

# Course Price List

# IT

| Course title  | Description   | Timing            | Total (£)                                  |
|---|---|-------------------|--|
| <b>ECDL</b>   |   |                   |  |
| <b>ECDL Extra</b>   | Suitable for all ages and best suited to those who already have a basic understanding of computers and IT. This course is classroom based with the support of an IT tutor.                            | 7 days            | £500                                       |
| <b>ECDL Advanced</b>  | Suitable for all ages and aims to build on your existing knowledge of IT, ideal for those who can already use a computer competently. This course is classroom based with the support of an IT tutor. | 13 days           | Total cost = £850                          |
| <b>ECDL Advanced individual modules (Word, Excel, Access, PowerPoint)</b> | Allowing you to choose your own modules and tailor your learning to your exact needs. This course is classroom based with the support of an IT tutor.   | Access 4 days     | Access £250 per module                     |
|   |   | Word 3 days       | Word, Excel and PowerPoint £200 per module |
|   |   | Excel 3 days      |  |
|   |   | PowerPoint 3 days |  |
| <b>Office</b>   |   |                   |  |
| <b>Office 2010 Time-saver workshops (Word, Excel, Access, PowerPoint)</b> | Choose your module(s) and learn through one of our popular one-stop Microsoft Office time-saver workshops:  | ½ day – 1 day     | £50 – £100                                 |
|   | Microsoft Word: Letters, minutes and memos  | ½ day             | £50  |
|   | Microsoft Word: Working with reports and policies   | ½ day             | £50  |
|   | Microsoft Word: Using tables and electronic forms   | ½ day             | £50  |
|   | Microsoft Excel: All you need to know about creating charts   | ½ day             | £50  |
|   | Microsoft Excel: Getting to grips with Formulae and Functions   | ½ day             | £50  |
|   | Microsoft Excel: Techniques to analyse data (Advanced)  | 1 day             | £100                                       |
|   | Moving to Outlook 2010  | ½ day             | £50  |
|   | Courses are classroom based with the support of an IT tutor.  |                   |  |

| Course title   | Description  | Timing                                  | Total (£) |
|--|--|---|-----------|
| <b>Office 2010 Standard (Word, Excel, Access, PowerPoint, Publisher)</b> | choose your module(s) and learn through a full-day workshop that gives you the knowledge to improve productivity and work more efficiently:  |   |           |
|  | Microsoft Word   | 1 day                                   | £100      |
|  | Microsoft Excel  | 1 day                                   | £100      |
|  | Microsoft Access   | 1 day                                   | £100      |
|  | Microsoft PowerPoint (Intro to)  | 1 day                                   | £100      |
|  | Microsoft Publisher (Intro to)   | 1 day                                   | £100      |
|  | Courses are classroom based with the support of an IT tutor.   |   |           |
| <b>Basic IT skills programme</b>   | Develop your job search skills and through various IT applications carry out tasks to aid in your knowledge and development when looking for work  | 6 weeks<br>2 x 6hr sessions<br>per week | £690      |
| <b>Promethean Active</b>   | Learn how to use the Promethean system efficiently and effectively to aid your everyday role   | ½ day                                   | £50       |
| <b>Basic Web Design</b>  | Gain a better understanding of basic web design and how the graphics, applications and animations support this   | 1 day                                   | £100      |
| <b>Report Writing</b>  | Suitable for individuals involved in creating formal documents like reports, appraisals, technical documents and assignments. The course will include the planning and preparation, supporting ICT skills and knowledge and understanding around the safety and security of these documents. | 1 day or                                | £100      |
|  | The 1 day course is for those who are experienced with using Word or working at Level 3 and above.<br><br>The 2 day course spends more time on each element to preparation.  | 2 days                                  | £200      |
| <b>Stats and Data</b>  | Learn how to present statistical data using graphs, charts and tables – a basic look at the statistical math and combining this data with Excel and presentation software.   | 1 day                                   | £100      |
| <b>An Introduction to Python 3.5 Programming</b>                         | This short course has been designed to give you a brief overview of Python and how it works and enable you to create some simple programmes and get you started.   | 2 hours                                 | £30       |

