

# Edinburgh College Business School



# Contents

Customised Training .....	2
Professional Development Short Courses .....	3
Professional Development Qualifications.....	4
Management & Leadership.....	5
Human Resources.....	8
Marketing .....	12
Finance & Accounting.....	14
Project Management.....	19
Vocational Qualifications .....	23
Consultancy .....	24
Our Clients.....	25

## Edinburgh College Business School

Edinburgh College Business School offers you an extensive range of qualifications delivered by our team of expert staff.

Qualifications in business, finance and related management subjects are offered from entry level through to postgraduate. By offering both full and part-time programmes we are able to support a wide range of learners with flexible study options to fit around work commitments or lifestyle.

The professional programmes we deliver are created for a wide range of individuals and organisations in the private and public sectors.

Implementing a business training programme in your organisation can engage your workforce and increase competencies in your team which are vital to achieve business objectives.

Areas of expertise include:

- Management & Leadership
- Finance & Accounting
- Human Resources
- Marketing
- Project Management

Edinburgh College Business School also partners with Edinburgh Napier University and Queen Margaret University to develop complementary business qualifications and associate degree programmes.



### Contact us

To discuss your business training requirements please contact us on [enterprise@edinburghcollege.ac.uk](mailto:enterprise@edinburghcollege.ac.uk) or call 0131 535 4800.





# Customised Training

Our customised training service supports employers from every sector – from the smallest start-up business to the largest multi-national company.

We believe in developing unique training programmes to meet your business requirements. Our dedicated business development team will work with you to produce training that aligns with your objectives, whether you require a one day short course or a full year programme.

Customised training programmes can include:

- Tailored content
- Preferred delivery modes
- Preferred duration
- In-house or college facilities

The business school has extensive training experience in project management, leadership, HR and coaching. However, we realise that training requirements are unique to your business and are happy to discuss specific training needs in a range of disciplines.

“The flexibility of the college and the tutor enabled us to run the classes monthly, this suited our shift patterns and allowed our managers and team leaders to travel to a central location from all over Scotland. The content and teaching received very good feedback and the tutor took the time to understand individual and organisational needs.”

Gillian Reilly - Scottish Ambulance Service

# Professional Development Short Courses

Edinburgh College Business School provides an extensive range of short courses to enhance your professional competencies.

## Train the trainer

Designed to enable you to deliver effective training by conducting your own short training session.

## Managing people and teams

The course enables you to effectively manage individuals and teams by identifying best practice in a management role.

## Being a Leader

Created to develop your leadership competencies by identifying tools and techniques that will develop you as a leader.

## Influencing Skills

This course provides an insight into how to influence within business, using different types of influencing behaviours.

## Negotiation Skills

Ideal to develop your skills in negotiation across a range of business scenarios including sales, union, and HR.

## Customer Service

Demonstrate the importance of taking a customer focused approach in customer communications, aimed at staff responsible for internal and external customer relations.

## Conflict Resolution

Used to identify types of conflict and develop your skills to be able to avoid conflict situations from escalating.

## Time Management

Develop your time management effectiveness and includes a review of your current time management.

## Project Management

The Business School delivers a range of Project Management programmes in partnership with Andrew Carnegie Business School (See page 19).



# Professional Development Qualifications

Accredited professional development qualifications are designed to elevate your career and allow you to share best practice and experiences with others while gaining a recognised industry qualification.

The part-time, evening and open learning programmes have been created to fit around job commitments and lifestyles.

You can find the qualification level of each course in this brochure. Please find a useful table below outlining the comparisons between SCQF and QCF frameworks.

Scottish Credit and Qualifications Framework (SCQF)	Qualifications Credit Framework (QCF)
12	8
11	7
10/9	6
8/7	5/4
6	3
5	2
4	1
3	E3
2	E2
1	E1

Funding options stated in this brochure are accurate at time of printing but may be subject to change.

## Funding for Businesses

Scottish businesses with 100 employees or less can apply for up to £5,000 towards employee training costs for qualifications, workshops, taster sessions and master classes.

