

Edinburgh College
**Training &
Development**

Contents

Training & Development Courses

Health & Safety.....	2
Gas	8
Electrical.....	12
Sport & Fitness	16
Construction	18
Creative Industries	20
Hospitality	30
Business School.....	36
English Language Training.....	37
Vocational Training.....	38
Modern Apprenticeships	39
Employability Training.....	39
Customised Training	40
Training for Business	41

Edinburgh College Training & Development

Edinburgh College works in partnership with individuals and organisations from all sectors to develop and deliver a wide range of effective training programmes.

Training can have huge benefits for your personal development, learning new skills and arming you with the qualifications you need to succeed.

Qualifications are accredited by industry awarding bodies across a variety of levels with flexible delivery options. Training specialisms include Health & Safety, Electrical, Gas, Construction, Sport & Fitness, Hospitality, Creative disciplines and programmes with Edinburgh College Business School.

Contact Us

Call our training team on 0131 535 4800 or email enterprise@edinburghcollege.ac.uk to book a course and discuss training opportunities.

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:

www.ourskillsforce.co.uk/funding-for-skills/flexible-training-opportunities/

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

Funding for Individuals

ILA and SAAS funding is available for professional qualifications and training courses. Please contact our training team to check your eligibility and for further funding information.

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

Health & Safety



Health & Safety is a critical aspect of every business. Accredited by IOSH (Institution of Occupational Safety & Health) and NEBOSH (National Examination Board in Occupational Health & Safety), health & safety qualifications at Edinburgh College are suitable for all levels of employees.

The range of courses will make sure that you are fully knowledgeable in hazards and risks around the workplace and policies and audit processes.

Foundation level health and safety courses are often a requirement for managers, however we also offer more advanced programmes for people looking to develop a career as a health and safety practitioner. A foundation level course may not always be necessary depending on experience. Please contact our training team to find the right course for you.



Martin Diamond [former Edinburgh College student] won the *NEBOSH Phil Hughes Award* for Best Student in Unit A of the NEBOSH diploma in 2014.

Health and Safety Progression



NEBOSH Health & Safety at Work Qualification

Duration: 3 days

What is this course about?

This introductory qualification will help improve the safety culture in your organisation, equipping your workforce with the skills to identify and deal with hazards at work, helping to reduce accidents and save costs for your business. The course is the ideal first step towards other higher level NEBOSH qualifications including NEBOSH's National General Certificate in Occupational Health and Safety.

How do I get a place?

No formal qualifications required. This introductory qualification is aimed at anyone who needs to understand the basic principles of health and safety. Candidates who would benefit from this qualification include:

- Team leaders and supervisors
- HR professionals
- Facilities managers
- Individuals working with young people in a training environment.

This qualification has been accredited and credit rated by the Scottish Qualifications Authority (SQA) and sits in the Scottish Credit and Qualifications Framework (SCQF).

What will I learn?

- Understanding Risk Assessments and Control Strategies
- Applying Control Strategies to a number of common workplace hazards, including fire, electrical, transport and manual handling.

What can I do next?

Once completed, candidates can move onto the NEBOSH National General Certificate to forward your career as a health and safety professional.

“ I thought that this was a difficult subject matter very well presented. Good use of humour and knowledge of the Parliament. My expectations were very much exceeded. ”

Scottish Government

NEBOSH National General Certificate in Occupational Health & Safety

Duration: 1 day per week - 16 weeks (Day Release), 1 year (Distance Learning)

What is this course about?

This course will provide you with a sound general foundation in hazard identification and the management of safety. It is designed for supervisors or managers in medium to high risk environments, and is ideal if you require a basic knowledge of occupational safety and health to operate more effectively in your workplace. It is also the perfect first step towards a career in occupational health and safety.

The course will also teach you the essential requirements of legislation, ensuring you are well prepared to carry out workplace inspections competently, as well as being able to prepare suitably written reports.

How do I get a place?

No formal health and safety qualifications are required.

NEBOSH recommends a minimum standard of English, equivalent to an International English Language Testing System score of 6.0 or higher in IELTS tests in order to be accepted onto the National Certificate.

What will I learn?

- Foundations in Health and Safety
- Policy, Organising, Planning and Measuring, Audit and Review
- Workplace Hazards and Risk Control
- Transport Hazards and Risk Control
- Musculoskeletal Hazards and Risk Control
- Work Equipment Hazards and Risk Control
- Electrical Safety
- Fire Safety
- Chemical and Biological Health Hazards and Risk Control
- Physical and Psychological Health Hazards and Risk Control
- Health and Safety Practical Application

What can I do next?

Following the certificate, candidates can move on to the NEBOSH National Diploma in Occupational Health & Safety to forward your career as a health & safety professional.

The NEBOSH National General Certificate in Occupational Health & Safety is assessed on a unit basis so once a unit is obtained it can be used to complete parts of other certificate courses.

NEBOSH National Diploma in Occupational Health & Safety

Duration: 18 months
(Block Release or Distance Learning)

What is this course about?

If you're an aspiring health and safety professional, this is the flagship NEBOSH qualification you need. You will build on the foundation of knowledge provided by the NEBOSH National General Certificate. The course is designed to give you the expertise needed to undertake a career as a health and safety practitioner and also provides a sound basis for progression to postgraduate study in this area.

How do I get a place?

You must have passed the NEBOSH National General Certificate as the Diploma syllabus assumes that candidates have prior knowledge gained from the Certificate level.