## Essential Skills

| Course title   | Description   | Timing  | Availability         | Total (£) |
|--|---|---|----------------------|-----------|
| <b>Communication</b>   | Suitable for all learners who want to improve their communication skills, this qualification should increase your confidence and motivation in the four key communication areas: speaking, listening, reading and writing.  | Up to 10 weeks<br>1 x 2.5hr session<br>per week including<br>controlled assessment<br>and confirmatory test | Available on request | £250      |
| <b>Application of Number</b>                                 | Enhance your understanding of mathematics through a Level 3 City and Guilds qualification. The course will cover the functional practice of numeracy in the workplace, as well as discuss the use of statistical data and research to complete work-projects.   | Up to 10 weeks<br>1 x 2.5hr session<br>per week including<br>controlled assessment<br>and confirmatory test | Available on request | £250      |
| <b>Digital Literacy</b>                                      | Suitable for all learners who want to improve their digital literacy skills and enhance their understanding of the digital world. This qualification should increase your confidence and motivation to use a range of digital tools, technologies and techniques.   | Up to 10 weeks<br>1 x 2.5hr session<br>per week including<br>controlled assessment<br>and confirmatory test | Available on request | £250      |
| <b>Essential Skills Practitioners (Literacy or Numeracy)</b> | This qualification is designed to develop a workforce equipped to improve the essential skills of adults. This qualification enables the candidate to develop the skills required to deliver Literacy or Numeracy within a range of learning environments. It covers the assessment of learners' skills, how to plan a programme of learning and explores strategies for addressing the needs of the learner. | 2hrs per week for 15 weeks  | Available on request | £375      |

# Childcare

| Course title   | Description   | Timing                   | Availability         | Total (£) |
|--|---|--------------------------|----------------------|-----------|
| <b>Support Work in Schools L2</b>                    | This qualification is an introduction to the information and knowledge needed to work in primary, secondary or special schools. It covers the many varied roles that full and part time support staff may fulfil including: administrative roles, site support roles, technical roles and volunteers, as well as those roles that work directly with children and young people in the school environment. | 6 half days L2           | Available on request | £250      |
| <b>Level 2 Award in Safeguarding Awareness (QCF)</b> | This course has been designed to convey a number of key values and principles in the safeguarding of individuals and to provide staff with the basic foundation knowledge about responding to abuse and neglect.  | 1 day<br>(9.30am to 4pm) | Available on request | £90       |

# Leadership & Management

| Course title  | Description   | Timing | Availability         | Total (£) |
|---|---|--------|----------------------|-----------|
| <b>ILM Level 2 Award in Effective Team Member Skills</b>      | This qualification is aimed at individuals in a team environment. It will provide a solid understanding of teamwork and what makes a good team; learning how to use effective communication to improve performance and motivation.  | 2 days | Available on request | £240      |
| <b>ILM Effective Leadership Coaching and Mentoring Skills</b> | This qualification is aimed at middle managers and individuals who have leadership and management responsibilities. Its aim is to provide a solid understanding of the importance of good leadership skills, the benefits of clear communication to achieve goals and how to manage people through coaching and mentoring to improve performance. | 2 days | Available on request | £215      |
| <b>Team Leading L2</b>  | Suitable for team leaders with a degree of authority for managing resources, looking to motivate their team members as well as achieve agreed outputs.  | 8 days | Available on request | £620      |
| <b>Management L3</b>  | Suitable for first line managers with responsibility for managing budgets, allocating work to colleagues and achieving specific results with some degree of decision-making.  | 6 days | Available on request | £500      |
| <b>Management L4</b>  | The ILM Level 4 Diploma in Management is ideal for managers moving into a middle management position, who still retain responsibility for operational processes but are more removed from day to day line management duties.  | 7 days | Available on request | £620      |

## Services

| Course title   | Description   | Timing | Availability         | Total (£) |
|--|---|--------|----------------------|-----------|
| <b>Warehousing &amp; Storage Principles L2</b>   | Suitable for employees working in roles such as a warehouse operative or removals person and is about the safe and efficient receipt, movement, storage, handling and dispatch of goods in a warehouse environment. | 4 days | Available on request | £350      |
| <b>Retail Knowledge L1 Award</b>   | This qualification is knowledge-based, and covers the principles of retail. This qualification is aimed at learners who are new to Retail and have limited or no prior knowledge of working in the industry.        | 4 days | Available on request | £350      |
| <b>BTEC L2 Award in Understanding Stewarding at Spectator Events (also includes the Emergency First Aid at Work qualification)</b> | Gain an insight into the roles and responsibilities of a steward at spectator events this includes their responsibilities, preparations, and general safety.  | 4 days | Available on request | £350      |