Funding is available for up to 10 employees per business. For more information please visit: [ourskillsforce.co.uk/funding-for-skills/flexible-training-opportunities/](https://ourskillsforce.co.uk/funding-for-skills/flexible-training-opportunities/)

Various payment options for businesses can be discussed on an individual basis with our business development team.

## Funding for Individuals

ILA and SAAS funding are available for professional qualifications. Please contact the business development team to check your eligibility or for further funding information.

# Management & Leadership



## CMI Award/Certificate in First Line Management

Level: QCF 3 / SCQF 6  
Mode of Attendance: Evening  
Duration: 8 weeks (Award), 15 weeks (Certificate)

### What is this course about?

If you're a team leader, supervisor or first line manager with a defined area of operational responsibility and you wish to develop your people management and leadership skills, this course is for you.

This First Line Management qualification will give you the skills you need to improve operational efficiency, enabling you to build on your existing management skills and knowledge. You'll study through blended learning, combining both in-class and self-study.

### Award

The Award in First Line Management will give you an introduction into management ideal for new managers or professionals who are looking to increase their skills in people management. In order to achieve the Award candidates are required to gain 6 credits (one module). Candidates can later build on the Award and work towards the Certificate or the Diploma.

### Certificate

A more extensive qualification, the Certificate in First Line Management requires you to achieve 13 credits (two modules). Candidates can later build on the certificate and work towards the full Diploma.

### How do I get a place?

- Good numeracy and literacy skills
- We will take into account your work experience, other qualifications, and any training you have completed
- We welcome your application if you are currently unemployed and feel that you match the requirements

### What will I learn?

- Introduction to First Line Management
- Improving Team Performance

### What can I do next?

CMI Award/Certificate/Diploma in Management & Leadership (QCF 5).



## CMI Award/Certificate/Diploma in Management & Leadership

Level: QCF 5 / SCQF 8  
Mode of Attendance: Evening  
Duration: 8 weeks (Award), 15 weeks (Certificate), 9 months (Diploma)

### What is this course about?

The qualifications in Management and Leadership are designed for middle managers and those aspiring to senior management who want to develop their skills and gain up-to-date knowledge and understanding on a range of related topics including recruitment, managing stakeholders, decision making and performance management.

We have structured the qualifications so that candidates can choose the level of qualification based on credits achieved. At the same time you can study the topics most relevant to your role.

### Award

The Award in Management and Leadership lets you strengthen and develop your knowledge of middle management by focusing on specific areas that are applicable to your job.

In order to achieve the award candidates are required to gain 6 credits. Candidates can later build on the Award and work towards the Certificate or the Diploma.

### Certificate

A more extensive qualification, the Certificate in Management and Leadership requires you to achieve 13 credits. Candidates can later build on the certificate and work towards the full Diploma.

### Diploma

The Diploma in Management and Leadership gives you key skills and competencies you need to become an effective middle manager. The Diploma is the benchmark qualification for full CMI membership and is approved for SAAS part-time fee grant funding if you meet certain criteria. Candidates on the Diploma are required to achieve 38 credits.

### How do I get a place?

- Certificate level studies in management or a related subject
- Mature/experienced managers are accepted on the basis of current or recent work experience
- We welcome your application if you are currently unemployed and feel that you match the requirements

### What will I learn?

- Managing Team and Individual Performance
- Meeting Stakeholder and Quality needs
- Organisational Financial Management
- Managing Recruitment, Selection and Induction
- Being a Leader

### What can I do next?

On successful completion of the Diploma, candidates can progress to third year of a BA Business Enterprise at Edinburgh Napier University or the CMI Diploma in Strategic Management and Leadership.

## CMI Award/Certificate/Diploma in Strategic Management & Leadership

Level: QCF 7 / SCQF 11  
Mode of Attendance: Part-time or evening  
Duration: 8 weeks (Award), 15 weeks (Certificate), 9 months (Diploma)

### What is this course about?

The qualifications in Strategic Management & Leadership are designed for current middle managers and those aspiring to senior management who are looking to develop their current operational knowledge and experience. The programme will encourage you to make use of your authority and personal inspiration to translate organisational strategy into effective operational performance. The course is equally valuable if you aspire to such a role, by helping you to gain the knowledge and understanding you need, therefore enhancing your employment and promotion prospects.

