



**Dumfries and
Galloway College**

Keeping your
business one
step ahead

Training Programme

- **Work Based Learning, SVQ's
& Modern Apprenticeships**
- **Professional Certificated Courses**
- **Open Learning**
- **Professional Online Qualifications
& Courses**
- **Customised Training**



Work Based Learning & Modern Apprenticeships



svq@dumgal.ac.uk
apprenticeships@dumgal.ac.uk



Modern Apprenticeships

Modern apprenticeships help develop your workforce by training new staff, and upskilling existing employees. Modern Apprenticeships combine a qualification with on-the-job experience. This lets people work, learn and earn at the same time.

For more information email: [▶ apprenticeships@dumgal.ac.uk](mailto:apprenticeships@dumgal.ac.uk)

Subject - SVQ's & MA's	SCQF Level	MA
Business Administration	5, 6	MA
Business Administration	8	
Care Services Leadership & Management	10	
Bricklaying	6	MA
Customer Service	5, 6	MA
Childcare	7, 9	MA
Developing Supervisory Skills	9	
Domestic Plumbing & Heating	7	MA
Engineering	5, 6	MA
Facility Services	5	MA
Hospitality Services	4	
Hospitality Services	5	MA
Joinery	6	MA
Management	7	MA
Management	9, 11	
Motor Vehicle	5, 7	MA
Occupational Health & Safety	7	MA
Painting & Decorating	6	MA
Professional Cookery	4	
Professional Cookery	5, 6	MA
Social Services & Healthcare	6	MA
Social Services & Healthcare	7, 9	
Social Services Children & Young People	7	MA
Social Services Children & Young People	9	
Team Leader & Management	6	
Youth Work	6	MA



SAAS Funding Part-Time Fee Grant – eligible learners, over 16 and living in Scotland who have an income of less than £25,000 or less. Eligible courses must be SCQF Level 7 or above.



For course availability, dates and costs, visit www.dumgal.ac.uk

Professional Certificated Courses



shortcourses@dumgal.ac.uk

Gas, Oil & Renewables

- OFTEC 50 & 101; 105E & 600A Training & Assessment
- BPEC ACS Gas Safety – Initial & Reassessment
- BPEC Heat Pump Systems
- BEPEC Solar Thermal Systems
- BPEC Unvented Hot Water Systems
- BPEC Gas Foundation
- BPEC Water Regulations/Byelaws
- LPG Changeover – PD, LAV, RPH & HTRLP2

First Aid

- SQA Award in Emergency First Aid at Work
- SQA Award in First Aid at Work Requalification
- SQA Award in First Aid at Work
- SQA Award in Emergency Paediatric First Aid
- First Aid Skills – Annual Refresher
- Awareness of Mental Health First Aid
- First Aid for Mental Health
- Supervising First Aid for Mental Health

Care

- Childcare START: A programme of Short Certificated
- Care START
- SQA Forest Kindergarten Training Course @ SCQF L7

Electrical

- City & Guilds 2921–31 Design & Installation of Domestic & Small Commercial Electric Vehicle Charging Installations
- BPEC Safe Isolation
- City & City & Guilds 2382 – 18th Edition Wiring Regulations
- City & Guilds 2382–22: 18th Edition Wiring Regulations (2nd Amendment)
- City & Guilds 2377–22 Award in the In-Service Inspection & Testing of Electrical Equipment (PAT)
- BPEC Electrical Energy Storage Systems
- BPEC Solar Photovoltaic
- Global Wind Organisation: Basic Technical Training (BTT)

- IMI Level 2 Award in Electric/Hybrid Vehicle Routine Maintenance Activities and Level 3 Award in System Repair & Replacement (Combined)

Health & Safety

- Highfield Award in Principles of Fire Safety Level
- REHIS Elementary Health & Safety
- IOSH Managing Safely
- IOSH Managing Safely Refresher
- NEBOSH National General Certificate in Occupational Health and Safety
- Highfield Level 2 Award in Safe Moving & Handling (RQF)
- Highfield Level 2 Award in the Prevention and Control of Infection for the Workplace
- REHIS Elementary Cleaning & Disinfection

Food Hygiene

- REHIS Elementary Food Hygiene
- REHIS Intermediate Food Hygiene
- REHIS Diploma in Advanced Food Hygiene
- REHIS Allergen Awareness
- REHIS Controlling the Risk of Cross Contamination
- REHIS Elementary Certificate in HACCP for Food Manufacturing
- REHIS Intermediate Certificate in HACCP for Food Manufacturing

