



Green
LABYRINTH

PART TIME COURSES

Starting September 2019



WELCOME TO GREEN LABYRINTH TRAINING

Green Labyrinth Training is a training provider based in the Swindon Town Centre. Our new training facilities are easily accessible by road, rail and bus. Parking is available in Swindon's Brunel Car Park which is a stone's throw away from the premises. We pride ourselves on the quality of our training offer which includes the courses covered in this leaflet. For more courses please contact us.

Our mission statement is 'Training Done Properly'. This means developing & delivering unique educational services, courses and experiences to empower individuals to be the best they can be. To Green Labyrinth's tutors this means being passionate about their subjects and providing dedicated educational services that help you to develop the skills and to meet your personal development goals. The rest is up to you. We passionately believe that education is the key to a prosperous and fulfilled life - so why don't you let us help you to fulfil your journey.

Green Labyrinth Course Brochure

Course durations are shown in **weeks** unless otherwise stated. Potential Government Funding for these courses is subject to learner eligibility, if you are in doubt please contact us. There are various symbols used throughout this course brochure and the **key** to these is shown below in the table.

Please refer to the back page of this brochure for full funding details.

For further details of the courses offered by Green Labyrinth Training, please go to our website: greenlabyrinth.co.uk

KEY FOR DELIVERY SITES AND FUNDING OPTIONS



Delivered at Gorse Hill



Delivered at the Delta Centre



Delivered in the workplace



Delivered at Milton Road



Delivered as a combination of online & classroom (Blended)



Online



Advanced Learner Loan, eligibility criteria in place
**Page 17 for more details*



Full Cost



1 Day Course











Fully funding may be available

ACCOUNTING

The financial processes required within an accounting job role must be recorded systematically and accurately. The accounting process in any company will record the income statement, the balance sheet and the cash flow of the business. These courses will train you on all elements of these accounting processes.



Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Foundation Certificate in Bookkeeping</p> <p>This course will develop your understanding of financial transactions within a bookkeeping system, such as recording financial transactions using double entry bookkeeping, reconciling a bank statement to the cash book and journal adjustments.</p> <p>To further develop your skills, you can go on to study the Advanced Certificate in Bookkeeping course or complete the full AAT accounting qualification.</p>	2	3rd Oct	12	 	
<p>Foundation Certificate in Accounting</p> <p>This internationally recognised qualification will prepare you for junior and entry level accounting roles by developing a solid foundation in finance administration.</p> <p>You will gain practical accounting and finance skills, such as recording financial transactions using double entry bookkeeping, reconciling a bank statement to the cash book, journal adjustments and basic costing principles, with the freedom to study where you like, when you like.</p>	2	3rd Oct	26-52	 	
<p>Strategic Financial Planning</p> <p>This one day course is based on the AAT Finance for Non-Financial Managers course.</p> <p>It will help you to understand basic financial documents used in your business. You'll learn how to interpret the information in these documents, and use this knowledge to manage day-to-day business activity.</p>	2	2nd Oct	1 Day		£125
<p>Budgeting Essentials</p> <p>This course is perfect for those who need a professional introduction to budgeting, as it provides guidance on how to prepare operational budgets, deal with costs, produce and forecast cash flows, and, ultimately, use budgets as a control mechanism. The course is also ideal for anyone who wishes to improve their knowledge around budgeting and accountancy for personal reasons. Furthermore, due to the delivery method, learning can take place at a time and place to suit you.</p>	2	Flexible			£125