NEBOSH recommends a minimum standard of English, equivalent to an International English Language Testing System score of 7.0 or higher in IELTS tests in order to be accepted onto a National Diploma programme

What will I learn?

- Unit A - Managing Health and Safety
- Unit B - Hazardous Agents in the Workplace
- Unit C - Workplace and Work Equipment Safety
- Unit D - Workplace Based Assignment

What can I do next?

You can progress onto the NEBOSH International Diploma in Occupational Health & Safety or postgraduate study.

IOSH Working Safely

Duration: 1 day

What is this course about?

Working Safely is a one-day course for anyone needing basic knowledge of health and safety. It focuses on the importance of health and safety, and how to enhance the wellbeing of yourself and others in the workplace by changing your behaviour. It focuses on health and safety best practice rather than in-depth legislation.

How do I get a place?

No formal health and safety qualification is required. Candidates must have basic English language skills to complete the course.

What will I learn?

- Introducing Working Safely
- Defining Hazard and Risk
- Identifying Common Hazards
- Improving Safety Performance
- Protecting our Environment

What can I do next?

You can enhance your career prospectus in a wide range of industrial and commercial sectors with progression onto the IOSH Managing Safely course or development onto NEBOSH Health & Safety qualifications.

IOSH Managing Safely

Duration: 4 days

What is this course about?

This course will show you why health and safety should be treated as an integral part of a manager's responsibilities. You will gain an understanding of why incidents involving injury or damage occur in the workplace, and about basic risk assessment procedures including control and monitoring strategies. The course is designed to ensure you appreciate the significance of attitudes to risk, and the physical and psychological limitations in the causation of incidents leading to injuries or damage.

Following the course, you will be well prepared to recognise health and safety hazards and control measures, and able to set practical health and safety objectives in your workplace. In addition, you'll be able to communicate effectively on health and safety issues with superiors, employees, and health and safety professionals.

A one day refresher course for IOSH Managing Safely is also available.

How do I get a place?

No formal health and safety qualification is required. Candidates must have basic English language skills to complete the course.

What will I learn?

- Understanding Responsibilities
- Health and Safety Management Systems
- Practical Risk Assessment Techniques and Control
- Accident Causation and Investigation
- Measuring Performance
- Workplace Hazards: Fire, Electricity, COSHH, Noise, and Work Equipment

What can I do next?

Further study could include the NEBOSH National General Certificate in Occupational Health and Safety if you & looking to specialise in the field.

Gas



Edinburgh College's Midlothian Campus at Eskbank is the largest training centre for domestic plumbing & gas in the Southeast of Scotland.

Training is carried out in a modern, well equipped facility with a relaxed and friendly environment allowing you to achieve the qualifications you need to work in the gas industry. It is advised that you renew your gas qualifications every five years to refresh your knowledge on safety legislation and the latest equipment to make sure you are fully covered to perform your job.

CCN1 is the basic qualification you require for working with domestic gas. After completing the CCN1 course you can go on to develop your knowledge in specialist areas allowing you to carry out a wider variety of jobs.



Gas Progression

Gas Specialist Training & Assessment

CENWAT – Central Heating Boilers & Water Heater

CKR1 - Cookers

HTR1 – Space Heaters Including Gas Fires and Wall Heaters

MET1 – Meters

Unvented Hot Water

CCN1 Initial Core Domestic Gas Safety

CCN1 Initial Core Domestic Gas Safety

Duration: 2 days

What is this course about?

The BEPEC accredited Initial Core Domestic Gas Safety (CCN1) course covers appliances, initial training and assessment to give you the qualification you need to work in the gas sector. The CCN1 course is a requirement of the nationally Accredited Certification Scheme for gas fitting operatives (ACS), which you are legally required to have before working with any gas appliances.

After two days of training, you will be evaluated with open book multiple choice papers and practical assessment. The CCN1 assessment is designed to test your gas safety competence and is a pre-requisite before progressing onto further gas courses (Gas Specialist Training and Unvented Hot Water).

How do I get a place?

You must have a SVQ level 3 in plumbing to begin the CCN1 course, so you have basic knowledge of equipment and techniques. Experience in plumbing and gas trades is beneficial along with understanding of plumbing and heating equipment.

What will I learn?

The BEPEC CCN1 course includes training and assessment in the following:

- Gas safety legislation and emergency actions and procedures
- Characteristics of combustion
- Ventilation
- Installation of pipework and fittings
- Operation of and positioning of emergency isolation controls and valves
- Checking and setting appliance burner pressures and gas rates
- The operation and checking of appliances, gas safety devices and controls
- Flueing standards and testing
- Installation of open, balanced and fan assisted flue assemblies
- Re-establish existing gas supply and relight appliances

What can I do next?

Once qualified you are required to renew your CCN1 course every five years so you have the knowledge on the latest gas safety practises and equipment. You can also develop further by completing the specialist gas courses (CENWAT, CKR1, HTR1, MET1 and Unvented Hot Water) which can be found in this brochure.

Gas Specialist Training (CENWAT, CKR1, HTR1, MET1)

Duration: 2 days

What is this course about?

Specialist gas courses are designed to give you more focus on particular areas of gas work enabling you to add more services you can provide to the public. After training, you will be evaluated with some knowledge questions and practical assessment.

How do I get a place?

