



West Lothian  
Council



# West Lothian Economic Development Fund

Course Brochure

2025-2026



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# About

## *West Lothian Council, Economic Development*

In partnership with West Lothian Council Economic Development, organisations 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 business, supporting upskilling employees to meet employer demands.

Employers that meet the criteria will complete an application form to the college which is then approved by Economic Development. The college will then work with each business to ensure the training delivered meets their business needs.

“The West Lothian Economic Development Fund has played a crucial role in the professional development of our team. Through their funding of SVQ Spirits Operations & ILM – Institute of Leadership & Management qualifications, our team members have been able to enhance their skills in first-line leadership and team building. This investment has not only enriched their personal qualifications and supported their personal development plans but has also empowered them to secure seconded roles in other areas of our business and achieve promotions.”

*The Glenmorangie Company – Kerryanne Joyce*

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# ILM

## Course Title

ILM 3 ONLINE Award in First  
Line Leadership and  
Management  
(January 2026)

ILM 5 ONLINE Certificate in  
Leadership and Management  
(January 2026)

## Delivery Method

Both ILM 3 and ILM 5 are ran  
over a 14 week period.  
The 1<sup>st</sup> night will be in-person  
in the College, every session  
afterwards is held online via  
Microsoft Teams.

## Certificate

ILM

# Scottish Vocational Qualification (SVQ)

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

Course Title	Delivery Method	Awarding Body
<a href="#"><u>Management at SCQF level 7</u></a>	SVQs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
<a href="#"><u>Management SCQF 9</u></a>		
<a href="#"><u>Warehousing, Storage &amp; Distribution SCQF level 5</u></a>		
<a href="#"><u>Warehousing, Storage &amp; Distribution SCQF level 6</u></a>		

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# Scottish Vocational Qualification (SVQ)

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

Course Title	Delivery Method	Awarding Body
<a href="#"><u>Team Leading SCQF level 6</u></a>	SVQs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
<a href="#"><u>Business &amp; Administration SCQF level 8</u></a>		
<a href="#"><u>Procurement SCQF level 6</u></a>		

# Workplace Competency Award (WCA) - Management

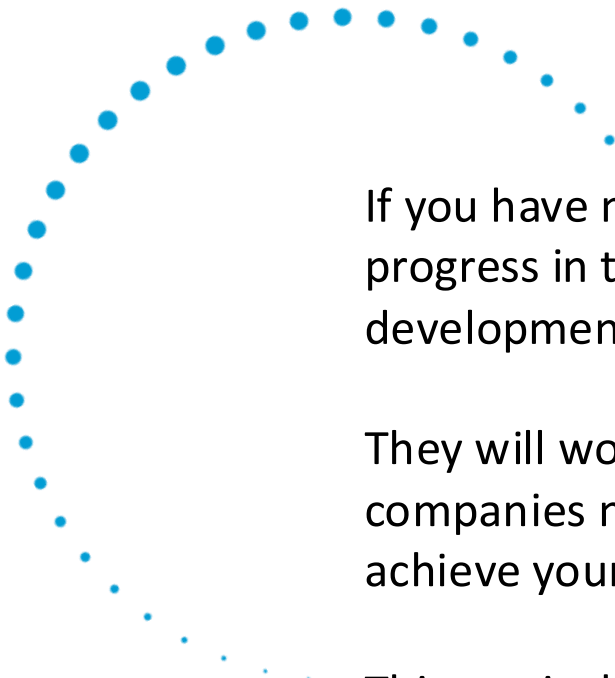
*SVQs and WCAs are competency based qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
<u>Organisations Leadership and Development</u> Provide Leadership in your area of responsibility Develop Operational Plans	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
<u>Managing Projects and Business Processes</u> Manage Projects Manage Business Projects		
<u>Managing Self and Work of Others</u> Develop your knowledge, skills, and competence Manage people's performance at work		

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# Bespoke Training

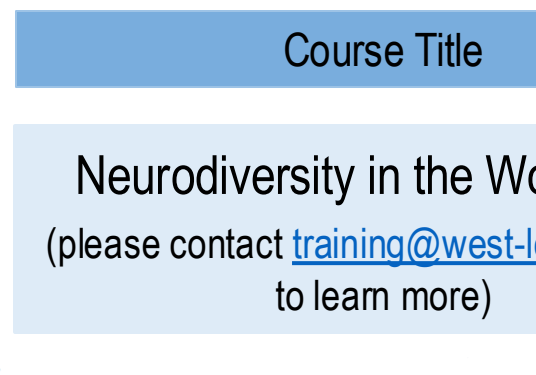
A decorative arc of blue dots of varying sizes, starting from the left and curving upwards and then downwards towards the center.