OVER 69% OF STUDENTS AND PROFESSIONAL MEMBERS AGREE THAT **AAT QUALIFICATIONS HAVE INCREASED THEIR EARNING POTENTIAL**













2019

AAT SALARY SURVEY

AAT is a registered charity. No. 1050724

BUSINESS & CUSTOMER SERVICES







Businesses need effective communication and skills to stay ahead of their competitors. Through our own research, local businesses also said that customer service training was important. These courses are aimed at supporting these needs through a range of delivery methods so that the learner is confident in how they work.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Principles of Customer Service</p> <p>Do you work in a customer service role, or want to gain employment in a role which requires customer service skills? If so, this course is perfect for you! This qualification is relevant to all business sectors where customer-facing roles exist, and gives you a foundation of knowledge which you can build on in your future career.</p> <p>This course will develop and improve your practical skills, enabling you to deliver effective customer service. You will be introduced to key principles of customer service, communication techniques and different approaches enabling you to confidently work with challenging customers to resolve problems. You will also gain an understanding of different organisational structures and current sales and consumer-related legislation.</p>	2	Induction day 29th Oct	8-12	 	
<p>Certificate in Principles of Customer Service</p> <p>This course will develop and sharpen your practical skills, enabling you to deliver effective, high quality customer service within a range of environments. You will be introduced to the key concepts and practices underpinning customer service delivery, from conflict resolution techniques to how customer service impacts upon an organisation. You will also gain an understanding of business markets, financial management, marketing and the legal requirements of businesses.</p>	3	Induction day 29th Oct	12-14	 	
<p>Certificate in Principles of Business Administration</p> <p>Would you like to pursue a career in the business industry, or simply want to gain more knowledge about administrative responsibilities and services to benefit your personal life or current career? If you answered yes to any of the above, then this course is perfect for you.</p> <p>Have you got what it takes to provide the crucial everyday support that organisations need in order to run their business, meet their targets and be successful? This qualification provides you with a thorough understanding of all the aspects of a business administration role, which could enable you to progress within a business environment or pursue a career in the sector.</p>	2	Induction day 29th Oct	8-12	 	
<p>Certificate in Principles of Business Administration</p> <p>Do you want to pursue a career in the business industry, or simply want to gain more knowledge about administrative responsibilities and services to benefit your personal life or current career? If you answered yes to any of the above, this course is perfect for you.</p> <p>Have you got what it takes to provide the crucial everyday support that organisations need in order to run their business, meet their targets and be successful? This qualification provides you with a thorough understanding of all the aspects of a business administration role, which could enable you to progress within a business environment or pursue a career in the sector.</p>	3	Induction day 29th Oct	12-14	 	

STUDY NOW — PAY LATER

BEAUTY & HOLISTIC THERAPY

Beauty and Holistic Therapy courses provide a range of treatments for both men and women. These courses will cover the training on how to carry out treatments and the business management skills required. All of Green Labyrinth beauty courses are delivered at either our Delta Centre or our Gorse Hill Centre and are funded using the Adult Learner Loans. For other funding options please call us for details.








Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Swedish Body Massage</p> <p>The Certificate in Swedish Massage is a substantial vocational qualification that will prepare you for a career as a beauty (Swedish massage) therapist. This qualification will support you to gain employment as a beauty (Swedish massage) therapist as the units contained in this qualification cover all the skills and knowledge required for this role. Entry onto this qualification can be via previous attainment of a Level 2 qualification in beauty therapy and/or a successful skills test and interview.</p>	3	8th Oct	4	 	19+
<p>Certificate in Indian Head Massage</p> <p>The primary outcome of the Certificate in Indian Head Massage is to prepare you to enter the hairdressing; beauty and complementary therapy sector as a specialist massage therapist, with the specific skill of providing Indian head massage treatments.</p> <p>During this course you will learn how to perform professional Indian head massage treatments. This qualification is accredited by The Guild of Beauty and Holistic Therapists which will allow you to insure yourself to work in the beauty and holistic industry.</p>	3	26th Oct & 2nd Nov 26th Nov & 3rd Dec	2	 	19+
<p>Certificate in Stone Therapy Massage</p> <p>The Certificate in Stone Therapy Massage is a qualification that has been specifically designed to develop your practical skills in; how to provide the relaxing and stress relieving treatment of massage using hot and cold stones. You will also develop a knowledge and understanding of the practical skills learned throughout this qualification, such as anatomy and physiology. The purpose of this qualification is to develop your skills in providing stone therapy massage treatments to a high level of occupational ability, to enable you to provide your own services for clients.</p>	3	12th Oct & 19th Oct 12th Nov & 19th Nov	2	 	19+