You must have passed the CCN1 domestic gas qualification to apply for a specialist gas course. Experience in plumbing and gas trades is beneficial along with understanding of plumbing and heating equipment.

What will I learn?

CENWAT

CENWAT is designed to assess the competence to install, exchange, commission, disconnect, service, carry out repair and attend to breakdown of **central heating and hot water** appliances including:

- Open and balanced flue (natural draught and fan assisted)
- Central heating & hot water boilers
- Circulators
- Combination boilers
- Storage water heaters
- Instantaneous water heaters with a heat input equal to or less than 70kW.

CKR1

Apart from CCN1 and CENWAT, CKR1 remains the most common domestic assessment undertaken by gas engineers. The course includes installation, commissioning, exchanging, disconnecting, servicing, attending to breakdowns and repair of **cooking** appliances including:

- Free-standing and slide in cookers
- Built in hotplates
- Built in/under ovens and grill units

HTR1

HTR1 is designed to assess the competence to install, exchange, commission, disconnect, service, carry out repair and attend to breakdown of **heating** appliances including:

- Gas fires
- Wall heaters
- Convector heaters
- Stoves, which may be open, balanced or fan assisted
- Flueless gas fires (with and without catalytic converters)
- Greenhouse heaters

MET1

The MET1 Gas Meter Safety Assessment is designed to test gas safety competence if an installer's **domestic gas meter** work includes:

- Installing from new
- Exchanging from existing
- Permanently removing and commissioning/decommissioning.

What can I do next?

Once qualified you are required to renew specialist gas courses every five years (along with your basic CCN1) so you have the knowledge on the latest gas safety practises and equipment.

Unvented Hot Water

Duration: 1 day

What is this course about?

The Unvented Hot Water course will make sure you are able to install, commission and service unvented hot water systems in compliance with current legislation.

After your training, you will be evaluated with some knowledge questions and a practical assessment. The assessment is designed to test your competence in hot water systems.

How do I get a place?

You must have passed the CCN1 Domestic Gas qualification to apply for Unvented Hot Water. You are required to have a basic understanding of gas safety and equipment you get from the CCN1 programme. Experience in plumbing and gas trades is beneficial along with understanding of plumbing and heating equipment.

What will I learn?

The course includes training and assessment in the following:

- Installation and safety
- Regulations, standards and guidelines
- Theory of hot water expansion
- Principles of hot water storage
- Design considerations
- Components and function
- Safety controls, discharge and integration
- Maintenance and servicing

What can I do next?

Once qualified you are required to renew your specialist gas courses every five years (along with your basic CCN1) so you have the knowledge on the latest gas safety practises and equipment.



Electrical



Having the most up to date electrical training is vital in gaining more job opportunities and contracts for your company.

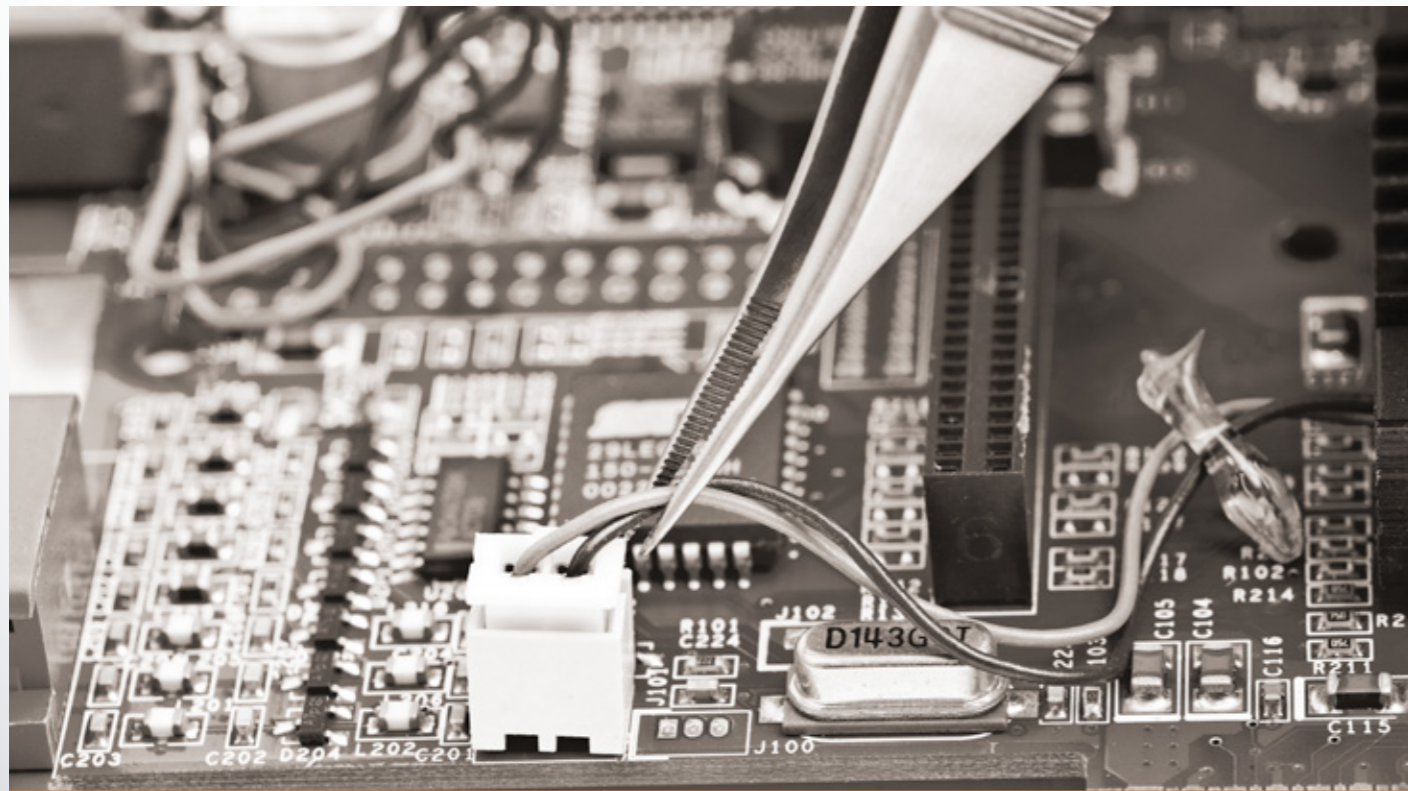
Accredited by City & Guilds, electrical training courses are designed to give you the knowledge and skills required for all practising electricians. You must have a very good understanding of electrical equipment, whether in work or personally, to apply for electrical training courses.

