunity to upskill your workforce.

Jewel & Esk College has a strong reputation for quality. Our excellent facilities combined with the quality and dedication of our teaching staff ensure that you receive the best possible opportunity to develop your skills and advance your business or career. We look forward to working with you.

Booking

Call our information team on 0131 344 7100 between 8.30am and 4.30pm (Monday to Friday). You can either use your credit or debit card, or arrange for us to invoice your company.

You can also find further details at: www.jec.ac.uk

Location

Jewel & Esk College is located over 2 campuses: the Midlothian Campus at Eskbank and the Edinburgh Campus at Brunstane, just off the A1 in SE Edinburgh. Both campuses have modern facilities with specialist teaching areas for subjects such as hospitality, engineering, health & fitness and beauty.

Funding - get up to £500 towards the cost of your course

ILA200

ILA Scotland is a Scottish Government scheme that helps you pay for learning. If you are aged 16 or over and have an income of £22,000 a year or less, or are on benefits, you can open an ILA learner account. The ILA200 provides up to £200 a year to fund a range of vocational learning courses.

For more details on opening your ILA, call ILA on 0808 100 1090 or go to www.ilascotland.org.uk

Some of our courses are eligible for ILA funding – please speak to our information team for details on 0131 344 7100.

Part-time Fee Grant (formerly known as ILA 500)

This scheme provides up to £500 a year towards the cost of tuition fees. To qualify for this funding, you should have an individual income of £22,000 a year or less. You also need to be studying a part-time Higher Education course, eg HNC, HND or PDA at levels 7-11 of the Scottish Credit and Qualifications Framework (SCQF) and complete between 40-90 SCQF credits per year.

Eligible learners studying less than 40 SCQF credits may qualify for the ILA200 offer.



For more information please contact SAAS (Student Awards Agency Scotland) on 0300 555 0505 or www.saas.gov.uk. You must apply online, and within one month of your course starting.

Refunds and cancellations

A cancellation fee will be applicable. Please refer to our website for our refund policy.

Business/ Commercial

PROFESSIONAL SALES SKILLS

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £250

This two day course provides participants with the essential sales skills needed by every successful sales person and account manager. They will learn the skills required for every aspect of sales from prospecting through to successful negotiation, account management and closing the sale.

This is a practical course filled with exercises, games and discussion which will give you the skills to handle every sales situation to your advantage.

TEAM LEADER SKILLS

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £125

This one day course focuses on eradicating all those times when you feel unsure or powerless in your team leader role. This course combines a continual evaluation of your scope to effect every interaction and the skills to build relationships, create an environment for success and develop your communication and leadership skills.

HIGH-IMPACT PRESENTATION SKILLS

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £125

This one day course will allow you to design, structure and deliver winning presentations which engage and influence your audience. Using expert input and exercises it covers planning and preparation, structure, delivery through the use of voice, body language and presentation aids and handling questions.

LEAN CHAMPION TRAINING SKILLS

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £250

The aim of this two day course is to develop Lean Champions who can continually spot opportunities to initiate lean projects, instigate these new projects and enthuse others in the development of these projects. The course covers a range of leadership and facilitation skills which ensure that process mapping and Lean skills turn into successful projects.

NEGOTIATION SKILLS

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £150

A highly effective and interactive one day course aimed at getting you what you want more often. The course covers all aspects of negotiation skills from understanding the various types of negotiation, reading other people, dealing with hidden agendas, knowing your bottom line and knowing what to give away to closing the deal.

PERFORMANCE COACHING

Campus: Midlothian
Time: 9am - 4:30pm
Cost: £125

Today's leaders need to develop skills that motivate teams to excel and one of these key skills is coaching.

This course covers the full spectrum of coaching skills including defining coaching, setting a coaching environment, questioning and listening techniques, GROW and PRO models and effective action planning.