Hot Stones Massage

BEAUTY & HOLISTIC THERAPY








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Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Fashion & Photographic Make-Up</p> <p>The Level 3 Certificate in Fashion and Photographic Make-up is a vocational qualification aimed at learners aged 19+ who want to study this subject on a flexible basis.</p> <p>The primary outcome of the Level 3 Certificate in Fashion and Photographic Make-up is to prepare you to enter the beauty or media sector as a specialist make-up artist, with the specific skill of providing fashion and photographic make-up services. All the units in this qualification directly relate to the role of a specialist make-up artist.</p>	3	18th Nov	4		
<p>Diploma in Beauty Therapy</p> <p>This is a vocational qualification and includes all the required elements to work effectively as a beauty massage therapist including mandatory units covering the following: body massage, pre-blended aromatherapy, client care, stone therapy, health and safety, Indian head massage.</p> <p>The primary outcome of the Level 3 Diploma in Massage Therapy is to prepare you to enter the specific sector of beauty therapy as a beauty massage therapist. All the units in this qualification relate directly to the specific job role of a beauty massage therapist.</p>	3	8th Oct	12	 	
<p>Diploma in Nail Technology</p> <p>This is a vocational qualification and includes all the required elements to work effectively as a nail technician including, mandatory units covering the following: providing manicures and pedicures, applying and maintaining nail enhancements, maintaining personal health and well-being, health and safety and client care.</p> <p>The primary outcome of the Level 3 Diploma in Nail Technology is to prepare you to enter the specific sector of beauty therapy as a nail technician. All the units in this qualification relate directly to the specific job role of a nail technician.</p>	3	12th Oct 7th Nov 2nd Dec	10		

STUDY NOW — PAY LATER
Use an Advanced Learner Loan
 Full funding details on page 17

BEAUTY & HOLISTIC THERAPY

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Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Diploma in Reflexology</p> <p>This is a vocational qualification and includes all the required elements to work effectively as a reflexologist including, mandatory units covering the following: knowledge and understanding of the principles and practice and business practice, anatomy, physiology and pathology for complementary therapies. You will also develop your understanding and practical skills to competently provide reflexology treatments.</p> <p>The primary outcome of the Level 3 Diploma in Reflexology is to confirm your competence as a reflexologist in the complementary therapy sector. All the units in this qualification relate directly to the specific job role of a reflexologist.</p>	3	1st Oct	26		
<p>Diploma in Massage Therapy</p> <p>This is a vocational qualification and includes all the required elements to work effectively as a beauty massage therapist including, mandatory units covering the following: body massage, Indian head massage, and massage with pre-blended oils, stone therapy, monitoring procedures in the salon and contributing to the planning of a promotional event.</p> <p>The primary outcome of the Level 3 Diploma in Beauty Therapy Massage is to confirm your competence in the job role of beauty massage therapist. All the units in this qualification relate directly to the specific job role of a beauty massage therapist.</p>	3	8th Oct 22nd Nov	12	 	
<p>Diploma in Make-up Artistry</p> <p>This is a vocational qualification and includes all the required elements to work effectively as a make-up artist including mandatory units covering the following: applying make-up, instruction on make-up, fashion and photographic make-up, media make-up, camouflage make-up and promoting products and services.</p> <p>The primary outcome of the Level 3 Diploma in Make-up Artistry is to prepare you to enter the specific sector of beauty therapy as a make-up artist. All the units in this qualification relate directly to the specific job role of a make-up artist.</p>	3	27 th Nov	12		

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 Full funding details on page 17

FUNCTIONAL SKILLS

All jobs require a minimum standard of Maths and English. The range of courses offered will suit all levels of study. These courses will also suit speakers of other languages who wish to study English. You may be eligible for full funding on these courses. Please refer to funding information at the back of this brochure.

Functional Skills Induction Day

Wednesday 30th October 10am - 12pm
Milton Road

English and Maths

Entry Level 1, 2 and 3

The entry level English and Maths courses are aimed at students who need to start at the beginning of their learning in these subjects. The entry level courses will cover the steps to allow a learner to progress through the three levels. You will need to attend once a week for a 2 hour lesson. Each level will take approximately 6 weeks to complete and there is an exam at the end of each level.