### Award

The Award lets you focus on specific management areas that are applicable to your job. In order to achieve the award candidates are required to gain 6 credits.

### Certificate

A more extensive qualification, the certificate requires you to achieve 13 credits.

### Diploma

The Diploma is the benchmark qualification for full CMI membership. Candidates on the Diploma are required to achieve 38 credits.

### How do I get a place?

- Certificate level studies in management or a related subject
- Mature/experienced managers are accepted on the basis of current or recent work experience
- Applications are welcome if you're currently unemployed and feel you match the requirements

### What will I learn?

- Strategic Leadership
- Strategic Performance Management
- Financial Management
- Strategic Planning
- Implementing Change
- Personal Leadership Development



# Human Resources



## CIPD Foundation Certificate in Learning and Development

Level: QCF 3 / SCQF 6  
Mode of Attendance: Evening  
Duration: 9 months

### What is this course about?

If you're an existing or aspiring learning and development practitioner, this CIPD Foundation Certificate will provide you with a wide range of relevant practical skills to enhance your employability and promotion prospects.

You'll learn to develop yourself as an effective learning and development practitioner by preparing and designing effective learning and development activities. This course will also give you a professionally recognised qualification and the knowledge towards CIPD Associate professional membership- enhancing your prospects even further.

### How do I get a place?

Appropriate work experience.

### What will I learn?

- Developing Yourself as an Effective Learning and Development Practitioner
- Understanding Organisations and the Role of Learning and Development
- Recording, Analysing and Using Learning and Development Information
- Contributing to the Process Of Job Analysis
- Undertaking a Learning Needs Analysis
- Preparing and Designing Learning and Development Activities
- Delivering Learning and Development Activities
- Evaluating Learning and Development Activities

### What can I do next?

Progression to other CIPD programmes such as CIPD Intermediate Diploma in Human Resource Development.



## CIPD Intermediate Diploma in Human Resource Development

Level: QCF 5 / SCQF 8  
Mode of Attendance: Part-time or Evening  
Duration: 10 months

### What is this course about?

The CIPD Intermediate Diploma in Human Resource Development provides the perfect platform to develop your learning and development knowledge and skills. If you've completed the CIPD Foundation Certificate in Learning and Development, this course is the next step. Edinburgh College is one of the only providers of this course in Scotland and is ideal if you are looking to further develop your career in Learning or Development, by extending your knowledge and skills.

Upon successful completion of your programme, you will automatically become an associate professional member of CIPD, enhancing your employment and promotional prospects even further.

The course has approved SAAS part-time fee grant funding if you meet certain criteria – visit the SAAS website for more information.

### How do I get a place?

- Relevant qualification or appropriate work experience at a management level
- Successful interview

### What will I learn?

- Developing Professional Practice
- Business Issues and the Context of Human Resources
- Using Information in Human Resources
- Managing and Coordinating the Human Resources Function
- Meeting Organisational Development Needs
- Developing Coaching and Mentoring Within Organisations
- Improving Organisational Performance
- Knowledge Management
- Contemporary Developments in HR
- Organisational Development

### What can I do next?

CIPD Advanced Diploma in Human Resource Development.



## CIPD Foundation Certificate in Human Resource Practice

Level: QCF 3 / SCQF 6  
Mode of Attendance: Evening  
Duration: 9 months

### What is this course about?

If you're an existing or aspiring human resources practitioner, this CIPD Foundation Certificate will provide you with a wide range of relevant practical skills to enhance your employment and promotion prospects. You'll gain a professionally recognised qualification, as well as essential knowledge towards CIPD associate membership. The course is therefore the ideal path to progress onto other CIPD recognised programmes to develop your Human Resources skills even further.

### How do I get a place?

Appropriate work experience.