Electrical Progression

Electrical Equipment Maintenance & Testing (PAT Testing) 2377

Initial & Fundamental Inspection & Testing 2394

Requirements for Electrical Installations (17th Edition) 2382



Electrical Equipment Maintenance & Testing (PAT Testing) 2377

Duration: 1 evening or afternoon per week - 6 weeks

What is this course about?

The PAT testing course aims to prepare candidates for the City & Guilds 2377 examination. This vocational course gives the opportunity to carry out in-service inspection and testing of electrical equipment. Anyone with responsibility for implementation and supervising equipment testing and maintenance will find this course useful.

PAT testing includes techniques used to ensure all electrical equipment is safe to use, using visual detection and testing. Many workplaces require regular PAT testing of equipment to ensure they comply with health and safety regulations.

How do I get a place?

There are no formal entry requirements. The course is suitable for those employed in the electrical contracting industry or associated trades who require knowledge of PAT testing regulations.

What will I learn?

By the end of this course, participants will be able to:

- Understand the legal requirements for maintenance of electrical equipment.
- identify the different types, construction and classification of electrical equipment for use.
- Identify the suitability of electrical equipment for use.
- Demonstrate knowledge and understanding of the in-service tests carried out on different types and classes of equipment.
- Carry out practical in-service inspection and testing on items of electrical equipment.

What can I do next?

The PAT testing qualification is recognised by building, construction and engineering industries which can lead to wider job opportunities. You can also move on to Requirements for Electrical Installations (17th Edition) 2382 and Initial & Fundamental Inspection & Testing 2394.

Requirements for Electrical Installation (17th Edition) 2382

Duration: 1 evening per week - 8 weeks

What is this course about?

The aim of the 17th Edition course is to provide practising electricians and electrical contractors with a good working knowledge of BS 7671: 2008 (IEE Wiring Regulations, 17th Edition), required to work in the industry.

This course is for anyone already employed in the electrical sector that needs to update their knowledge of the regulations to renew their Electrician's grade cards. The course also provides an insight into electrical safety for anyone who is required to have some electrical knowledge as part of their job.

How do I get a place?

There are no formal entry requirements. The course is suitable for those employed in the electrical contracting industry or associated trades who require knowledge of the regulations as part of their work.

What will I learn?

During the 17th edition course you will learn the following:

- Scope, object and fundamental principles
- Definitions
- Assessment of general characteristics
- Protection for safety
- Selection and erection of equipment
- Inspection and testing
- Special installations or locations
- Appendices

What can I do next?

On completion, you can move onto other electrical courses to widen your knowledge in other areas including the Initial & Fundamental Inspection & Testing 2394.

Initial & Fundamental Inspection & Testing 2394

Duration: 1 evening per week - 8 weeks

What is this course about?

A certificate in Initial & Fundamental Inspection & Testing 2394 will give you the skills and confidence to inspect and test fundamental installations and conduct initial verification on electrical equipment.

Practising electricians who haven't worked on fundamental inspection and testing since qualifying, or who have recently become qualified as an electrician after working in other engineering disciplines or trades will find this course useful.

How do I get a place?

Candidates must have completed the 17th Edition Electrical Installation course (included in this brochure) to give you the basic understanding required.

If you are currently working in electrical testing, a Certificate in Initial & Fundamental Inspection and Testing 2394 can help you update your skills to keep up with best practice.

What will I learn?

During the course you will learn the following:

- Health and safety
- Inspecting electrical installations
- Testing electrical installations
- Preparation for inspection and testing: requirements; information required; statutory and non-statutory requirements; certification and documentation
- Inspection: items to be inspected; periodic inspection; extent and limitations and electrical safety
- Testing instrumentation calibration and sequence of testing associated requirements, IP code, parallel circuit resistance installation testing: continuity of protector conductors; ring circuit continuity; insulation resistance penetration and flashover; electrical separation; special locations; polarity; earth loop impedance; earth electrode; RCD tests and prospective fault current

What can I do next?

On completion you can move onto other electrical courses to widen your knowledge in other areas.

Sport & Fitness

Choosing sport and fitness at Edinburgh College will equip you with first-class leadership, communication and teamwork skills you need to succeed in a rapidly growing multi-million pound industry.