If you have more specific training requirements to help your employees progress in their careers and make a positive impact on business development, please contact our sales officer.

They will work with you to tailor bespoke courses designed to meet your companies needs to close the knowledge gaps within the organisation and achieve your progression goals.

This can include courses not currently advertised on our brochure, for example we can include competency awards for the Engineering sector, or a bespoke course designed from units across different WCAs. We will work with you to create the training package necessary to meet your requirements.

# Wellbeing & Awareness



Course Title	Delivery Method	Duration	Certificate
Neurodiversity in the Workplace (please contact <a href="mailto:training@west-lothian.ac.uk">training@west-lothian.ac.uk</a> to learn more)	Virtual	3 hours	West Lothian College
<a href="#">Menopause Awareness for Managers</a>			
<a href="#">Mental Health Awareness</a>			

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# Environmental

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

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# Environmental



Course Title

REHIS and WasteSwitch Accredited  
Business Waste Disposal Award  
(Recycling Compliance Card)

Delivery Method

Online Self-Study

Duration

7 hours

Certificate

REHIS

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# Greenskills

Depending on prior qualifications you may need to undergo multiple BPEC courses before obtaining the BPEC Heat Pump qualification.

Course Title	Delivery Method	Duration	Certificate
<a href="#">BPEC Domestic Hot Water Storage Systems (Unvented) SCQF 6</a>	In-person	1 day	BPEC
<a href="#">BPEC Awareness of Environmental Technologies SCQF 7</a>		3 days	
<a href="#">BPEC Domestic Air Source Heat Pump and Domestic Ground Source Heat Pump SCQF 7</a>		4 days	
<a href="#">BPEC Water Regulations &amp; Byelaws Manual (WRWB) SCQF 6</a>		1 day	
<a href="#">BPEC Solar Thermal Hot Water Systems SQF 7</a>		3 days	

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# Electric Vehicle

Course Title

Delivery Method

Duration

Certificate

Design and installation of  
domestic and small commercial  
electric vehicle charging  
installations

Level 2 and 3 Combined Award  
Electrical Vehicle Repair and  
Replacement

In College

3 days

City & Guilds

3 weeks  
Tuesday &  
Thursday  
evenings

Institute of  
the Motor  
Industry  
(IMI)

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# Automotive



Course Title

IMI Level 3 Award in  
Automotive Refrigerant  
Handling

Delivery Method

In College

Duration

2 days

Certificate

Institute of  
the Motor  
Industry  
(IMI)

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# IT Skills

Course Title	Delivery Method	Duration	Certificate
<a href="#"><u>Microsoft Office Excel Beginner</u></a>	Virtual	1 day	West Lothian College
<a href="#"><u>Microsoft Office Excel Intermediate</u></a>			
<a href="#"><u>Microsoft Office Excel Advanced</u></a>			

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# IT Skills

## Course Title

[Microsoft Office Word Beginner](#)

[Microsoft Office Word Intermediate](#)

[Microsoft Office Word Advanced](#)

## Delivery Method

Virtual

## Duration

1 day

## Certificate

West Lothian  
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# IT Skills



## Course Title

[Microsoft Office PowerPoint  
Beginner](#)

[Microsoft Office PowerPoint  
Intermediate](#)

[Microsoft Office PowerPoint  
Advanced](#)

## Delivery Method

Virtual

## Duration

1 day

## Certificate

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# IT Skills



## Course Title

Microsoft Office Project

Microsoft Office Visio

## Delivery Method

Virtual

## Duration

1 day

½ day


## Certificate

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# Testimonials



“The support we’ve received through the Fund has had a hugely positive impact on AEL (a subsidiary of Almond Housing Association). It has enabled our operatives, supervisors, and managers to access valuable training that has enhanced their skills, boosted their confidence, and supported them to grow into their roles with greater purpose and capability.

This investment in people has helped strengthen our business and will continue to have a lasting impact as we move forward. We’re very grateful to have had the opportunity to benefit from such a progressive and empowering programme.”

*Almond Enterprises Ltd – Vicky Wilson*