### What will I learn?

- Developing Yourself as an Effective HR Practitioner
- Understanding Organisations and the Role of Human Resources
- Recording, Analysing and Using HR Information
- Resourcing Talent
- Delivering Learning and Development Activities
- Supporting Good Practice in Performance and Reward Management

### What can I do next?

Other CIPD programmes, such as the CIPD Intermediate Diploma in Human Resource Management.

“The CIPD Intermediate Diploma in Human Resource Management at Edinburgh College provides a great learning opportunity to ensure that you “stand out in your organisation”. I have found all the units interesting and have been able to increase my knowledge and skills in these areas. I have also gained an understanding of organisational issues and learnt that concepts and theories can be applied in practice.”

Yvonne Gallagher, HR Officer

## CIPD Intermediate Diploma in Human Resource Management

Level: QCF 5 / SCQF 8  
Mode of Attendance: Part-time or Evening  
Duration: 10 months

### What is this course about?

The CIPD Intermediate Diploma in Human Resource Management provides the perfect platform to develop your human resource management knowledge and skills. If you've completed the CIPD Foundation Certificate in Human Resource Practice, this course is the next step.

Upon successful completion of your programme, you will automatically become an associate professional member of CIPD, enhancing your employment and promotional prospects even further.

The course has approved SAAS part-time fee grant funding if you meet certain criteria – visit the SAAS website for more information.

### How do I get a place?

- Relevant qualification or appropriate work experience at a management level
- Successful interview



### What will I learn?

- Developing Professional Practice
- Business Issues and the Context of Human Resources
- Using Information in Human Resources
- Managing and Coordinating the Human Resources Function
- Employee Engagement
- Developing Coaching and Mentoring within Organisations
- Resource and Talent Planning
- Employment Law
- HR Service Delivery

### What can I do next?

CIPD Advanced Diploma in Human Resource Management or MSC or Postgraduate Diploma in Human Resource Management.



# Marketing



## CIM Certificate in Professional Marketing

Level: QCF 4 / SCQF 7  
Mode of Attendance: Evening  
Duration: 10 months

### What is this course about?

The Professional Certificate in Marketing will give you relevant and contemporary marketing knowledge to equip you for the global landscape. It also aims to provide you with a practical insight into the principles and application of marketing at a tactical level.

The course consists of three modules, two mandatory and one elective, with the aim of equipping you with an in-depth understanding of the function and fundamentals of marketing. You will receive an award if you complete one module. You must complete the two mandatory modules and one elective module for the full certificate qualification.

### How do I get a place?

To enrol for this course you need to meet one or more of the Chartered Institute of Marketing's admissions criteria:

- CIM Level 3 Introductory Certificate in marketing qualification
- Any relevant Level 3 qualification
- Any UK degree or international equivalent
- International Baccalaureate (equivalent to QCF Level 3 and above)

- Professional practice (suggested one year in a marketing role) plus diagnostic assessment onto Level 4.
- If English is not your first language, you'll also need to provide evidence of at least IELTS 6.5 or Trinity ISE III or Trinity ISE IV

### What will I learn?

- Introduction to Marketing (Mandatory)
- Integrated Communications (Mandatory)
- Customer Experience (Elective)
- Digital Marketing (Elective)

### What can I do next?

Candidates can progress onto the CIM Professional Diploma in Marketing.

## CIM Diploma in Professional Marketing

Level: QCF 6 / SCQF 9  
Mode of Attendance: Evening  
Duration: 10 months

### What is this course about?

The Professional Certificate in Marketing will give you relevant and contemporary marketing knowledge to equip you for the global landscape. It also aims to provide you with a practical insight into the principles and application of marketing at a management level.

The course consists of three modules, two mandatory and one elective, with the aim of equipping you with an in-depth understanding of the function and fundamentals of marketing. You will receive an award if you complete one module. You must complete the two mandatory modules and one elective module for the full certificate qualification.