PRIORITY MANAGEMENT

Campus: Midlothian
Time: 9am 4:30pm
Cost: £125

This course focuses on developing your time management and prioritisation skills. Building on pre-course analysis work the course will cover the key stages in managing your workload more effectively including time-thieves, developing priority analytics, assertiveness, delegation and Peretto principles. Every delegate will leave with an individual and effective plan for change which will reduce stress and improve effectiveness.

PROBLEM SOLVING

Campus: Midlothian
Time: 9am 4:30pm
Cost: £150

When confronted with difficult problems, important decisions and the need for successful actions you can't just make a guess and hope for the best. This one day course provides a systematic decision making and

problem solving process for you to follow. The process will allow you to gather the facts, establish the root of the problem and design plans to solve the problem and ensure future process improvements.

TRAIN THE TRAINER

Campus: Edinburgh
Time: 9am-12:30pm
Cost: £250

This is a highly participative course which takes delegates on a logical and supported journey on developing their instructional training techniques. Each session (4 half days) is based around input on the best and most effective training practice followed by exercises which allow delegates to practise and embed the learning.

Delegates will develop their own presentation throughout the course, cover all aspects of the training cycle and will take their wider training skills to the next level.

WHAT MAKES PEOPLE TICK

Campus: Midlothian
Time: 9am 4:30pm
Cost: £150

If you only ever do one course then this is it. Through highlighting the 7 behavioural pillars which affect every group and individual action you will witness we can help you make fundamental changes to the organisation and its people which will springboard you to new levels of performance. A real lightbulb course.

Health & Wellbeing

INTRODUCTION TO COUNSELLING

Campus: Edinburgh
Time: 6pm - 8:30pm
Dates: January 2012
Cost: £100

The course is for people who wish to develop basic counselling skills but who have no experience in this area and introduces you to basic counselling concepts and skills.

COSCA CERTIFICATE IN COUNSELLING SKILLS

Campus: Edinburgh
Time: 6pm - 8:30pm
Cost: £260 per module
Date: September 2011
(Wednesday evenings)
Date: January 2012
(Thursday evenings)

The course is delivered over 4 modules of 30 hours each: communication skills; exploration and expansion; review & reflection; integration. You will need to attend a number of weekends (dates to be agreed). On completion of this certificate you can become an Associate Member of COSCA.

This course is mainly designed for people who are in helping and caring professions who wish to develop their counselling skills. It also provides an excellent starting point for those who wish to train as a counsellor.



HNC EARLY EDUCATION & CHILDCARE

Campus: Midlothian
Day: Thursday
Time: 4:30pm - 9pm
Dates: Sep 2011
Cost: £1300

Upon completion of this 2½ years course you will be eligible for registration with the SSSC at practitioner level. Students who have completed this award have gone on to study at a higher level. This is a demanding course and you will study topics related to curriculum and assessment, child health and behaviour, children's rights and complete a piece of research in the workplace. You will also be expected to carry out tasks within the workplace.

HND CHILDHOOD PRACTICE

Campus: Midlothian
Time: 6pm - 9pm
Cost: £1285

This course allows you to complete the required 240 credits and level 7 and level 8 to enable you to proceed on to the level 9 of the BA Childhood Practice programmes or the PDA: Childhood Practice (level 9). The award comprises academic units relating to advanced childhood practice and SVQ units at level 4.

Professional Development Awards

PDA CHILDHOOD PRACTICE

Campus: Midlothian
Day: Wednesday
Time: 6pm - 8:30pm
Dates: September 2011
Cost: £900

This course is suitable for anyone working in early education and childcare who is already registered with the SSSC at practitioner level and who wishes to begin to progress into leadership and management.

This is an 8 credit award comprising of units related to the development of leadership and management skills in early education and childcare. Upon completion of this course you can proceed onto level 8 of the BA: Childhood Practice or onto the HND programme.

PDA HEALTH & SOCIAL CARE ADMINISTRATION OF MEDICINE

Campus: Midlothian
Cost: £350

This is a 2 credit award at SCQF 7 (HNC) which integrates the theory and develops of the practical skills required to assist or to administer medication to individuals within a social care or health care environment.