Our sport and fitness staff are experienced professionals within their disciplines, either working as coaches with sport teams, personal trainers or as specialist consultants in exercise and fitness in Scotland and beyond.

Sports training courses are awarded by CYQ, the UK's leading awarding organisation in the health, fitness and wellbeing sector. Completing the gym instructor or personal trainer course will allow you to progress onto work in leisure centres, private gyms, sports clubs or start your own business.

Edinburgh College has three top fitness centres at Granton, Milton Road and Sighthill with modern and fully-equipped facilities. The Club, based at Milton Road also gives you the opportunity to put your training into practice by gaining real-life experience in a commercial gym.

Sport & Fitness Progression

Certificate in Personal Training



Certificate in Fitness Instruction -
Gym Based Exercise



CYQ Certificate in Fitness Instruction - Gym Based Exercise

Level: CYQ Level 2

Duration: 4 days

What is this course about?

The course will allow you to gain a nationally recognised qualification in gym instructing, exercise to music and circuit training. The programme encourages you to develop the practical skills you need, by delivering classes to your peer group and partners, becoming a fully qualified instructor in the above fields. Anatomy, physiology and nutrition are also included in the course to support your understanding of the body.

How do I get a place?

Candidates must have 1 Higher pass or minimum of 2 passes at SQCF Level 5. Experience of working in the Health and Fitness Industry would be beneficial.

What will I learn?

- CYQ Level 2 Certificate in Fitness Instructing (Gym-Based Exercise)
- Certificate in Fitness Instructing (Exercise to Music)
- Anatomy and Physiology Level 2 Award in Circuit Training
- Royal Lifesaving Society Survive and Save or National Pool Lifeguard Qualification (NPLQ)
- Optional Level 2 Award in Group Indoor Cycle
- HSE First Aid at Work approved award

What can I do next?

You'll be well prepared for employment and ready to progress onto the HND Health, Fitness and Exercise.

CYQ Certificate in Personal Training

Level: CYQ Level 3

Duration: 12 days

What is this course about?

This course will give you the practical skills, knowledge and competence required to work unsupervised as a personal trainer.

How do I get a place?

Candidates must have at least 1 Higher exam pass or minimum of 2 passes at SCQF Level 5. Experience of working in the health and fitness industry is also beneficial.

What will I learn?

- Principles of exercise, fitness and health
- Anatomy and physiology for exercise
- Supporting clients in exercise and physical activity
- Health, safety and welfare
- Planning gym-based exercise
- Instructing gym-based exercise
- Anatomy and physiology for exercise and health
- Applying the principles of nutrition to a physical activity programme
- Programming personal training with clients
- Delivering personal training sessions

What can I do next?

You will be well prepared for employment and ready to progress onto HND Health, Fitness & Exercise.

Construction

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL



Edinburgh Construction Skills Academy is a partnership between Edinburgh College and the City of Edinburgh Council, based in Granton.

Edinburgh Construction Skills Academy,
Forthside,
West Shore Rd,
Edinburgh,
EH5 1QD

(approximately 15 minutes walk from
Edinburgh College Granton Campus).

The Academy was created to address industry needs in construction in Edinburgh and the Lothians. Construction training is provided across three key areas from our Forthside training centre:

- Highways Maintenance
- Construction Operatives
- Plant



The following short courses are available at the Edinburgh Construction Skills Academy:

Course Name	Duration
Brickwork Skills Awareness	½ Day
Abrasive Wheel/Cutting Discs Stihl Saw	1 day
Emergency First Aid	1 day
Fire Awareness Training	1 day
Safety Awareness Training (CSCS) Construction Skills Certification Scheme	1 day
Risk Assessment	1 day
PASMA Course	1 day
Signing Lighting and Guarding	1 day
Location and Avoidance of Underground Apparatus	1 day
Traffic Management	2 days
Block Paving Awareness Training	2 days
Forward Tipping Dumpers	3 days
Mobile Elevating Work Platform (MEWPS)	3 days
Slinger Signaller	4 days
Ride on Road Roller	4 days
IOSH Managing Safely	4 days
Street Paver	5 days
Loading Shovel Wheeled	5 days
Telehandler Forklift	5 days
Dump Truck Training	5 days
National Awards in Excavation & Reinstatement in the Highways	
General Operative	5 days
Supervisor Training	5 days
Mini 360 Excavator (Backhoe Loader)	10 days
Brickwork Courses Foundation and Drainage work area	4 weeks
Hard landscaping	6 weeks
SQA Road building	7 Weeks
SQA Highways Maintenance	13 weeks

Bespoke Construction Courses

The Edinburgh Construction Skills Academy also delivers bespoke training for businesses from small independent companies to large firms. We are happy to develop unique training to meet your requirements, whether you need a one day short course or a longer programme. Please contact our training team to discuss.