Level 1 & Level 2

Functional Skills qualifications in English enable learners to apply the skills of reading, writing, speaking and listening in both their personal and professional lives. Being able to communicate clearly both written and oral methods in a personal level and professional level is important. You will learn how to write effective documents, be able to extract information that is needed and gain confidence with your speaking and listening skills.

Functional Skills qualifications in Mathematics enable learners to apply numeracy and practical mathematical skills in both their personal and professional lives. We will explore where your strengths and weaknesses are to support you in achieving the qualification.

INFORMATION, ADVICE & GUIDANCE

NVQ Certificate in Advice & Guidance

The qualification has been designed to provide the necessary skills for those working or wishing to work in this industry. The qualification provides the knowledge required to work with legislative and procedural frameworks, understanding and promoting careers education guidance within organisations and working with other services through negotiation, liaison and referral.

The Level 3 Certificate is for those in a role which involves providing advice and guidance directly to clients, reporting to line management as well as associated services. They may also supervise and support other staff members.

This course is delivered in the workplace and start dates are as required.

WHAT OUR LEARNERS HAVE TO SAY ABOUT OUR APPRENTICESHIP PROGRAMMES



Matthew's Story



I have been working in IT for the last 5 years. Within that time I have changed job title and responsibilities from IT Co-Ordinator to First Line Technical Support and currently I am Service Desk Analyst.

Once I was given the opportunity of following an apprenticeship programme in IT, I was keen to get it underway. I knew that with the new skills and knowledge gained on my apprenticeship I would become a more valued member of the team at work.



The support I received from Green Labyrinth was fantastic, especially from my assessor and I really enjoyed doing the apprenticeship.

INFORMATION, COMMUNICATION & TECHNOLOGY

In most job roles, you will need to have a working knowledge of Microsoft Office , Word, Excel. These bitesize course will help you learn the software at basic, intermediate , and advanced levels.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Bitesize learning for Microsoft Word</p> <p>A smart learning option for busy people who don't want or need to spend time covering the bits they already know. Short targeted and topic specific so an ideal solution for those who want to improve skills in a particular area. Trainer led with a good mix of demonstrations and practical exercises to consolidate your learning. Chose from the following areas:</p> <ul style="list-style-type: none"> • Document layout • Mail Merge • Formatting • Tips, tricks and time saving techniques • Forms • Tracking changes • Styles & Contents 		21st Nov 19th Dec	One Day		£125
<p>Bitesize learning for Microsoft Excel</p> <p>A smart learning option for busy people who don't want or need to spend time covering the bits they already know. Short targeted and topic specific so an ideal solution for those who want to improve skills in a particular area. Trainer led with a good mix of demonstrations and practical exercises to consolidate your learning. Chose from the following areas:</p> <ul style="list-style-type: none"> • Beginners / Intermediate / Advanced • LOOKUP functions • Protection • Conditional formatting • Advanced filters • Logical formulae • Charts 		3rd Oct 17th Oct	One Day		£125

DIGITAL MARKETING

<p>Diploma in Digital Marketing</p> <p>Digital Marketing is the use of digital media to attract and engage with current and potential customers, for example online advertising, email marketing, and search engine optimisation. Using online analytical tools, you will be able to determine what has been a successful online marketing campaign, whether your website is fully optimised for Google searches.</p> <p>There are clear pathways and optional units in this qualification to support you with your learning in this sector. Much of this qualification will be delivered via webinars and online/interactive resources. There will be tutorials and other support workshops depending on learner needs - some of which will be carried out through a virtual classroom. We offer this course through the Learner Loan funding. Full details can be given to you on enquiry.</p>	3	As required	52		
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HEALTH AND SOCIAL CARE











