



West Lothian
Council

west lothian
college



West Lothian Council Economic Development Fund

Course Brochure

2023

INVEST IN
WEST LoTHIAN



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About



West Lothian Council, Economic Development Fund

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

The funding can be used to up skill and re skill your current workforce to meet the needs of the business


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ILM



Course Title	Cost	Delivery Method	Duration	Certificate
<u>ILM 3 ONLINE Award in First Line Leadership and Management</u> (August 2023)	£700	Microsoft Teams	14 weeks 3 hrs per week 6pm-9pm	ILM
<u>ILM 5 ONLINE Certificate in Leadership and Management</u> (January 2024)				


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ILM

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

CIPD



Course Title	Cost	Delivery Method	Duration	Certificate
<u>CIPD foundation certificate</u> <u>People Practice</u> Starting August 2023	£2500	In college with some classes over Microsoft Teams	1 Academic Year (35 weeks) 1 evening a week for 3 hours	CIPD

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Scottish Vocational Qualification (SVQ)

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
<u>Management at SCQF level 7</u>	£3000	Online & In-person	1 year	SQA
<u>Business & Administration SCQF level 8</u>				
<u>Business Improvement Techniques at SCQF level 5</u>	£1500		9 months	EAL
<u>Business Improvement Techniques at SCQF level 6</u>	£2200		1 year	

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Scottish Vocational Qualification (SVQ)

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
<u>Warehousing, Storage & Distribution SCQF level 5</u>	£2200	Online & In-person	9 months	SQA
<u>Warehousing, Storage & Distribution SCQF level 6</u>				
<u>Diploma in Digital Marketing SCQF level 6</u>	£3000		1 year	
<u>Procurement SCQF level 6</u>				

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Scottish Vocational Qualification (SVQ)

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
<u>Team Leading SCQF level 6</u>	£1800pp	Online & In-person	26 weeks	SQA

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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
<u>Diploma in Digital Application SCQF level 6</u>				
<u>Diploma in Data Analytics SCQF Level 8</u>	£2700pp	Online & In-person	1 year, commencing August 2023	SQA
<u>Diploma in Information Security SCQF level 6</u>				



Development Award (DA) - Management

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
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				

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Development Award (DA) - Management

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
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

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
Develop and Deliver Presentations Develop a Presentation Deliver a Presentation	£700	Online & In-person	12 weeks	SQA
Research, Collate, & Organise Data Research Information Collate & Organise Data				
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

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
<p>Administer HR Records & Recruitment</p> <p>Administer the recruitment and selection process</p> <p>Administer HR Records</p>	£700	Online & In-person	12 weeks	SQA
<p>Using Collaborative Technology for Improving Productivity</p> <p>SVQ for IT users (ITQ) – level 2 (SCQF level 5):</p> <p>Improving Productivity Using IT 2</p> <p>Using Collaborative Technologies 2</p>				

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Development Award (DA) – Customer Service

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
<p>Develop, Analyse, & Report Customer Service using Social Media</p> <p>Develop a Customer Service Network through Social Media Platforms</p> <p>Analyse and report on the content of customer service feedback posted on social media platforms</p>	£700	Online & In-person	12 weeks	SQA
<p>Apply Technology to Promote and Improve Customer Service</p> <p>Promote Continuous Improvement</p> <p>Apply technology to other resources to improve customer service</p>				

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Development Award (DA) – Customer Service

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	£700	Online & In-person	12 weeks	SQA
Plan and Maintain Customer Service using Electronic Platforms Deal with customers in writing or electronically Organise the delivery of reliable customer service				

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Mental Health

Course Title	Cost	Delivery Method	Duration	Certificate
<u>Neurodiversity in the Workplace</u>	£200	Virtual	1 day	West Lothian College
<u>Menopause Awareness for Managers</u>	£150		3 hours	
<u>Mental Health Awareness</u>	£200	Online or In person	5 hours	Highfield

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Environmental

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

Environmental

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

IT Skills

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

IT Skills

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

IT Skills

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