Creative Industries



Avid Learning Partner



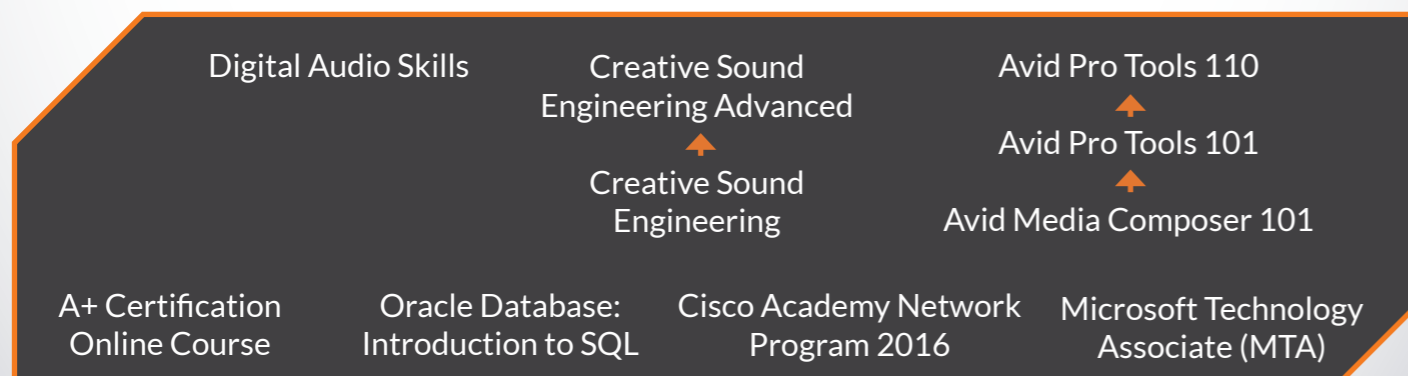
Creativity is at the heart of Edinburgh College. We pride ourselves on high quality teaching in top facilities that allow students to get the best training in the country. We have a range of qualifications that will set you up for an exciting creative career.

Creative facilities at Edinburgh College include CRE:8 and Music Box incorporating a fully equipped TV studio with green Chroma key and infinity curve, AVID editing suites, a 96 seat auditorium for screenings, professional sound recording studios with editing suites and the latest digital audio facilities. Please see the progression routes for creative qualifications below:

“Scotland has 11,000 digital job vacancies and this is one of the government’s key economic growth areas, so giving this next generation of leading tech entrepreneurs a head start while they’re at college is really important.”



Creative Industries Progression



Digital Audio Skills

Duration: 1 evening per week - 10 weeks

What is this course about?

The Digital Audio Skills course is ideal if you're a performer, bedroom producer, DJ or composer who's interested in enhancing your computer-based composing skills.

This course will develop your skills with beats and patterns in music, MIDI and sequencing, effects, synthesis and sampling, digital mixing and editing. You'll learn how to break music down and build it back up, learning how to use industry-standard audio software.

You will get an overview of the power and exciting possibilities of creating music and sounds within our modern Mac Suite. It's kitted out with professional midi keyboards, monitors, speakers, individual external sound cards and all the equipment you need to create a unique digital sound.

How do I get a place?

There are no formal entry requirements but you should have a basic understanding of music and be comfortable using a computer.

What will I learn?

You will learn to use the following music editing software:

- Pro Tools
- Logic
- GarageBand

What can I do next?

Progress onto a studio-based evening class or a full-time sound production course at Edinburgh College.

Creative Sound Engineering

Duration: 1 evening per week - 10 weeks

What is this course about?

The Creative Sound Engineering course is ideal if you're an aspiring sound engineer or sound technician. Working with a trained studio engineer, you will learn the basics of the studio environment. This is a hands on, practical course in our state-of-the-art recording studio and recording a live band, as well as work on studio techniques.

How do I get a place?

No formal entry requirements are needed but you should have a basic understanding of music and be comfortable with using a computer.

What will I learn?

- Signal Flow
- Microphone Theory
- Recording Techniques and Production Values
- Editing
- Mixing Techniques
- Dynamic, EQ and Effects
- Mastering

What can I do next?

You can progress to the Sound Engineering Advanced evening course.

Creative Sound Engineering Advanced

Duration: 1 evening per week - 10 weeks

What is this course about?

If you're looking to develop your understanding of the recording process, this course is ideal. It's also the perfect path to develop the skills you gathered in our Creative Sound Engineering course. The course will give you the knowledge to take your work into the professional domain. During your time on the course, you'll work with a band and professionally produce a song from start to finish.

How do I get a place?

You should have a basic understanding of the recording process. This course is intended to follow on from Creative Sound Engineering.

What will I learn?

- Track Comping
- Production Values and Techniques
- Advanced Editing Techniques
- Analogue Mixing and Mastering
- High End Outboard Techniques
- Advanced Dynamic and Harmonic Mixing Techniques
- Preparing your Work for Commercial Release

What can I do next?

On completion you will be confident to progress onto sound engineering professionally.

Avid Pro Tools 101

Duration: 3 days

What is this course about?

This is the first step in the AVID Certification programme, an internationally recognised qualification. The 101 course will give you an introduction to the principles and functions of Pro Tools software. The goal of the course is to help you start working on your own rewarding projects in Pro Tools, the most powerful digital audio workstation.

On completion of the course, you'll be able to sit the exam for AVID Pro Tools 101 Certificate.

How do I get a place?

No familiarity with the system is necessary, but a background in sound editing is recommended.

What will I learn?

You will learn the basic skills required to operate the Pro Tools environment for recording, editing and mixing sound including:

- Create your first session
- Make your first audio recording
- Import media into your session
- Make your first MIDI recording
- Select and navigate
- Apply basic and mixed editing techniques
- Create Music and Post hands-on projects

What can I do next?

You can progress onto the Pro Tools 110 course, which provides the foundation Pro Tools User Certification.



Avid Protools 110: Pro Tools Production

Duration: 3 days

What is this course about?