## Education

| Course title                                   | Description  | Timing   | Availability         | Total (£) |
|--|--|--|----------------------|-----------|
| <b>BTEC L3 Award in Education and Training</b> | This qualification is designed for individuals that are involved in identifying learning needs, planning for learning, engaging people who have differing characteristics, and assessing learning. It provides an introduction to basic practical teaching skills, principles and theory as well as study. Ideal for individuals with little training experience, as well as those who are keen to enhance their skills and knowledge, in order to deliver training in an effective, interesting, engaging and confident manner. | 1 half day per week for 10 weeks<br>9.30am – 12.30pm | Available on request | £380      |

# Industry

| Course title   | Description  | Timing   | Availability         | Total (£)                                      |
|--|--|--|----------------------|--|
| <b>Pearson Level 1 Award in Health and Safety in a Construction Environment</b>  | <p>This qualification is aimed at learners who currently work, or want to work, in construction. Successful completion of this qualification <u>and</u> the CITB Health, Safety &amp; Environment (HS&amp;E) test will enable learners to apply for the Construction Skills Certificate Scheme (CSCS) Green Card* which allows access to construction sites in the UK as a non-skilled worker.</p> <p><i>*This price is only for completion of the Level 1 Award, please see below for additional costs for the HS&amp;E test and application for Green Card.</i></p>  | 3 days (no operatives test)  | Available on request | £230   |
| <b>Pearson Level 1 Award in Health and Safety in a Construction Environment &amp; refresher training session &amp; card test</b> | <p>This qualification is aimed at learners who currently work, or want to work, in construction. Successful completion of this qualification <u>and</u> the CITB Health, Safety &amp; Environment (HS&amp;E) test will enable learners to apply for the Construction Skills Certificate Scheme (CSCS) Green Card* which allows access to construction sites in the UK as a non-skilled worker.</p> <p><i>*This price is for the Level 1 Award and the HS&amp;E Test, please see below for additional cost for application of the Green Card.</i></p>   | 3 days followed by ½ day refresher training session & CITB HS&E Operatives card test | Available on request | £290<br>(& £30 for application for Green card) |
| <b>CITB Health, Safety &amp; Environment (HS&amp;E) refresher training session &amp; card test</b>                               | <p>The CITB Health, Safety &amp; Environment (HS&amp;E) test helps to raise standards across the industry and ensures workers have a minimum level of health, safety and environmental awareness before going on site. Successful completion of this qualification* <u>and</u> the BTEC Level 1 Award in Health and Safety in a Construction Environment (see above) will enable learners to apply for the Construction Skills Certificate Scheme (CSCS) Green Card.</p> <p>Operatives Test - including 12 behavioural case study questions and 50 multiple choice questions (45 minutes)</p> <p><i>*This price is for refresher training and the HS&amp;E Test, please see below for additional cost for application of the Green Card.</i></p> | 3 hour refresher course plus operatives test (45 minutes)                            | Available on request | £50<br>(& £30 for application for Green card)  |



## Industry

| Course title   | Description  | Timing                | Availability         | Total (£)                                     |
|--|--|-----------------------|----------------------|---|
| <b>CITB Health, Safety &amp; Environment (HS&amp;E) card test only</b> | Operatives Test - including 12 behavioural case study questions and 50 multiple choice questions (45 minutes).<br><i>*This price is for the HS&amp;E Test only, please see below for additional cost for application of the Green Card.</i>  | 45 minute test (p.m.) | Available on request | £28<br>(& £30 for application for Green card) |
| <b>Green Card application</b>  | Once the Level 1 Award in Health, Safety in a Construction Environment and the HS&E Test above are complete, we can then apply for your Construction Skills Certificate Scheme (CSCS) Green Card on your behalf.<br><i>*Learners will need Photo ID such as a valid Passport or Driving Licence with them on the day</i> | -                     | Available on request | £30<br>(application for Green Card only)      |