You should be working within care setting and be required to administer medication as part of your role and responsibility. You may

have already completed an HNC in Health or Social Care or an SVQ 3 in Health and Social Care.

NPA PLAYWORK & CHILDCARE

Campus: Midlothian
Day: Tuesday
Time: 6-9pm
Cost: £850

On completion of this course you will be able to register with the SSSC at support worker level. You will study child development and health, play and children's rights. You will also be assessed in your workplace.

To get a place on this course you must be employed or be volunteering in childcare or playwork.



A1 ASSESSORS AWARD

This course is aimed at those responsible for assessing others in the workplace. You will need to be competent in the area in which you will be assessing others.

V1 VERIFIERS AWARD

This is a course for those involved in the verification of awards and supporting assessors in the workplace. The award is required by lead and awarding bodies for the verification of awards in the workplace.

General Education

TUTORING NUMERACY IN ADULT LITERACIES

Campus: Edinburgh
Time: 2 hours per week

The course is suitable for people who want to gain a formal qualification in teaching Numeracy in an Adult Education context. You should already be teaching Adult Literacy with a significant Numeracy content. In some circumstances the course may be suitable for volunteers working with an Adult Literacy group. However, as part of the assessment of the course is based on observation of group teaching, volunteers will have to be able to demonstrate group teaching of Numeracy, as opposed to one-to-one teaching.

There are no formal entry requirements apart from the above, though a previous qualification in PDA:ITALL (Introduction to Tutoring in Adult Literacies Learning) may be an advantage.

Assessment will be through a mixture of written work, presentation, and observation. On successful completion of the course you will receive the appropriate SQA qualification.

Electrical/ Gas Safety

PORTABLE APPLIANCE TESTING (PAT)

Campus: Midlothian
Dates: Available from
3 Mar - 30 June 2012
Cost: £90

This 3 hour course is designed to train you in the use of a PAT tester to enable you to carry out the necessary tests on all electrical equipment.

The course covers:

- Guidance regarding conduct during practical exercises
- The legal requirements for test
- Testing procedures
- Management procedures

C&J SKILLS TEST

Campus: Midlothian
Dates: Available from
March - June 2012
Cost: £100

This is a three hour training course aimed at 4th year apprentice joiners that are about to sit or re-sit the Skills Test for the Carpentry & Joinery SVQ level 3. Applicants should have gained their PDA award by attending college the 1st and 2nd year of the apprenticeship.

The course will concentrate mainly on the roof part of the skills test and show candidates how to mark and measure the

roof angles. There is also some time spent on the type of skirting finishes that will be required in the test.

CSCS (CONSTRUCTION SKILLS CERTIFICATE SCHEME) TRAINING AND ASSESSMENT

Campus: Midlothian
Dates: Available from
Jan - Jun 2012
Cost: £100

CSCS was set up to help the construction industry to improve quality and reduce accidents.

CSCS cards are increasingly demanded as proof of occupational competence by contractors, public and private clients and others. They cover hundreds of occupations so whatever you do in construction there will be a card that is suitable for you. Three hours of tutor support are included in each course.

Study areas include:

- Accident prevention and reporting
- Personal protective equipment (PPE)
- Emergency procedures and first aid
- Safe use of hazardous substances
- Safety signs and signals.

CCN1 CORE DOMESTIC GAS

Campus: Midlothian
Cost: Training: £350
Assessment: £385

Our standards of training are excellent - your trainer is highly experienced, having worked as a top diagnostic engineer for a large multinational utility company.



CCN1 Training: 4 eves or 2 days
CCN1 Assessment: 2 days
Specialist Subject Training: a maximum of 2 evenings or 1 day
Specialist Subject Assessment: a maximum of 2 days.

Specialist Subjects

We offer training courses and the matching ACS assessment in:

- Core Domestic Gas Safety (CCN1) and the specialist subjects
- Central Heating Boilers (CEN1)
- Gas Cooking Appliances (CKR1)
- Gas Fires and Water Heaters(HTR1)
- Water Heating Appliances (WAT1).
- Meters (MET1)
- Combustion Performance Analysers (CPA1)

Please note that you must hold a CCN1 certificate to be eligible for specialist subject assessment.