### How do I get a place?

To enrol for this course you need to meet one or more of the Chartered Institute of Marketing's admissions criteria:

- CIM Level 4 Professional Certificate in Marketing or CIM Level 4 Certificate in Professional Marketing
- Any relevant Level 4 qualification
- Foundation degree in Business with Marketing
- Bachelor's or Master's degree from a recognised university with a least one third of credits coming from marketing content (120 credits in Bachelor's degree or 60-credits in Master's degree)

- Professional practice (suggested two years in marketing in an operational role) plus diagnostic assessment onto Level 6.
- If English is not your first language, you'll also need to provide evidence of at least IELTS 6.5 or Trinity ISE III or Trinity ISE IV

### What will I learn?

- Strategic Marketing (Mandatory)
- Mastering Metrics (Mandatory)
- Driving Innovation (Elective)
- Digital Strategy (Elective)

### What can I do next?

Successful candidates can progress onto further academic study in Marketing or other business areas.



# Finance & Accounting



## AAT Accounting Foundation Certificate

Level: QCF 2 / SCQF 5  
Mode of Attendance: Day Release, Open Learning  
Duration: 1 year

### What is this course about?

The AAT's education and training scheme provides you with a nationally recognised qualification up to Level 8 Diploma (Technician Level). The Foundation Certificate is perfect for anyone who is a junior accountant and has no previous AAT qualifications.

The Foundation Certificate course is available via day release and open learning giving you flexibility to fit your studying around your work schedule and lifestyle. Choose to attend classes or study from home depending on your time commitments. Our team of experienced and committed tutors will guide you through the course and ensure you have all the knowledge in basic accounting, costing, and IT skills so you are prepared for industry. The foundation course is a fantastic platform in order to gain professional certification with a range of renowned industry organisations.



### How do I get a place?

- 2 passes at SCQF level 5 in any subjects
- Required to take the AAT Skills Check to indicate entry point [www.aat.org.uk](http://www.aat.org.uk)
- Previous work experience is not essential
- Successful interview

### What will I learn?

- Basic Accounting
- Costing
- Computerised Accounting
- Effective Working

### What can I do next?

This course can be used as a stepping-stone to recognition by industry-renowned institutes such as ICAS, ACCA, CIMA or CIPFA.

## AAT Diploma in Accounting

Level: QCF 3 / SCQF 6  
Mode of Attendance: Day Release, Open Learning  
Duration: 1 year

### What is this course about?

If you're working in a support role in accounting, this course aims to provide a recognised qualification to equip you with the finance skills you need in the workplace.

The level 6 Diploma is available via day release and open learning giving you flexibility to fit your studying around your work schedule and lifestyle. Choose to attend classes or study from home depending on your time commitments. Our team of experienced and committed tutors will guide you through the course and ensure you have all the knowledge in financial accounting, cost accounting, professional ethics, indirect tax and spreadsheet software so you are prepared for industry. The intermediate course is a fantastic platform in order to gain professional certification with a range of renowned industry organisations.

Completion of this course will allow you to progress to professional accounting qualifications offered by industry renowned institutes - extremely desirable for your employability and promotion prospects within the financial sector.

### How do I get a place?

- AAT Accounting Foundation Certificate (Level 5)
- Required to take the AAT Skills Check to indicate entry point [www.aat.org.uk](http://www.aat.org.uk)
- Previous Accounting Experience
- 2 Highers in any subject

### What will I learn?

- Financial Accounting
- Cost Accounting
- Professional Ethics
- Indirect Tax
- Spreadsheet Software

### What can I do next?

- AAT Diploma in Accounting (SCQF 8) course. After which you will have the opportunity to become a full member of the AAT (MAAT) and progress to the professional Accounting qualifications offered by ACCA, CIPFA and CIMA, with exemptions available on completion of the Level 8 Diploma
- Enhanced employability and promotion prospects within the financial sector



## AAT Diploma in Accounting

Level: QCF 4 / SCQF 8

Mode of Attendance: Day Release, Open Learning

Duration: 1 year

### What is this course about?

If you're looking to enhance your employability and promotion prospects within the financial sector, this Level 8 Diploma in Accounting is ideal.

