

SPARSHOLT MEANS BUSINESS



TRAINING CALENDAR SPRING/SUMMER 2019

Expert short courses, workshops and apprenticeships
to help businesses and individuals advance.



SPARSHOLT
BUSINESS TRAINING
INCORPORATING ANDOVER COLLEGE

Chartered Management Institute



Coaching and Mentoring – Level 3 Certificate

31 Jan/28 Feb or 14 May/18 June (2 days) £650

First Line Management – Level 3 Certificate

29 May/23 July (2 days) £650

First Line Management – Level 3 Diploma

13 Feb/1 March/28 March/2 May/29 May/26 June/
23 July (Introduction plus 6 half day sessions) £1,250

Management and Leadership – Level 5 Diploma

12 March/27 March/7 May/19 June/30 July/10 Sept
(Introduction plus 5 half day sessions) £1,299

Business and Personal Development



Time and Priority Management

10 Jan or 9 May £125

Improve Your Presentation Skills

22 Jan or 8 May £139

Customer Service Skills

22 Jan or 21 May £125

Communication in the Workplace

24 Jan or 11 June £125

Improve Your Business Writing Skills

7 Feb or 30 May £125

New Manager Essential Skills

13 Feb or 11 June £139

Minute Taking and Speed Writing Skills

5 March or 13 June £125

Developing Assertiveness Skills

7 March or 20 June £125

Managing Difficult Situations in the Workplace

19 March or 25 June £125

Team Leadership Skills

20 March or 27 June £125

Coaching Skills for Managers and Supervisors

12 March or 25 June £139

NEW Facilitating Effective Meetings

31 Jan or 2 May £139

NEW Develop Yourself as a Leader

26 March or 18 June £139

NEW Develop Your CV and Interview Skills

8 Feb or 14 June £139

NEW Putting Lean Management into Practice

28 Feb or 21 May £125

L2 Certificate in Information, Advice or Guidance

Online – flexible dates Free if eligible*

L2 Certificate in Principles of Team Leading

Online – flexible dates Free if eligible*

L2 Certificate in Principles of Business Administration

Online – flexible dates Free if eligible*

L2 Certificate in Principles of Customer Service

Online – flexible dates Free if eligible*

Marketing and Social Media



Social Media to Market Your Business

15 Jan or 29 April £125

Advanced Facebook for Business

13 March or 5 June £125

Making Confident Sales Calls – Telemarketing

21 Feb or 23 May £125

Social Media Strategy and Content

22 Jan or 30 April £125

Getting Started with Internet Marketing

25 Feb or 21 May £125

Getting Started with Marketing

5 March or 4 June £125

NEW Search Engine Optimisation

18 March or 11 June (Andover) £125

A Website in a Day with Wordpress

12 Feb or 14 May (Andover) £125

NEW L2 Certificate Digital Marketing and Social Media

Online – flexible dates Free if eligible*

Project Management



Project Management Essentials

14–15 Jan or 29–30 April £320

PRINCE2 Foundation

28–30 Jan or 13–15 May £769 (No VAT payable)

PRINCE2 Practitioner

31 Jan–1 Feb or 16–17 May £799 (No VAT payable)

NEW AgilePM Foundation

25–26 Feb or 10–11 June £819 (No VAT payable)

NEW AgilePM Practitioner

27–28 Feb or 12–13 June £869 (No VAT payable)

ICT



First Steps in IT

17 Jan or 21 March (Andover) £125

Introduction to Excel

10 Jan or 28 Feb (Andover) £125

Intermediate Excel

7 Feb or 28 March or 2 May (Andover) £125

Advanced Excel

7 March or 9 May or 27 June (Andover) £125

Intermediate Word

24 Jan or 4 April (Andover) £125

Advanced Word

14 March or 16 May (Andover) £125

*Free if aged 19+ and have lived in the EU for 3+ years

Human Resources



NEW Essential Skills for the First Time HR Manager	
15 Jan or 30 April	£145
NEW An Introduction to HR Administration	
29 Jan or 14 May	£145
NEW Writing an Employment Contract and Employee Handbook for Your Business	
26 March or 2 July	£145
NEW Recruiting the Right People for Your Business	
12 Feb or 28 May	£145
NEW Managing Volunteers	
7 March or 14 May	£139
NEW Managing Redundancy, Dismissals and TUPE	
26 Feb or 11 June	£145
NEW Handling Discipline, Grievances and Investigations at Work	
12 March or 25 June	£145
Conducting Effective Appraisals and Performance Reviews	
17 Jan or 16 May	£125