## Bespoke

| Course title                   | Description   | Timing                    | Availability         | Total (£)            |
|--------------------------------|---|---------------------------|----------------------|----------------------|
| <b>Bespoke software course</b> | Enquire with us for an initial consultation to discuss your software requirements. Our IT expert can develop a unique training session and package to suit your needs.          | Discussed at consultation | Available on request | Available on request |
| <b>Unique Database Systems</b> | Enquire with us for an initial consultation to discuss your business database requirements. Our IT expert can develop a bespoke system and package to suit your business needs. | Discussed at consultation | Available on request | Available on request |

| Course title     | Description   | Timing   | Availability         | Total (£) |
|------------------|---|----------|----------------------|-----------|
| <b>Room Hire</b> | <p><b>Conference Room</b><br/>Facilities for up to 15 people to include a networked PC with full office package linked to an interactive white board and overhead projector system with speakers.</p> <p><b>IT Suites</b><br/>Facilities for up to 12 people to include networked PCs with full office packages and a networked PC linked to an interactive white board, along with an overhead projector system with speakers.</p> | ½ day or | Available on request | £50       |
|                  |   | 1 day    | Available on request | £80       |
|                  |   | ½ day or | Available on request | £100      |
|                  |   | 1 day    | Available on request | £150      |

# Health

| Course title                       | Description  | Timing                    | Availability         | Total (£) |
|------------------------------------|--|---------------------------|----------------------|-----------|
| <b>Basic Paediatric First Aid</b>  | The Basic Paediatric First Aid course is aimed at anyone who is around/cares for children. This includes family members and child-care professionals with a duty of care. The course is a mixture of practical and theory. There is no formal assessment at the end of the course and a certificate of attendance is awarded to all students who complete the non-accredited course. | 1 day<br>9.30am – 4.30pm  | Available on request | £65       |
| <b>Paediatric First Aid</b>        | Suitable for individuals involved in the care or teaching of children. Gain knowledge and practical competences required to deal with the range of paediatric emergency first aid situations and paediatric illnesses and injuries.  | 2 days<br>9.30am – 4.30pm | Available on request | £120      |
| <b>Emergency First Aid at Work</b> | No previous experience necessary. You will be trained in the procedures, safety requirements and management skills for First Aid.  | 1 day<br>9.30am – 4.30pm  | Available on request | £70       |
| <b>First Aid at Work (3 day)</b>   | The First aid at work training course provides the comprehensive set of practical skills needed by first aiders in most workplaces to become a confident first aider at work. Giving both the ability and knowledge to deal with first aid emergencies. It meets the standards required to help comply with Health and Safety (First aid) regulations.                               | 3 days<br>9.30am – 4.30pm | Available on request | £180      |
| <b>Manual Handling L1</b>          | The Safe Moving and Handling Basics course is intended as an introduction to moving and handling activities for those starting work, returning to work or who need specific training in manual handling, as well as being a suitable course for refresher training.  | 1 day<br>9.30am – 4.30pm  | Available on request | £60       |
| <b>Heartstart</b>                  | Offers training for individuals to learn emergency life support (ELS) skills. ELS is the set of actions needed to help keep someone alive until professional help arrives.   | 1 day                     | Available on request | FREE      |

| Course title          | Description   | Timing | Availability         | Total (£) |
|-----------------------|---|--------|----------------------|-----------|
| <b>Food Safety L1</b> | This qualification will benefit anyone working in a situation where food is prepared, cooked and served. It is relevant to all catering operations – for example, pubs, hotels, restaurants, travel, contract catering, fast-food outlets, in hospitals, care and nursing homes, schools, prisons and armed forces. | ½ day  | Available on request | £40       |
| <b>Food Safety L2</b> | This qualification will benefit anyone working in a situation where food is prepared, cooked and served. It is relevant to all catering operations – for example, pubs, hotels, restaurants, travel, contract catering, fast-food outlets, in hospitals, care and nursing homes, schools, prisons and armed forces. | 1 day  | Available on request | £65       |

If you would like to check availability or book on to any of our courses, please contact us on 01978 367100 or email [itec@wrexham.gov.uk](mailto:itec@wrexham.gov.uk)



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