



Wirral Met College

# PROFESSIONAL DEVELOPMENT

INTERESTED IN IMPROVING YOUR COMPETITIVE  
EDGE THROUGH WORKFORCE DEVELOPMENT?



## WORKFORCE DEVELOPMENT – CONTINUED PROFESSIONAL DEVELOPMENT PROGRAMME

### BUSINESS SKILLS

COURSE TITLE	COURSE DURATION	VENUE
Introduction to Sage for Payroll	1 day (9.30am - 4.30pm)	Conway Park Campus
Effective Leadership Techniques	1 day (9.30am - 4.30pm)	Conway Park Campus
Dealing with Conflict	1 day (9.30am - 4.30pm)	Conway Park Campus
Coaching and Mentoring for Managers	1 day (9.30am - 4.30pm)	Conway Park Campus
Performance Management	1 day (9.30am - 4.30pm)	Conway Park Campus
Excel 2013 Spreadsheets - Beginners	1 day (9.30am - 4.30pm)	Conway Park Campus
Outlook for Beginners	1/2 day (3 hours)	Twelve Quays Campus
Recruitment and Selection	1 day (9.30am - 4.30pm)	Conway Park Campus
Word 2013 - Beginners/Intermediate	1/2 day (3 hours)	Twelve Quays Campus
PowerPoint 2013 - Beginners/Intermediate	1/2 day (3 hours)	Twelve Quays Campus
Level 3 Certificate in Assessing Vocational Achievement	3-6 months	Workplace
Internal Quality Assurance Award (Level 4)	3-6 months	Workplace
ILM Leadership & Team Skills Award (Level 2)	6 months	Conway Park Campus
Equality and Diversity	1 day	Cotton Exchange
Dealing with Sickness Absence	1 day	Cotton Exchange
Discipline and Grievance Procedures	1 day	Cotton Exchange
Understanding Pensions	1 day	Cotton Exchange
Hardware Maintenance for Beginners	1/2 day (3 hours)	Twelve Quays Campus
Software Maintenance	1/2 day (3 hours)	Twelve Quays Campus
Creating Web pages	1/2 day (3 hours)	Twelve Quays Campus
Disability Awareness	1 day	Cotton Exchange
Google Analytics for Beginners	1/2 day (3 hours)	Twelve Quays Campus
Digital Marketing for Beginners/Intermediate	1/2 day (3 hours)	Twelve Quays Campus
Assertiveness	1/2 day (3 hours)	Conway Park Campus
Delegation	1/2 day (3 hours)	Conway Park Campus
Project Management	1 day	Conway Park Campus
Leadership/Strategy	1/2 day (3 hours)	Conway Park Campus
Report Writing	1/2 day (3 hours)	Conway Park Campus
Time Management	1/2 day (3 hours)	Conway Park Campus
Behavioural Styles	1/2 day (3 hours)	Conway Park Campus
Payroll/Tax	1 day	Conway Park Campus
Minute Taking	1/2 day (3 hours)	Conway Park Campus
Presentation Skills	1/2 day (3 hours)	Conway Park Campus

### CONSTRUCTION & THE BUILT ENVIRONMENT

COURSE TITLE	COURSE DURATION	VENUE
Principles and Practices of Portable Abrasive Wheels (Engineering)	1 day (9.30am - 4.30pm)	Twelve Quays Campus
MIG/TIG Welding	5 weeks (1 day per week)	Twelve Quays Campus
City and Guilds 17th Edition 2382 IEE Wiring Regulations	10 weeks (1 evening per week) 6pm - 9pm	Wirral Waters Campus
On Site Assessment & Training (OSAT) - Carpentry & Joinery (Site)	3 months	On site
PAT Testing	5 day (Block)	Wirral Waters Campus

Please call 0151 551 7610 to discuss course start dates and funding opportunities currently available

## CONSTRUCTION & THE BUILT ENVIRONMENT Continued

COURSE TITLE	COURSE DURATION	VENUE
On Site Assessment & Training (OSAT) - Plastering	3 months	On site
On Site Assessment & Training (OSAT) - Brickwork	3 months	On site
On Site Assessment & Training (OSAT) - Painting & Decorating	3 months	On site
Introduction to HVLP (High Volume Low Pressure Spraying)	1/2 day (3 hours)	Wirral Waters Campus
Paperhanging Refresher	6 weeks (1 evening per week) 6pm - 9pm	Wirral Waters Campus
Introduction to Wide Vinyl	1 day	Wirral Waters Campus

## HEALTH & SAFETY

COURSE TITLE	COURSE DURATION	VENUE
IOSH Working Safely	1 day (9.30am - 4.30pm)	Cotton Exchange
Manual Handling	1/2 day (3 hours)	Cotton Exchange
Asbestos Awareness	1/2 day (3 hours)	Cotton Exchange
Fire Marshall	1/2 day (3 hours)	Cotton Exchange
City & Guilds Level 1 Award in Environmental Awareness	2 days	Cotton Exchange
Directing Safely	1 day	Cotton Exchange

## HEALTH AND SOCIAL CARE

COURSE TITLE	COURSE DURATION	VENUE
Infection Control	1 day	Twelve Quays Campus
People Handling	1 day	Twelve Quays Campus
People Handling Refresher	1/2 day (3 hours)	Twelve Quays Campus
Diabetes Awareness	1 day	Twelve Quays Campus
Dementia Awareness	1 day	Twelve Quays Campus
Administration of Medicines	1 day	Twelve Quays Campus
End of Life Care	1 day	Twelve Quays Campus
Learning Disabilities Awareness	1 day	Twelve Quays Campus
Keeping Children Safe Online	1 evening (6.00-9.00pm)	Twelve Quays Campus
Autism Awareness	1 day	Twelve Quays Campus

## SPORT

COURSE TITLE	COURSE DURATION	VENUE
Circuit Training Instructor	2 days	Oval
Certificate in Fitness Instructing Level 2	10 weeks (1 evening per week) 5pm - 9pm	Oval

## VISITOR ECONOMY – HOSPITALITY & CATERING / HAIR & BEAUTY / RETAIL

COURSE TITLE	COURSE DURATION	VENUE
CIEH Level 2 Award in Food Safety in Catering	1 day (9.00am - 4.00pm)	Conway Park Campus
CIEH Level 3 Award in Supervising Food Safety in Catering	3 weeks (one day per week) 9am - 4pm	Conway Park Campus
CIEH Level 2 Award in Food Allergen Awareness	1/2 day (3 hours)	Conway Park Campus
CIEH Level 2 Award in Healthier Foods and Special Diets	1 day (9.00am - 4.00pm)	Conway Park Campus
Hairdressing Refresher Colouring Course	6 weeks (1 evening per week)	Conway Park Campus

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# PROFESSIONAL DEVELOPMENT AT



**Wirral Met College**



**EMPLOYER SERVICES WIRRAL WATERS CAMPUS TOWER ROAD BIRKENHEAD CH41 1AA**  
**0151 551 7610 | [employer.services@wmc.ac.uk](mailto:employer.services@wmc.ac.uk) | [wmc.ac.uk](http://wmc.ac.uk)**