The level 8 Diploma is available via day release and open learning giving you flexibility to fit your studying around your work schedule and lifestyle. Choose to attend classes or study from home depending on your time commitments. Our team of experienced and committed tutors will guide you through the course and ensure you have all the knowledge in advanced financial accounting, management accounting techniques and controlling cash flow so you are prepared for industry.

The course is the ideal platform to progress onto professional accountancy exams which are widely recognised in the industry - this will enhance your prospects even further.

### How do I get a place?

- Applicants should have completed the AAT Diploma in Accounting (SCQF 6)
- Alternatively you should have completed an Accounting Degree or HNC/D in Accounting. The degree or HND will allow some exemptions from the SCQF 8 course, while a HNC may require completion of some additional units from the SCQF 6 course.

### What will I learn?

- Financial Accounting
- Budgeting
- Financial Analysis
- Personal Taxation
- Credit Control
- Cash Management
- Work-based project. An online AAT option is also available for the project.

### What can I do next?

- Progression onto professional Accountancy qualification, such as ACCA, CIMA, CIPFA or ICAS
- Become a full member of the AAT (MAAT)
- Enhanced employability and promotion prospects within the financial sector

## SAGE Accounting: Line 50

Level: QCF 2 / SCQF 5

Mode of Attendance: Evening

Duration: 18 weeks

### What is this course about?

This course is designed to provide you with comprehensive training in the latest SAGE Line 50 package. You'll get the training you require to develop your understanding and practical skills in computerised book-keeping and accounting, for use in the workplace.

Completing this course is ideal to improve your job prospects or help with a career change. It would also be useful if you're a small businesses owner who employs staff but don't want to pay for external book-keeping services. It may also prove valuable to consider sending your staff for training and development in this field. Over 80,000 UK businesses rely on SAGE software, with over a third of FTSE 100 companies currently using SAGE products.

On successful completion of the course, you'll be able to record routine and non-routine book-keeping and accounting transactions, as well as being able to produce appropriate financial and management reports.

Your training is based around setting up a computerised system and processing transactions for a fictitious organisation, allowing you to develop practical skills which you can readily apply to your own real work or business needs.

Upon completion of this course you will receive a college certificate but you can also register to sit the 2 hour IAB exam (£60 additional fee).

### How do I get a place?

No formal entry requirements.

### What will I learn?

- Setting up company, customer and supplier accounts
- Entering routine transactions for credit/cash sales and purchases
- Dealing with customer receipts and supplier payments
- Processing salaries and wages
- Correction of errors through journal entry
- Setting up recurring payments
- Dealing with bad debt
- Accruals and pre-payments
- Producing management and financial reports

### What can I do next?

- Employment in book-keeping
- Further study on a variety of accounting courses, for example SAGE Payroll



## SAGE Payroll

Level: QCF 2 / SCQF 5  
Mode of Attendance: Evening  
Duration: 10 weeks

### What is this course about?

If you're looking to gain comprehensive training in the latest SAGE Payroll package, this is the course for you. You'll develop the essential computerised payroll skills and knowledge you need for the workplace.

The course will ensure you'll be able to record routine and non-routine payroll transactions, as well as being able to produce financial reports and process year end returns to HMRC standards.

You'll focus on developing real practical skills you can put to use in your career, with training based around processing a payroll for a fictitious organisation, carrying out tasks and data analysis across a full payroll (fiscal) year. Upon completion of this course you will receive a college certificate but you can also register to sit the 2 hour IAB exam (£75 additional fee).

### How do I get a place?

No formal entry requirements.

### What will I learn?

- Income Tax and National Insurance parameters
- Statutory payments (including sickness and maternity pay)
- Company information and pensions
- Pay elements and deductions
- Processing pay (weekly and monthly)
- Non-routine transactions (student loans, change of tax code, attachment of earnings order)
- Company car legislation
- Computerising mid-year
- Processing the end of the tax year

### What can I do next?

- Employment in book-keeping
- Further study on a variety of accounting courses for example SAGE Accounting: Line 50

# Project Management

## APM Introductory Certificate

Duration: 2 days

### What is this course about?

The Introductory Certificate is designed to enable successful candidates to understand the language of project management and the structure of a successful project. After attending the course, candidates will be able to take an active part in a project team and make a positive contribution to any project environment. APM Introductory Certificate is classroom-based delivered over two days culminating with the one hour, 60 question, and multiple choice exam. The qualification is designed for anyone looking to start a successful career in project management and for those wanting to understand the principles of project management excellence.

