West Lothian Council Economic Development Fund

Course Brochure

2022-2023

About

West Lothian Council, Economic Development

In partnership with West Lothian Council Economic Development, SME's can access up to a maximum of £5,000 towards training delivered by West Lothian College.

The accredited training meets the needs of a growing businesses, supporting upskilling employees to meet employer demands.

Employers that meet the criteria submit an application form to the college to be approved by Economic Development. The college will then work with each business to ensure the training delivered meeting their needs.

Testimonials

west lothian college

"The courses that we were offered allowed us to identify key modules that would help develop our staff personally and for the business needs. The staff we dealt with helped and supported me along the way making the process very easy. I was able to provide different level courses to different levels of staff within our business that was suited to their needs and not just one size fits all. This ensured the staff were comfortable. And relaxed doing the courses that were better suited to their levels and needs. I would thoroughly recommend speaking to West Lothian College if you have training needs within your business".
McNicoll Vehicle Hire – David Love

"The training our business has received through West Lothian College has been very well organised and professionally delivered over digital platforms in the midst of a pandemic."
Brewster Brothers – Scott Brewster

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Contents

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ILM

Course Title	Cost	Delivery Method	Duration	Certificate
ILM 3 ONLINE Award in First Line Leadership and Management (TBC for 2024)	£700	Microsoft Teams	14 weeks 3 hrs per week 6pm-9pm	ILM
ILM 5 ONLINE Certificate in Leadership and Management (January 2024)				

ILM

Course Title	Cost	Delivery Method	Duration	Certificate
[ILM 5 Certificate in Leadership and Management](#) Starting August 2023 Blended learning, online & in classroom	£1700	Microsoft Teams & In College	1 Academic Year (35 weeks) 1 evening a week for 3 hours	ILM

Scottish Vocational Qualification (SVQ)

west lothian college

SVQs and DAs are __competency based__ qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Management at SCQF level 7	£3000	Online & In-person	1 year	SQA
Business & Administration SCQF level 8				
Business Improvement Techniques at SCQF level 5	£1500		9 months	EAL
Business Improvement Techniques at SCQF level 6	£2200		1 year	

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Scottish Vocational Qualification (SVQ)

west lothian college

SVQs and DAs are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Warehousing, Storage & Distribution SCQF level 5	£2200	Online & In-person	9 months	SQA
Warehousing, Storage & Distribution SCQF level 6				
Diploma in Digital Marketing SCQF level 6	£3000		1 year	
Procurement SCQF level 6				

Scottish Vocational Qualification (SVQ)

west lothian college

SVQs and DAs are competency based qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Team Leading SCQF level 6	£1800pp	Online & In-person	26 weeks	SQA

Diplomas

SVQs, Das, and Diplomas are _competency based_ qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Diploma in Digital Application SCQF level 6	£2700pp	Online & In-person	1 year, commencing August 2023	SQA
Diploma in Data Analytics SCQF Level 8				
Diploma in Information Security SCQF level 6				

Development Award (DA) - Management

west lothian college

SVQs and DAs are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Organisational Change Implement Change Plan Change	£700	Online & In-person	12 weeks	SQA
Organisations Leadership and Development Provide Leadership in your area of responsibility Develop Operational Plans				
Managing Projects and Business Processes Manage Projects Manage Business Projects				

Development Award (DA) - Management

west lothian college

SVQs and DAs are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Managing Self and Work of Others Develop your knowledge, skills, and competence Manage people's performance at work	£700	Online & In-person	12 weeks	SQA
Support, Develop & Coach Individuals Coach Individuals Support individuals' learning and development				
Build and Support Virtual/Remote Teams				

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Development Award (DA) – Business Admin

west lothian college

SVQs and DAs are underlined competency based underlined qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Develop and Deliver Presentations Develop a Presentation Deliver a Presentation				
Research, Collate, & Organise Data Research Information Collate & Organise Data	£700	Online & In-person	12 weeks	SQA
Analyse & Report Data using Spreadsheets Analyse & Report Data SVQ for IT users (ITQ) – level 3 (SCQF level 6) Spreadsheet Software 3				

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Development Award (DA) – Business Admin

west lothian college

SVQs and DAs are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Administer HR Records & Recruitment Administer the recruitment and selection process Administer HR Records	£700	Online & In-person	12 weeks	SQA
Using Collaborative Technology for Improving Productivity SVQ for IT users (ITQ) – level 2 (SCQF level 5) : Improving Productivity Using IT 2 Using Collaborative Technologies 2				