Our Health and Social Care courses cover a number of the specialist areas required to work in the sector. However, many of these courses will also support those of you that have an interest in either Mental Health or Autism Awareness. You do not need to be working in the sector to join these courses. All courses will be delivered through classroom workshops with an optional online platform or through a blended approach with classroom support.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Principles of End of Life Care</p> <p>This qualification aims to help you identify, develop and formally recognise knowledge and skills surrounding the care of patients, friends and families during this sensitive and emotionally demanding time and is ideal if you are already working in, or intending to work within, the healthcare or social care sector.</p>	2	As required	12		
<p>Certificate in Principles of Dementia Care</p> <p>This qualification aims to provide you with the vital knowledge needed to begin tackling dementia through understanding what it is and how to support those who are affected by it.</p>	2	As required	12		
<p>Certificate in Mental Health Awareness</p> <p>This qualification aims to raise your awareness of mental health and a range of mental health problems. You will gain an understanding of prevalent mental health problems and how you can then work with or interact with individuals with them.</p>	2	9th Oct	15		
<p>Certificate in Autism Awareness</p> <p>This course will give you an understanding of autism and the principles of supporting individuals with autism. You will look at the person-centred approach and the influence that positive communication methods can have and will gain an understanding of how individuals with autism can be supported to live healthy and fulfilled lives.</p>	2	8th Oct	12		
<p>Certificate in Principles of the Prevention and Control of Infection in Health Care Settings</p> <p>This qualification aims to prepare you for tackling the outbreak of infection in hospitals and healthcare settings by aiding you in understanding the many causes of infection and how it can be spread, as well as how you can help control it.</p>	2	As required	12		

STUDY NOW — PAY LATER

HEALTH AND SOCIAL CARE

If you are working in a Health and Social Care setting supporting individuals in a residential care home, domiciliary care or learners with disabilities, you would benefit from these courses to enhance your practice

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Diploma in Adult Care</p> <p>This qualification is designed for learners working in both the adult care and healthcare workforce in England. It is a qualification, assessing both knowledge and competence that is portable across the health and care sectors. The qualification content is appropriate for roles such as adult care workers, healthcare assistants/support workers and personal assistants.</p>	2	As required	24		
<p>Diploma in Health and Social Care (Adults) for England</p> <p>This qualification is designed for learners working in both the adult care and healthcare workforce in England. It is a qualification, assessing both knowledge and competence that is portable across the health and care sectors. The qualification content is appropriate for roles such as adult care workers, healthcare assistants/support workers and personal assistants.</p>	3	As required	30+		
<p>Activity Provision in Social Care</p> <p>This qualification is for those working, or intending to work, in the health and social care sector to develop their understanding of the potential benefits of engaging in both everyday and programmed activities. The qualification will support learners in contributing to planning and delivering individual and group activities and increase their understanding of how activity has an important role in person-centred care.</p>	3	As required	30+		
<p>Certificate in Principles of Leadership and Management for Adult Care</p> <p>This qualification has been developed to prepare learners for further/higher level training such as the Level 5 Diploma in Leadership for Health and Social Care and Children and Young People's Services. This qualification is suitable for those learners who are either:</p> <ul style="list-style-type: none"> working at a level 3 and aspire to progress into management working towards or working as managers, who wish to use this qualification to support with the Manager Induction Standards. 	4	As required	18 Months		
<p>Diploma in Leadership for Health & Social Care & Children & Young People's Services (England)</p> <p>This qualification is designed for those learners wishing to extend their occupational competence as professionals within the health and social care and children and young people's sectors. It is aimed at individuals who are working as care managers or advanced practitioners within these sectors.</p>	5	As required	24 months		

HEALTH & SAFETY AND COMPLIANCE

We offer a suite of training and qualifications in health & safety. We educate people to help them improve their knowledge and skills, reduce risks, make workplaces healthier and safer.






Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Award in the Principles of Fire Safety</p> <p>This qualification is aimed at anyone involved in the management of fire safety in any workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential risk of fire. Learners gaining this qualification will know that fire safety is the responsibility of everyone in the workplace and will recognise the consequences of fire in any premises.</p>	2	Saturday 12th Oct - Morning	Various options	Various options*	On enquiry
<p>Award in Health and Safety in the Workplace</p> <p>The qualification provides learners with an understanding in the responsibilities of employers and employees, the benefits of good health and safety, steps to a risk assessment and how they can reduce accidents, near misses and ill-health, typical hazards and controls in a workplace, common causes of accidents, near misses and ill-health, emergency procedures and the importance of recording accidents, near misses and ill-health.</p>	2	Saturday 12th Oct - Afternoon	Various options	Various options*	On enquiry
<p>Award in the Control of Substances Hazardous to Health (COSHH)</p> <p>This qualification is aimed at individuals who work in an environment where coming into contact with hazardous substances is likely. This includes workplaces in areas such as manufacturing, cleaning, healthcare, transport, utilities and office environments.</p>	2	Saturday 19th Oct - Morning	Various options	Various options*	On enquiry
<p>Award in Safe Moving and Handling</p> <p>This qualification is aimed at learners who are starting or returning to work or who need specific training in manual handling. It is also suitable for refresher training. Topics include reasons for safe manual handling, risk assessments, manual handling equipment and how to apply safe manual handling principles.</p>	2	Saturday 19th Oct - Afternoon	Various options	Various options*	On enquiry