### How do I get a place?

Attendance on this course does not require any prior knowledge or experience of project management.

### What will I learn?

The course will cover the principles of project management including:

- Planning & scheduling
- Communications
- Quality management
- Teamwork
- Resource management
- Risk management
- Handover
- Review

### What can I do next?

After completion of the APM Introductory Certificate you can develop your qualification further by enrolling on the following: APMP, PRINCE2, APM Level C and Diploma in Programme and Project Management.



## APMP Qualification

Duration: 5 days

### What is this course about?

APMP is a knowledge based qualification. Successful candidates use the knowledge gained to work more effectively on both large and small projects. APMP is recognised in many industry sectors as the basis for a complete understanding of project management. APMP is classroom-based delivered over five days with an exam (a three hour essay-based paper) taken a fortnight later. APMP is aimed at project managers and aspiring project managers who wish to demonstrate their acquired knowledge.

Candidates who are current PRINCE2® Practitioners are able to attend a condensed three day course.

### How do I get a place?

There are no formal entry requirements.

### What will I learn?

APMP covers 37 knowledge areas from the APM Body of Knowledge (APMBoK). The following will be explored:

- Project management in context
- Planning & strategy
- Executing the strategy
- Techniques
- Business and commercial
- Organisation and governance
- People and profession

### What can I do next?

After completion of the APMP Qualification you can develop further by enrolling on the following: PRINCE2, APM Level C and Diploma in Programme and Project Management.

## PRINCE2 - Foundation

Duration: 3 days

(foundation + practitioner = 5 days)

### What is this course about?

PRINCE2® (PRojects IN Controlled Environments) is a process-based project management method designed to provide a framework covering the wide variety of disciplines and activities required within a project. There are two levels of PRINCE2 – Foundation and Practitioner. We deliver a 3-day Foundation course, followed by the 2-day Practitioner course.

To become a Registered Practitioner, a candidate MUST sit the Foundation examination and the Practitioner examination in that order. The foundation course is suitable for anyone who is involved in supporting projects either as Team Manager, Team Member or Project Support.

### How do I get a place?

There are no specific entry requirements.

### What will I learn?

The PRINCE2 method addresses project management with four integrated elements of principles, themes, processes and the project environment. By the end of the course, candidates will have the knowledge to enable them to:

- Develop, monitor and manage projects effectively
- Facilitate control at all levels and provide a communication medium for all project staff
- Ensure that work progresses in the correct sequence, delivering outcomes on time and on budget

### What can I do next?

After completion of the PRINCE2 Foundation course you can complete the two day Practitioner course which will give you the full PRINCE2 qualification.





## PRINCE2 – Practitioner

Duration: 2 days (foundation + practitioner = 5 days)

### What is this course about?

PRINCE2® (PRojects IN Controlled Environments) is a process-based project management method designed to provide a framework covering the wide variety of disciplines and activities required within a project. There are two levels of PRINCE2 – Foundation and Practitioner. We deliver a 3-day Foundation course, followed by the 2-day Practitioner course. To become a Registered Practitioner, a candidate MUST sit the Foundation examination and the Practitioner examination in that order. The Practitioner course is suitable for project managers and anyone else who requires an in-depth understanding of the method and its application.

### How do I get a place?

You must have completed the PRINCE2 foundation qualification.

### What will I learn?

The PRINCE2 method addresses project management with four integrated elements of principles, themes, processes and the project environment. By the end of the course, candidates will have the knowledge to enable them to:

- Develop, monitor and manage projects effectively
- Facilitate control at all levels and provide a communication medium for all project staff.
- Ensure that work progresses in the correct sequence, delivering outcomes on time and on budget.