Hospitality

- REHIS Elementary Cooking Skills
- SQA Craft Baking
- SQA Professional Cookery – MasterChef Experience
- Worldhost – Principles of Supervising Customer Service Performance
- WorldHost – Principles of Customer Service
- REHIS Scottish Certificate for Personal Licence Holders
- REHIS Scottish Certificate for Personal Licence Holders Refresher



Professional Certificated Courses



shortcourses@dumgal.ac.uk

Management

- ILM Level 3 Award in Leadership & Management – *online & face to face options available*
- ILM Level 3 Certificate in Leadership & Management – *online & face to face options available*
- An Introduction to Project Management
- ILM Level 2 Award for Young Leaders

Training

- Certificate in Virtual Training
- SQA Planning & Delivering Training Sessions to Groups
- ILM Award in Effective Mentoring

Employability

- Employability Programmes

Digital

- Introduction to Excel
- Intermediate Excel
- Advanced Excel
- Introduction to Cyber Security
- Introduction to Data Analysis
- Introduction to Power BI
- Digital Leadership & Management
- SQA 2D and 3D CAD for Engineers (SOLIDWORKS)

Sales

- Basic Sales Course
- Experienced Sales Course
- Sales Managers Course

Customising training needs to fit your business

Onsite Training – Dumfries and Galloway College, can deliver any of our certificated courses, listed, at a venue and time that suits. If you have a group of staff, with the same training needs, it may be more cost effective for your organisation to deliver a course specifically to your employees.

Bespoke Training – This is a customised solution that can be developed to meet your specific training needs.



➤ shortcourses@dumgal.ac.uk

Open Learning



openlearning@dumgal.ac.uk

dumgal.ac.uk/open-learning

Learn in your own time from the comfort of your own home through open learning. Study one of our short courses to enhance your qualifications, improve your skills or learn something new.

Choose from courses in the following areas:

- Adult Health & Social Care
- Childcare
- Math & English
- Sustainability
- Food Hygiene



➤ For course availability, dates and costs, visit www.dumgal.ac.uk

Professional online courses & qualifications



dumgal.ac.uk/e-careers

We have partnered with e-Careers to offer our students, communities and businesses cutting edge eLearning and Virtual Classroom courses.

Choose from over 170 courses ranging from a wide selection of categories; there's a course to suit everyone:

- Accounting
- Bookkeeping
- Business Analysis
- Cloud Computing
- Cyber Security
- Digital Marketing
- Health, Safety & Compliance
- Human Resources
- Microsoft Office
- Networking & IT
- Project & Lean Management
- Financial Services



The Chartered
Institute of
Management
Accountants*



Facilities Hire

Do you need a comfortable space to run your AGM, a networking event with potential suppliers, or weekly sports session?

Dumfries and Galloway College have a range of spaces available that may just suit your event and meeting requirements.

A range of catering options are also available.

Contact us to discuss options:

businessdevelopment@dumgal.ac.uk



Scan the code to find out more about availability, cost of hire and the support we provide to make your event or meeting a success.



Get a step ahead of the competition

You want to grow your business, but you know that in order to grow, find new markets and redefine your product and service offering, you may need to train staff or up/reskill them.

Do you want help with identifying what the skills gaps are, how and what training may help you strengthen your business?

If the answer is yes, contact us and we can visit your business to assess the current and desired capabilities within your workforce.

To find out more contact us via:

businessdevelopment@dumgal.ac.uk



Keeping your **business** one step ahead

Funding Options



businessdevelopment@dumgal.ac.uk

There are a number of funding programmes which employers and individuals can access to help pay for training and skills development.

For more information email: businessdevelopment@dumgal.ac.uk

5 key reasons to work with us:

- Meet your license requirements with our range of compliance, certified training solutions.
- Enhance your employer brand from investing in your people.
- Gain the skills of tomorrow, today in new and emerging digital and renewable technologies.
- Enjoy training that's tailored around you with our bespoke training offering.
- Access funding schemes that can control the cost meaning you could enjoy the benefit of training your staff for free.



Modern Apprenticeships

[businessdevelopment@dumgal.ac.uk](mailto:apprenticeships@dumgal.ac.uk)



Business Development Opportunities

businessdevelopment@dumgal.ac.uk



Work Based Learning / Scottish Vocational Qualifications (SVQ's)

svq@dumgal.ac.uk



Professional Certificated Courses and Customised Training

shortcourses@dumgal.ac.uk



Open Learning

openlearning@dumgal.ac.uk

Visit www.dumgal.ac.uk to find out more



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