*** These courses can be delivered in the work place as required. Please call for more information and to discuss your needs**



EMPLOYABILITY




Most businesses and employers have been instrumental in upskilling their workforce in key areas such as English and Maths. We pride ourselves on our collaborated approach with employers to ensure that the quality of training remains high. We are now offering these courses for individuals to gain the skills needed and to put them ahead of other applicants when applying for a position.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Personal & Social Development</p> <p>This qualification will help you to operate independently and effectively in life, learning and work, and can assist you in progressing into either further training or education. The course will help you recognise a range of personal and social skills and encourage and support you to develop them. Developing your personal and social skills will complement your learning in other areas, such as vocational learning or functional skills.</p>	2	31st Oct	10-12 weeks		
<p>CV Workshop</p> <p>This course will help you create a CV to improve your chances of landing that all important job!! You will prepare your CV using our computer suite and we will explore the job market to match your skills. We will help you to explain your transferable skills and enhance your experience on your CV to promote your strengths in particular job applications.</p>		10th Oct	Half Day		£25
<p>Interview Preparation</p> <p>Do you want to get that job? Come along for a half day session on interview preparation. What are the common questions asked? What is required to prepare for your interview.</p>		10th Oct	Half Day		£25
<p>Transferable Skills</p> <p>Are you looking for a job? Have you recently been made redundant? What skills do you currently have? What employment opportunities are there for you to either apply for work or upskill. We can help guide you with options for your future.</p>		24th Oct	Half Day		£25



LEADERSHIP & MANAGEMENT

These courses help you to master your responsibilities and develop your own abilities. You will learn how to put your own skills into practice and build effective relationships to support the business.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Principles of Team Leading</p> <p>This course will nurture and improve your practical skills, enabling you to successfully lead a team. You will be introduced to key principles of team leading, management techniques and business practices. You will not only gain an understanding of performance and conflict management, but will also strengthen your communication skills and increase your knowledge of the key legislation that is related to leadership roles.</p>	2	As required	8-12		
<p>Certificate in Principles of Leadership and Management</p> <p>The Certificate in Principles of Leadership and Management is ideal for new and aspiring junior managers. Learners will pick up the core skills and understanding needed to deal with management responsibilities and develop as leaders, helping to start their career with confidence.</p>	3	As required	8-12		

Unleash Your Potential

WITH A PROFESSIONAL QUALIFICATION

- Accountancy
- Business Administration
- Digital Marketing
- Beauty & Therapy
- Customer Service
- Leadership & Management

Plus many more!