This course provides a more detailed look at the Pro Tools system above and beyond the knowledge you gained in the Pro Tools 101 programme.

It covers all the key concepts and skills you need to operate a Pro Tools system at user level, equipping you with a wealth of skills, from recording MIDI and audio, working with timescales and virtual instruments, to learning to edit and quantize MIDI and audio. You'll also learn important skills in file management and editing techniques.

How do I get a place?

It is recommended that you attend the Protools 101: Introduction to Pro Tools course and pass the 101 online exam, before applying to the 110 course (it's possible to do the 101 and 110 course in a block).

What will I learn?

- Control Pro Tools using external controllers
- Manage session data and media files
- Record MIDI and audio
- Using loop recording and advanced techniques
- Work with timescales and virtual instruments
- Work with Avid Elastic Audio
- Edit and quantize MIDI and audio
- Use audio editing and file management techniques
- Apply editing techniques: clip loops, enable, play, view, and edit automation data
- Mix using sends, returns, plug-ins, master faders, and groups

What can I do next?

You can progress onto the 200-series of courses on Pro Tools music and post production processes.

AVID Media Composer 101: Editing Essentials

Duration: 3 days

What is this course about?

This course is your first step in achieving confidence, creativity, and efficiency with Avid Media Composer 6, the non-linear film/video editing application used in most movie and television productions.

The course will lead you through interface and basic editing techniques before moving on to trimming, fine-tuning the edit, adjusting audio, handling multicamera editing, adding transitions, adding titles, and outputting your finished project.

Training is hands-on and you will have access to an individual AVID editing suite connected to an AVID Unity server. This will allow you to work on fun real-world projects, from extreme sports and dazzling documentary footage to an episode of the television show Hell's Kitchen.

How do I get a place?

No familiarity with the system is necessary, but a background in editing, production, or post-production is strongly recommended.

What will I learn?

You will gain introductory knowledge in:

- Exploring the Interface
- Preparing to Edit
- Assembling a Basic Sequence
- Ingesting File-Based Media
- Manual Timeline Editing
- Refining the Edit
- Refining and Mixing Audio
- Customizing Media Composer
- Creating Quick Titles and Basic Transitions
- Preparing for Output and Exporting a File

What can I do next?

Along with its counterpart, (MC 110) Media Composer 6: Part 2-Effects Essentials, this course provides the foundation for Media Composer User Certification.

CompTIA A+ Certification Online Course

Duration: 18 months
(Distance Learning, Evening)

What is this course about?

CompTIA A+ Certification is an ideal starting point for a career in IT as it covers the maintenance of PCs, mobiles, laptops, operating systems and printers. The qualification is the industry standard for computer support technicians and proves competence in areas such as installation, preventative maintenance, networking, security and troubleshooting.

You can complete the course in a time suitable for you and studying is flexible to fit around your lifestyle.

The A+ Certification course covers the latest CompTIA Examination syllabus.

How do I get a place?

You should have user-level skills, knowledge of computers and a good working knowledge of the Windows operating system.

We recommend that you have 9-12 months of experience in the IT support industry although this is not essential.

Students will need internet access for support and for associated course files.

Students can use ILA towards the cost of the course.

The two CompTIA A+ exams are available at discounted price at the end of the course.

What will I learn?

This course can help you gain the skills and knowledge necessary to perform tasks on personal computers hardware and operating systems such as installation, PC building, system upgrades, repair, system configuration, troubleshooting, problem diagnosis, and preventative maintenance.

What can I do next?

On completion of the course you can progress onto a number of jobs including:

- Technical support specialist
- Field service technician
- IT support technician
- IT support administrator
- IT support specialist

Oracle Database: Introduction to SQL

Duration: 5 months (Distance Learning)

What is this course about?

Start a course accredited by one of the world's largest software companies. SQL is a database query language which is widely used commercially and is always high on the list of skills in demand from IT employers.

This course will give you the knowledge and understanding on SQL needed to progress in the IT industry and is based on the Oracle Academy programme, comprising of Database Design and Database Programming.

You will work through The Oracle Academy material at your own pace with support from an Oracle accredited lecturer.

There is a weekly webinar (to be held on a day and time to be negotiated within the course group) and a workshop session in college to support your successful development.

How do I get a place?

Applicants are required to have ICT qualifications at a minimum of SCQF Level 6, however industry experience would be considered.

The distance learning course includes online learning materials provided by Oracle Academy and supplemented by Edinburgh College, which ensures you'll find the course to be extremely accessible and flexible. All students are required to attend the college to enrol.

What will I learn?

The qualification is achieved by passing four exams. Each exam covers several sections of the Oracle material and comprises 50 multiple choice questions. The exam timing will be flexible – when you're ready you will book an exam appointment and attend in person at our assessment centre. The SQA recognises this course as equivalent to 3 credits – 1 at HNC (Level 7) and 2 at HND (Level 8).

- SQL Database Design
- SQL Database Programming

What can I do next?

On completion of the course you can develop your knowledge of SQL databases in your current job or gain employment or promotion in positions requiring knowledge of SQL databases.

Cisco Academy Network Program 2016

Duration: 10 months (Distance Learning)

What is this course about?

If you're an IT professional looking to design, implement and support small to medium sized networks, this course is ideal for you. The programme is designed to make you understand the support required for Cisco operating systems. The course is also valuable if you're a support professional wishing to update your skills, or a senior support professional responsible for the planning, design, implementation, maintenance or management of a network infrastructure and require an understanding of how to incorporate Cisco products into your networks.