### What can I do next?

After completion of the PRINCE2 Foundation and Practitioner courses you can develop your qualification further by enrolling on the following: PRINCE2 Professional, The Diploma in Programme and Project Management (jointly accredited by the APM Group and the CMI), MS Project, Complete Project Manager Professional Development Awards (ILM), MSP® (Programme Management) for Project Managers who manage multiple projects.

The APM and PRINCE2® courses are offered in partnership with Andrew Carnegie Business School – Accredited Training Organisation. PRINCE2® is a registered trade mark of AXELOS Limited.

# Vocational Qualifications

**SVQs (Scottish Vocational Qualifications) are work based qualifications designed to increase your industry experience. An SVQ gives an employer the assurance that you are fully qualified to national standards and make you more competent in your position.**

SVQs at Edinburgh College can increase your career progression and can act as an additional qualification to add to your personal development or a complementary qualification to a degree. Vocational Qualifications provided by the business school include:

- Business Administration
- Customer Service
- Management
- Learning & Development
- Assessor Training
- Internal Verification

To see the full range of vocational qualifications please visit

[www.edinburghcollege.ac.uk/training](http://www.edinburghcollege.ac.uk/training) or contact the Business Development team direct.

“The training was excellent. The facilitator, was first class. By far the best training course I’ve attended”

**Edinburgh Business School Training Course Attendee**



# Consultancy

Edinburgh College Business School offers a range of consultancy services. Our qualified consultants are experts within their fields and offer advice and support to a wide range of organisations across the public and private sectors. Previous consultancy clients include, Edinburgh Trams, Visit Scotland and Midlothian Council.

## Training Needs Analyses

Through our consultancy service we are able to carry out training needs analyses that will enable you to identify the training gaps across your organisation. We will undertake a robust training needs analysis that will ensure your organisation develops competent staff who are fit for the future.

## Change Management

We are able to provide a highly experienced team of management consultants who will support you in delivering strategic change programmes across your organisation. Managing change within an organisation often requires an external facilitator who is able to provide unbiased and professional consultancy to help drive the change programme throughout the organisation vertically and horizontally.

## Project Management

If you are looking to apply project management principles across your organisation, then we can provide the expertise to support you in developing a robust project management approach. Our consultancy team is made up of both accredited and experienced project managers who have both the practical experience in delivering projects and the expertise in providing a highly professional consultancy service.

“ The knowledge and expertise provided by the tutor was exceptional and made sure that the workshops were tailored to meet the needs of our learners. I look forward to working with Edinburgh College again ”

**Bill Stewart, Plexus Manufacturing Solutions**

# Our Clients

Edinburgh College Business School works with many local companies and national brands providing consultancy, customised training and professional qualifications for employees to ensure they remain competitive in the market.

Previous Edinburgh College Business School partners include:

- City of Edinburgh Council
- NHS Lothian
- Lothian and Borders Fire Rescue Service
- Edinburgh Leisure
- Visit Scotland
- Scottish Gas Networks (SGN)
- Edinburgh Napier University
- Standard Life
- ICAS
- Scottish Ambulance Service
- Scottish National Blood Transfusion Service
- Plexus
- Edinburgh Trams
- Siemens

“ Edinburgh College is making sure RBS have sustainable people for the future in a dynamic and specialist industry ”

**Ian Stuart, RBS**

“ Our employees have increased their awareness of their responsibilities, built and developed their confidence, reinforced their knowledge and has led to them being better able to relate to their development needs and the development needs of their peers, colleagues and people reporting to them ”

**Andrew Pinker, ICAS**



[www.edinburghcollege.ac.uk/businessschool](http://www.edinburghcollege.ac.uk/businessschool)

0131 535 4800

[enterprise@edinburghcollege.ac.uk](mailto:enterprise@edinburghcollege.ac.uk)

Sighthill Campus  
Bankhead Avenue  
Edinburgh  
EH11 4DE

 #edinburghcoll

 edinburghcollege

 Edinburgh College