First Aid



L3 Award in Emergency First Aid at Work	
21 Jan or 29 April (Sparsholt)	£110
L3 Award in Emergency First Aid at Work	
18 March or 10 June (Andover)	£110
L3 Award in First Aid at Work	
7–9 Jan or 6–8 May (Sparsholt)	£275
L3 Award in First Aid at Work	
25–27 March or 17–19 June (Andover)	£275
Forestry First Aid (an add on to L3 Award in First Aid at Work)	
Dates on enquiry 9am–11am	£30
L3 Award in First Aid at Work Requalification	
25–26 Feb or 20–21 May (Sparsholt)	£190
L3 Award in First Aid at Work Requalification	
28–29 Jan or 22–23 April (Andover)	£190
First Aid at Work Annual Refresher	
11 Feb 9am–12pm (Sparsholt)	£50
First Aid at Work Annual Refresher	
13 May 9am–12pm (Andover)	£50
L2 Award in Activity First Aid	
Dates on enquiry 9am–4.30pm	£85
L2 Award in Basic Life Support and Use of Automated External Defibrillator	
Dates on enquiry 9am–12pm	£30
L3 Award in Paediatric First Aid	
Dates on enquiry (2 days)	£180

Social Care



L2 Certificate in Understanding Autism	
Online – flexible dates	Free if eligible*
L2 Certificate in Understanding Children and Young People's Mental Health	
Online – flexible dates	Free if eligible*
NEW L2 Certificate Awareness of Mental Health Problems	
Online – flexible dates	Free if eligible*
NEW L2 Certificate Understanding Specific Learning Difficulties	
Online – flexible dates	Free if eligible*
NEW L2 Certificate Principles of Working with Individuals with Learning Disabilities	
Online – flexible dates	Free if eligible*
L2 Certificate in Understanding Safeguarding and Prevent	
Online – flexible dates	Free if eligible*

Electrical



Award in the Requirements for Electrical Installations BS767:2018	
(Electrical Installations 18 th edition) 27–30 May	£350
PAT Testing Competent Person	
22 Feb	£139

*Free if aged 19+ and have lived in the EU for 3+ years

Many businesses from various sectors have already seen the impact of our courses and bespoke training, finding that a little investment can greatly benefit their business.

“Thanks to the Sparsholt Business Training team we have provided our staff with a wide range of courses to help with their business and personal development. Courses have had such positive feedback that we are already in the process of booking for next year!”

Robin Weber,
Director, Wessex Translations

“Whether you have something new to learn or attend a course as a refresher, Sparsholt Business Training offers great courses with extremely knowledgeable lecturers to help with your staff's personal development.”

Tracey Butterworth,
Operations Manager, COOLED Ltd

Online Courses



Gain a recognised NCFE/CACHE L2 Certificate qualification entirely online, supported by an online assessor who will provide guidance as you complete each unit.*

Understanding Behaviour that Challenges

Understanding Autism

Understanding Children and Young People's Mental Health

Understanding Safeguarding and Prevent

Principles of Equality and Diversity

Principles of Team Leading

Principles of Business Administration

Principles of Customer Service

Information, Advice or Guidance

NEW Awareness of Mental Health Problems

NEW Understanding Specific Learning Difficulties

NEW Principles of Working with Individuals with Learning Disabilities

NEW Digital Marketing and Social Media

*Free if aged 19+ and have lived in the EU for 3+ years

Butchery Classes



Burger making

3 May 5–10pm **£120**

Sausage making

12 April 5–10pm **£120**

Preparing Poultry

7 March 5–10pm **£149**

Introduction to Preparing Lamb

1 June **£185**

Introduction to Preparing Half a Pig

12 January **£185**

Butchery Skills for Farm Shops and Farmers' Markets

On enquiry – Bespoke courses can be arranged

Preparing a Venison Carcass

On enquiry – Bespoke courses can be arranged

Teaching and Learning



Award L3 Learning Support Practitioners CG

12 Feb–19 March Tues 9–11am (Sparsholt) **£171**

Award L3 Education and Training CG

22 March–5 July Fri 9am–12pm (Andover) **£454**

Award L3 Education and Training CG

25 Feb–17 June Mon 5.30–8.30pm (Sparsholt) **£454**

Award L3 Learning Support Practitioners CG

2 May–6 June Thurs 9–11am (Andover) **£171**

Health and Safety



NEBOSH General Certificate

7 Feb–5 June (12 weeks) Thursdays **£1,499**

IOSH Managing Safely

1–4 April **£550**

L2 Award in Food Safety in Catering

27 March or 3 June **£125**

L2 Award in Health and Safety in the Workplace

30 Jan or 30 April **£110**

L2 Award in Fire Safety

Dates on enquiry **£115**

L2 Award Safe Moving and Handling

26 Feb or 7 May **£115**

Farming and Agriculture



Introduction to Farming and Agriculture

19–20 Feb or 28–29 May **£275**

Welding



Introduction to MIG welding

9 Jan – 20 March or 24 April – 3 July (10 weeks)
Weds 6.30–8.30pm (Andover) **£375**

Introduction to Welding

Dates on enquiry **£350**

City and Guilds Level 2 Welding

Dates on enquiry **£630**

Please ring Sparsholt Business for information about welding courses – **0845 850 0916**

Bespoke courses can also be arranged. Please contact us for further details.

An investment in skills and training is an investment in your business.

Our friendly team are on hand to advise you on the best course and training that suits your needs and requirements. Delivered by experienced trainers, we guarantee you will get more out of your learning experience than just a qualification.

Enquire now

sparsholt.ac.uk/employers 0845 850 0916 business@sparsholt.ac.uk