Green LABYRINTH




LEADERSHIP & MANAGEMENT





These courses help you to master your responsibilities and develop your own abilities. You will learn how to put your own skills into practice and build effective relationships to support the business.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Establishing an Effective Team</p> <p>This course will look at the benefits of an effective team and how this can be established. We will cover motivation and productivity as well as building the moral of the team. Communication techniques will be explored as well as group formation.</p>		31st Oct	One Day		£125
<p>Training and Coaching in the Workplace</p> <p>We will look at the differences between training and coaching in the workplace, we will also explore how to identify the needs of the individuals. Effective feedback will be covered as well as evaluating how effective training and coaching can be.</p>		30th Oct	One Day		£125
<p>Mind Mapping for Business</p> <p>This course is a practical, hands-on workshop led by a Mind Mapping expert who has enormous experience of using the technique.</p> <p>It is an ideal addition to your continuous personal development and has many applications including Note and Minute taking, Project Management, Scheduling, planning activities, and many, many more.</p>	3	25th Oct	One Day		£125
<p>Strategic Management - Grow Your Business</p> <p>This short one day course has been developed in partnership with Inspire's Elevate programme. It is packed with advice and tools to help small business leaders make sense of the challenges of growing a business and provides practical tools and insights to help overcome some of the road blocks they will face on the road to achieving sustainable growth.</p>		24th Oct	One Day		£125
<p>Introduction to Project Management</p> <p>Project management is an essential skill-set for many careers and in many contexts in our lives. Introduction to Project Management is an ideal starting point and introduces the essential skills necessary for effective project management. It is also suitable if you are considering undertaking a project in the near future and are seeking to learn and apply essential skills.</p> <p>This course is ideal for managers who may be new to project management or just need a refresh on some of the core principles.</p>		30th Oct	One Day		£125

BUY TWO GET ONE FREE!

TEACHING & LEARNING

Do you need a qualification that supports your role as a teacher, trainer or assessor? These courses will give you the skills to improve your practice.

Title	Level	Start	Duration (Weeks)	Delivery	£££
<p>Certificate in Assessing Vocational Achievement</p> <p>This qualification is for people working in or looking to work in assessment and internal quality assurance. The qualification is open to people carrying out assessments and quality assurance in most learning environments including FE, Adult Continuing Learning, Employers and the Third Sector. It is designed for anyone assessing and carrying out quality assurance in all occupational sectors, accredited learning and non- accredited learning qualifications.</p>	3	As required	10		19+
<p>Certificate In Education and Training</p> <p>The Level 4 Certificate in Education and Training will give learners a fundamental understanding of the roles and responsibilities of a teacher/trainer in relation to legislation, equality, diversity, inclusivity and meeting the needs of learners. It includes the use of initial and diagnostic assessments and requires learners to plan and deliver inclusive teaching and learning, carry out assessments of and for learning and use resources effectively.</p>	4	Jan 2020	6 Months		19+
<p>Award In Education and Training</p> <p>The Award in Education and Training is not a teaching qualification - it is an introduction to teaching that will give an insight into the roles, responsibilities and relationships in education and training, how to plan and deliver inclusive teaching/training sessions and how to assess and give constructive and developmental feedback.</p>	3	10th Oct	6-8		£400
<p>Introduction to Trainer Skills</p> <p>The City & Guilds Introduction to Trainer Skills (7300) provides participants with a sound introduction to the concepts of a systematic approach to training. It's an intensive course, designed to be delivered over two days, and is ideal for those who train others in organisations.</p>		29th Oct	2 Days		£250



Green Labyrinth Training - Terms, Fees and Conditions

An Explanation Of Course Fees

Information, Advice and Guidance

For any advice and guidance on the courses offered in our brochure please call us on 01793 236245 or email us at info@greenlabyrinth.uk.

Qualification Courses

Some courses are subsidised by the Government but this depends on you meeting their funding rules criteria. This will depend upon your age and the level of qualification, if you are working and your annual salary. Any subsidy from the Government funding for these courses is reflected in the course fee. For certain people, if you meet certain eligibility criteria some courses may be free.

Full Cost Courses (as indicated by the £ in our brochure)

These courses are generally not subsidised and therefore not available for any fee remission

What is the eligibility criteria for fee remission?

You may be eligible for some fee remission if your salary is less than £16009.50 per annum.

If you are unemployed, you will need to be in receipt of and evidence one of the following:

1. Receiving Employment and Support Allowance (ESA) and are in the work-related activity group (WRAG)
OR 2. you are receiving Universal Credit because of unemployment with a requirement to undertake skills training.
OR 3. you are receiving Employment Support Allowance, Income Support, Housing Support, Means Tested Council Tax Support or Universal Credit.

OR 4. you are the unwaged partner of someone receiving Working Tax Credits with an income at or below £16,009.50.

Certain courses may be **free for those who are unemployed** or have recently been made redundant, to help you gain the skills and to help to find employment. Please contact us for full information.

