

Qualifications available

Institute of Leadership and Management

- Leadership & Management
- Team Leading

City & Guilds Vocationally Related Qualifications

- Learning and Development
- Retail Skills
- Advice & Guidance
- Children's Care, learning & development
- Health & Social Care
- Business & Administration
- Customer Service
- Playwork
- Working in the Health Sector
- Mechanical Engineering Services Plumbing Domestic
- Retail Financial Services
- Sales and Telesales
- Hospitality & Catering
- Supporting Teaching & Learning in Schools
- Mechanical Engineering Services
- Basic Plumbing Studies

Other City & Guilds qualifications

- Key Skills Qualifications
- Certificate in Adult Literacy
- Functional Skills
- Certificate in Adult Numeracy
- Introduction to Trainer Skills
- Award in Preparing to Teach in the Lifelong Learning Sector
- Certificate in Teaching in the Lifelong Learning Sector
- Diploma in Teaching in the Lifelong Learning Sector
- Award & Certificate in Employability & Personal Skills
- Training Assessment and Quality Assurance

We work locally, nationally and internationally. We have a 'pool' of associate trainers, tutors and assessors selected to work with our customers because they understand your business. In some cases we train and qualify employees to undertake the training and assessment 'in house' we call this our 'employer direct' model. Talk to us to find out more.



Where are we?

We are privileged to have an office just off the A27 in Denvilles House, a Grade II listed building set in an acre of grounds with attractive gardens, and free parking for 60 cars.

Why not drop in and see us for an informal chat between 11 and 3 Tuesday till Friday? We could share a beverage in the on-site restaurant.

Just give us a ring first and we will make sure that the most appropriate associate is available to meet you.



What next?

Contact us via any of the following for further information:



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An independent further education organisation

We design work-based training programmes around the needs of employers and individuals which lead to City & Guilds qualifications. 60% of our work is funded by the National Apprenticeship Service.



Did you know...

Britain's self-made vocational elite worth are £17.6 billion!

Research released to celebrate WorldSkills London 2011 – the UK's biggest showcase of vocational skills for over 20 years – reveals the riches accrued by Britons with a vocational education.

The City & Guilds Vocational Rich List ranks wealth among those who have built their fortunes following an Apprenticeship or other practical qualification. And defying the downturn, the seventh edition of the List shows Britain's self-made, vocational elite are worth a collective £17.6 billion - a billion pound increase since 2008. The list independently compiled by Philip Beresford, author of the annual Sunday Times Rich List includes people who have made their way in the business world on their own merits in a wide range of different industries e.g. engineering, hairdressing, catering. Names include Deborah Meadon, Jamie Oliver, John Frieda, and Gary Rhodes.

This could be you!

As Aidan Jones, Chief Executive of WorldSkills London 2011 said:

"You don't need to marry into money, appear on Big Brother or go to university to become rich, the City & Guilds Vocational Rich List shows all you need is talent and ambition to become the next 'Skillionaire'. The competition in October aims to open people's eyes and capture people's imaginations, allowing thousands to discover their career aspirations and show that you can achieve your ambitions through skills."

See www.cityandguilds.com/68139.html for more information.

But while celebrity chefs may have cooked themselves up a fortune, it's the entrepreneurs from industry, including high tech sectors, that lead the way in the 2011 List making up 30 of the 100, up nine from 2008. They are followed by property and construction with 25 millionaires and the leisure industry with ten.

Apprenticeships are designed by the Sector Skills Councils. Business representatives from the relevant industry sector work with the Sector Skills Councils to develop the course content. Because they genuinely understand your business, the training will be relevant for your industry



Ofsted awarded us a Grade 2 and acknowledged that 'Learners acquire good skills and employers report clear improvements in their work'. The following four strengths were identified:

- Highly responsive provision to meet learner and employer needs
- Good guidance and continuing support
- Effective partnership working to promote learning
- Clear and effective strategy and mission – 'Learners acquire good skills and employers report clear improvements in their work'.

We continue to develop not only the range of qualifications on offer but also other services and training including:

City & Guilds e-volve

City & Guilds e-volve is the externally validated BTL Group Surpass® system. It has been customised to provide leading edge e-assessment which enables the learner to take a test anytime, anywhere in the world that has a networked computer. It is easy for us to administer, it's cost effective and secure. Instead of filling out question papers, tests and exams are taken on a computer under exam conditions with an invigilator. It is a much more user friendly, modern and reliable way to pass your tests. It is better than paper based assessment because results are given from tests straight away, with a breakdown of how the learner has performed in areas of the test, so if the result is a fail it can help individuals see where they need to improve. There are no set exam dates; this means that tests can be taken when individuals feel ready. This takes the

pressure off and helps people feel more confident. If a test is failed it can be re-sat whenever a mutually convenient time can be arranged.

E-Learning

We believe in 24 hour access to learning and training for everyone and are committed to excellence in e-learning and e-assessment. We subscribe to City & Guilds Smartscreen which provides a range of online learning support materials which are accessible to learners undertaking City & Guilds qualifications including our dedicated online learning support.

Psychometric Testing

We have qualified MBTI practitioners. This widely used personality assessment tool is used for both individual and group development. It encourages self-awareness by looking at how a person perceives the world and how they prefer to interact with others. The MBTI tool sorts individuals into psychological 'types'. This helps people to identify how they are similar to some people and different to others. It helps them improve their working and personal relationships in a positive and constructive way.

A wide range of materials and resources to support learning

We regularly receive new, innovative and stimulating resource releases from The Learning and Skills Improvement Service (LSIS). The Learning and Skills Improvement Service is the sector-owned body that aims to accelerate the drive for excellence in the learning and skills sector, building the sector's own capacity to design commission and deliver improvement and strategic change. We regularly receive new, innovative and stimulating releases from The Learning and Skills Improvement Service for our own Continuing Professional Development.

Curriculum Development

Several of our associates have undertaken 'professional formation' with the Institute for Learning and hold QTLS (Qualified Teacher of Learning and Skills) status. This means that we have the expertise to design curriculum content for different apprenticeship programmes and bite sized chunks of learning, ensuring that our approaches demonstrate inclusion, equality of opportunity, access and diversity.