CPA1 is compulsory and if you are sitting CKR1 ONLY then you are not required to have the CPA1.

Food Safety

SAFE FOOD, BETTER BUSINESS

Campus: Edinburgh

Training and refresher training is essential for your business. Here at Jewel & Esk we provide the essential skills and training you need to comply with Food Safety Regulations.



Computing, Accounting, Administration & IT

HNC ACCOUNTING

Campus: Edinburgh
Days: Tuesday
Times: 4.45-9pm
Cost: £673 (Year 1)
£576 (Year 2)

This practical and relevant course will allow you to develop skills in financial, management and cost accounting, giving you a sound basis for a finance career in a variety of businesses.

On completing the course you will be able to understand the role of finance in a business organisation and be equipped to prepare accounting reports for managers.

The HNC Accounting is a highly valued qualification which will improve your job and career prospects. You will be able to progress with your studies to HND or degree level or take up employment in the financial services sector.

HNC ADMINISTRATION & IT

Campus: Edinburgh
Days: Tuesdays & Wednesdays
Times: 6.30-9pm
Cost: £673 (Year 1)
£576 (Year 2)

This course is ideal for anyone already working in or looking for a qualification to allow them access to a career in

administration. The course has a strong practical focus, allowing you to become familiar with the range of IT packages used in today's office environment. You will also be encouraged to develop your interpersonal and project management skills. The course sets out to give you the practical, interpersonal and project management skills needed for a career in business.

Successful students can choose to progress to HND or degree level studies at university. There are many career opportunities and promotion prospects within administration, such as an office manager or administrator within the private or public sector.

ECDL

Campus: Edinburgh
Days: Thursday
Dates: Sept 2011 onwards
Times: 6-9pm
Cost: £55 per module*
plus £25 log book

Campus: Midlothian
Days: Wednesday
Dates: Sept 2011 onwards
Cost: £55 per module*
plus £25 log book

Designed for people who want to develop and learn more about computer packages - IT Security for Users, Using the Computer and Managing Files, Word Processing, Spreadsheets, Databases & Filing Systems, Presentation and Web Browsing & Communication (*seven modules).

This qualification is designed to help you at home or at work. It is a relevant, up-to-date qualification recognised by employers and will enable you to demonstrate competence in computer skills.



ADVANCED ECDL

Campus: Edinburgh
Days: Thursday
Dates: Sept 2011 onwards
Times: 6-9pm
Cost: £115 per module*

Campus: Midlothian
Days: Wednesday
Dates: Sept 2011 onwards
Cost: £115 per module*

Progress to this award after successfully completing your ECDL to ensure your computing skills are ahead of the rest! Ideal if you want to enhance your IT skills or improve your employment prospects in IT related jobs.

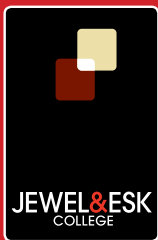
The Advanced ECDL covers *four modules: word processing, spreadsheets, databases and powerpoint presentations. It is a widely recognised certificate within the business community.

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Edinburgh
EH15 2PP

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'Jewel & Esk College acknowledges the dignity and diversity of all individuals and will seek to promote equality of opportunity for all.

The college will actively promote equality, diversity and inclusion by removing barriers to education, training and employment opportunities and by widening access through development of a flexible and inclusive culture.'

DATA PROTECTION ACT 1998 STATEMENT - Jewel & Esk College is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the business of the college. We will ensure that the eight principles on which the Act is based are made known to and observed by all our staff.

PLEASE NOTE: Although every attempt is made to supply accurate information, this leaflet is subject to change without prior notice. Courses or classes may be cancelled due to unforeseen circumstances or insufficient numbers attending the first or subsequent classes. For the latest information please contact the college directly on 0131 344 7000.