For those of you who will be older than 19 on the start date of a qualifying Level 3, 4 or 5 course, enquire about applying for an ***Advanced Learner Loan*** to pay for your course. *Courses that are marked with 19+ are eligible for Advanced Learner Loans. After you have completed the course the repayment of the loan will start but this is only payable if you are earning £25,000+. In order to apply for a loan you will need to obtain a Funding Information letter from us to complete your loan application with the student loan company. Benefit waivers no longer apply to this age group at these levels. For more information, go to — <https://www.gov.uk/advanced-learner-loan/how-to-apply>*

Can I Pay for My Course in Instalments?

Yes. Instalment payments can be made via Direct Debit for certain courses. Please contact us for more information.

Initial Assessment

Before you start your course, you may be asked to take an assessment in Maths or English. This is to check that you have the appropriate level of English or Maths skills to enable you to succeed on your chosen course(s) and for us to be able to support you in your learning.

Changes to the Programme

We aim to run all the courses in this programme, but we reserve the right to close or change them. If a course recruits low numbers, we may reduce the contact time in class to enable the subject to run but without offering a reduction in fees. If enrolments are insufficient, or for other reasons, we may be unable to run a course, we will give a full refund and as much notice as possible. Once a course has started you are asked to attend classes regularly.

Additional Support Needs

If you consider that you have additional learning support needs you will need to notify the staff at your first lesson and complete an additional learning support form.

Cancellations and Refunds

If you enrol on a course and wish to cancel before the start date of the course, refunds will be considered on a discretionary basis, depending on whether your place can be sold to another person. This refund policy applies to all students regardless of the method of payment. You will receive a partial refund or credit note if exceptional circumstances prevent you continuing with a course (i.e. serious illness or death including that of a close family member).

A minimum number of students are needed for each course to run. Where this is not achieved we will contact you to advise that the course will have to be cancelled. We try to give at least a week's notice; however, we try to leave the course open as long as possible to ensure it runs. If Green Labyrinth Training need to cancel your course then a full refund will be given.

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Apprenticeships



What is an Apprenticeship?

Apprenticeships give you hands-on, real-life work experience as well as the opportunity to gain qualifications, all whilst earning a salary!

They will equip you with the skills and knowledge needed to get that all-important first full-time job. Apprenticeships are a hugely popular option for both school leavers and more mature adults, with over 2 million people completing an apprenticeship in the last 5 years.

There are three levels of apprenticeship:

1. Intermediate Apprenticeship – equivalent to Level 2 (5 GCSEs grade A*-C)
 2. Advanced Apprenticeship – equivalent to 3 (2 A Levels)
- Higher Apprenticeship – equivalent to 4+ (Foundation Degree and above) Apprenticeships take 1 to 4 years to complete depending on the level.

Why Choose an Apprenticeship?

- Start earning a wage
- As an apprentice you will be earning money the whole time that you are studying. The minimum apprenticeship wage is £3.90 per hour, however many apprentices earn significantly more.
- As an apprentice you will also receive the same benefits as other employees, such as holiday entitlement, pension contributions and leisure facilities.
- Gain relevant experience while you train
- Start building your professional network
- Gain professional qualifications

Apprenticeships with Green Labyrinth

We currently offer the following apprenticeships in the following areas:

Accountancy	Business Administration
Customer Service	Data Analyst
Digital Marketing	Information Technology
Leadership & Management	Warehousing & Logistics

If you are looking to develop your staff in a professional, caring setting and to support the continuous professional development of your team and individuals, call us on 01793 236245 or email info@greenlabyrinth.uk to discuss what we can offer you.



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What our learners say

"I had such a positive experience with Green Labyrinth for my level 2 qualification that I have continued with my education. I am now doing level 5 management. The support I have received is second to none; the Assessor encouraged me to keep positive and this has helped me with my confidence."

Yvonne

"Green Labyrinth offer a wide range of courses that help me with the planning of developing my staff. They are available for carrying out training outside the norm '9 to 5'. I cannot recommend them highly enough."

Rob

"I was employed at a company that wanted an apprentice. The process was made so much easier by the Assessor who was very knowledgeable in the qualification. The Assessor was very organised and visited when she said she would and kept me to task! Thank you for working with me."

Ethan

GET IN TOUCH

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