

# COURSE CATALOGUE

## FOR JOB SEEKERS!

Courses can be offered remotely or classroom based.

Entry Level Certificated Qualifications with City and Guilds	Duration	Days Per Week	Time
Start ITQ - Entry level ICT & Digital Skills	8 weeks	2	09:30 - 14:30

Level 2 Certificated Qualifications with TQUK/City and Guilds	Duration	Days Per Week	Time
Business Administration	6 weeks	2	Flexible
Customer Service	6 weeks	2	Flexible
Retail	6 weeks	2	Flexible
Team Leading	6 weeks	2	Flexible
Events Planning	6 weeks	2	Flexible
Lean Operations	6 weeks	2	Flexible
ICT User Skills (Award)	6 weeks	2	Flexible
Digital Skills for Employment	6 weeks	2	Flexible
Diploma in ICT Users Skills	8 weeks	3	09:30 - 14:30

Level 2 Certificated with ILM (Institute of Leadership & Management)	Duration	Days Per Week	Time
Leadership & Team Skills	6 weeks	2	09:30 - 14:30

Programmes, CPD & Short Courses	Duration	Days Per Week	Time
<ul style="list-style-type: none"> <li>• Manual Handling at Work</li> <li>• COSHH Risk Assessment</li> <li>• Introduction to First Aid</li> <li>• Safeguarding of Children</li> <li>• Mental Health Awareness</li> <li>• Stress Management</li> <li>• Understanding Equality and Diversity</li> <li>• PREVENT for Professionals</li> <li>• GDPR</li> <li>• Money Management</li> <li>• Rights and Responsibilities</li> <li>• Prepare to Deliver Excellent Customer Service</li> </ul>	1 week	2	Flexible

Employability and Job Searching Skills	Duration	Days Per Week	Time
Preparation for Work Interview Skills Applying for a Job	1 week	2	Flexible

One Stop "Essentials" Package Including the following elements:	Duration	Days Per Week	Time
<ul style="list-style-type: none"> <li>• Career Development</li> <li>• Developing Behaviours &amp; Attitudes for Life and Work</li> <li>• Communication Skills</li> <li>• Common Mental Health Problems</li> <li>• Nutrition, Exercise and Well-being</li> <li>• Online Awareness</li> <li>• Money Management</li> <li>• Current Affairs</li> </ul>	2 weeks	4	Flexible

Traineeships (16 - 24 year olds) Programmes in the following industries:	Includes	Duration
<ul style="list-style-type: none"> <li>• Business Administration</li> <li>• Customer Service</li> <li>• Retail</li> <li>• Team Leading</li> <li>• Events Planning</li> <li>• Lean Operations</li> <li>• ICT User Skills</li> </ul>	English and Maths Functional Skills Work Placement (minimum 70 hours) Guaranteed Interview and Feedback Potential progression onto an Apprenticeship	10 Weeks

**TO REFER OR APPLY PLEASE SEND NAME AND CONTACT DETAILS TO:**

**EMAIL**

**ES@INTECBUSINESSCOLLEGES.CO.UK**

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