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Development Award (DA) – Customer Service

west lothian college

SVQs and DAs are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Develop, Analyse, & Report Customer Service using Social Media Develop a Customer Service Network through Social Media Platforms Analyse and report on the content of customer service feedback posted on social media platforms **Apply Technology to Promote and Improve Customer Service** Promote Continuous Improvement Apply technology to other resources to improve customer service	£700	Online & In-person	12 weeks	SQA

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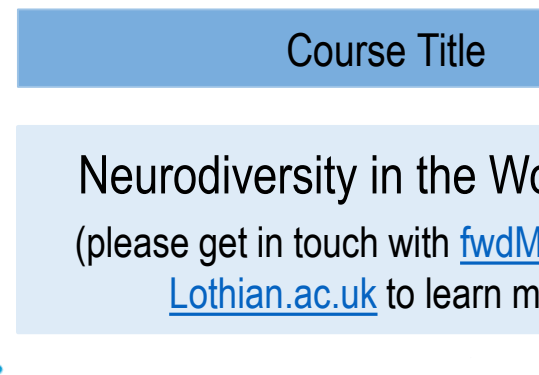# Development Award (DA) – Customer Service

west lothian college

SVQs and DAs are competency based qualifications. The delegate undertaking the course must be in the job role specific to the course.

Course Title	Cost	Delivery Method	Duration	Certificate
Support Customers using Online Services and Social Media Deal with customers using a social media platform Support customers using online Customer Services **Plan and Maintain Customer Service using Electronic Platforms** Deal with customers in writing or electronically Organise the delivery of reliable customer service	£700	Online & In-person	12 weeks	SQA

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Mental Health

west lothian college

Course Title	Cost	Delivery Method	Duration	Certificate
Neurodiversity in the Workplace (please get in touch with fwdMail@west-Lothian.ac.uk to learn more)	£200	Virtual	1 day	West Lothian College
Menopause Awareness for Managers	£150		3 hours	
Mental Health Awareness	£200	Online or In person	5 hours	Highfield

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Environmental

Course Title	Cost	Delivery Method	Duration	Certificate
Waste in a Circular Economy Award SCQF level 5	£245	Online Self-Study	30 hours	REHIS
Transitioning at Pace to Net Zero	£320		8 hours	West Lothian College
Sustainability Cluster Sustainability – 4 hours Sustainability and Environmental Issues – 2 hours Climate Change – 20 minutes	£150		6 hours 20 minutes	

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Environmental

Course Title	Cost	Delivery Method	Duration	Certificate
REHIS and WasteSwitch Accredited Business Waste Disposal Award (Recycling Compliance Card)	£175	Online Self-Study	7 hours	REHIS
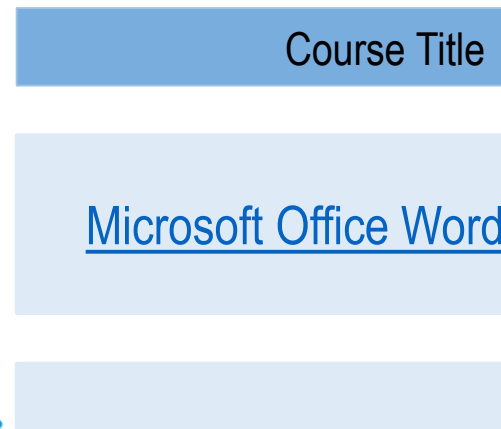
IT Skills

Course Title	Cost	Delivery Method	Duration	Certificate
Microsoft Office Excel Beginner	£1250 day rate for 1 to 12 delegates	Virtual	1 day	West Lothian College
Microsoft Office Excel Intermediate				
Microsoft Office Excel Advanced				

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IT Skills

Course Title	Cost	Delivery Method	Duration	Certificate
Microsoft Office Word Beginner	£1250 day rate for 1 to 12 delegates	Virtual	1 day	West Lothian College
Microsoft Office Word Intermediate				
Microsoft Office Word Advanced				

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IT Skills

Course Title	Cost	Delivery Method	Duration	Certificate
[Microsoft Office PowerPoint Beginner](#)				
[Microsoft Office PowerPoint Intermediate](#)	£1250 day rate for 1 to 12 delegates	Virtual	1 day	West Lothian College
[Microsoft Office PowerPoint Advanced](#)				

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Testimonials

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We have received several training courses from WLC over the last couple of years and our staff have enjoyed the short courses. I have had positive feedback from all attendees saying they have found the courses valuable, not just in work but their everyday life. RE: Mental Health Awareness.
The Excel course has also been extremely useful for staff from multiple departments and we hope to do the follow up courses in the coming years. We intend to have many more years of accessing learning from WLC helping to improve all our staff's experience in their various roles.
Alter Technology – Dawn Docherty

"This has benefitted our staff with the training courses being flexible and fully funded"
Childcare Blackburn Family Centre

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