You'll learn all these valuable network skills in one of the best equipped CISCO labs in Scotland, based at Edinburgh College. At the end of the CISCO Academy Network course, you'll be a CCNA certified professional with a really wide set of essential, up to- date network skills for work.

How do I get a place?

Applicants are required to have minimum of 2 Highers or relevant NC pass at SCQF Level 6. Industry experience would also be considered.

What will I learn?

- How to configure and operate LAN, WAN and dial-access services for small networks (100 nodes or fewer)
- How to Apply common network protocols such as IP, IGRP, Serial PPP, Frame Relay, OSPF, and EIGRP
- How to configure switched networks incorporating VLANs and trunk links
- How to monitor network performance using specialist software
- How to troubleshoot ethernet networks
- How to implement secure networks through IP access list
- How to build common network cables

What can I do next?

On completion of the course you can use your new skills in your existing role or seek employment in a variety of jobs requiring knowledge in computer networks.

Microsoft Technology Associate (MTA)

Duration: 12 months (Distance Learning)

What is this course about?

Microsoft Technology Associate (MTA) is an introductory Microsoft certification for individuals considering a career in technology. MTA certification addresses a wide spectrum of fundamental technical concepts, assesses and validates your core technical knowledge, and enhances your technical credibility.

MTA exams do not qualify for MCP certification, nor are they a prerequisite for MCSA or MCSD certification. To earn an MTA certification, you need to pass one exam.

How do I get a place?

Applicants are required to have minimum of 2 Highers or relevant NC pass at SCQF Level 6. Industry experience would also be considered.

What will I learn?

Earning an MTA certification helps prove your knowledge of fundamental technology concepts. Having a validated certification from Microsoft can help you launch a successful career.

What can I do next?

The MTA certification provides the knowledge necessary to pursue Microsoft Certified Solutions Associate (MCSA) or Microsoft Certified Solutions Developer (MCSD) certifications. The MTA certification creates a new entry point to help those who are new to IT to jumpstart their career.

Hospitality



Within hospitality, Edinburgh College offers courses in Food Hygiene, HACCP (Hazard Analysis and Critical Control Point) and a Personal Licence Holder qualification.

Most roles in hospitality require a record and understanding of food hygiene. Whether you are working in a kitchen environment or at management level, having a food hygiene qualification is important for your employment and development.

Anyone who authorises the sale of alcohol to the public (as per the legal requirement in Scotland) is required to have a suitable qualification such as the BIIAB Scottish Certificate for Personal Licence Holders.



Hospitality Progression



BIIAB Scottish Certificate for Personal Licence Holders

Duration: 1 day

What is this course about?

The course covers Scottish Licencing Law as defined in the Licencing (Scotland) Act 2005, and issues surrounding social responsibility within the licensed retail sector from the perspective of personal licence holders. It is designed for those working in On Sales and Off Sales licenced premises including pubs, clubs, leisure centres, supermarkets and off-licences.

How do I get a place?

All candidates must have a good level of communication. If English is a second language, evidence of English Language testing to Level 5.5 IELTS must be provided.

What will I learn?

The course will cover:

- The roles, responsibilities and functions of Licensing Boards and Licensing Standards Officers
- The application process for a personal licence
- The application process for premises and occasional licences, mandatory and discretionary conditions.
- Protection of children from harm
- The content and purpose of an operating schedule and risk assessment
- Drunkenness and disorderly behaviour
- Licensed hours
- Control of order
- The responsible retail sale of alcohol
- Roles and responsibilities of the personal licence holder and the penalties in relation to failure to comply with the law



- Unauthorised licensable activities
- Rights of entry to licensed premises
- The strengths of alcoholic drinks and the effects of alcohol on the human body

BIIAB Scottish Certificate for Personal Licence Holders Refresher Course is also available.

REHIS Elementary Food Hygiene

Duration: 1 day

What is this course about?

This course is aimed at anyone working within a food handling environment, including catering/licensed trade, food production and processing industries, and also those in caring and voluntary situations involved in food preparation or handling.

The REHIS Elementary Food Hygiene Certificate provides evidence that the holder has achieved a basic understanding of good food safety practices as required by law.

How do I get a place?

There are no formal entry requirements for this course. If English is a second language, evidence of English Language testing to Level 5.5 IELTS must be provided.

What will I learn?

- An introduction to food hygiene
- Bacteria and their characteristics
- Food borne diseases and foods at risk
- Food poisoning
- Personal hygiene and the working habits of the food handler
- The working environment and equipment
- Cleaning practices
- Common food pests and their control
- Food safety legislation

What can I do next?

On successful completion of the course, you could consider progressing on to the REHIS Intermediate Food Hygiene course

REHIS Intermediate Food Hygiene

Duration: 2 days per week - 2 weeks

What is this course about?

This course is ideal if you work with food and are responsible for the work of others. In addition to this, it is hugely useful if you're implementing a safe system for food hygiene in your place of work.

The intermediate level REHIS course is designed for staff at supervisory level and involves a 2.5 hour written examination.

How do I get a place?

An elementary food hygiene certificate would be beneficial.

What will I learn?

- Food poisoning
- Food borne infections
- Contamination of food and its prevention
- Food preservation
- Personal hygiene
- Management of food hygiene and safety and hazard analysis
- Principles of HACCP
- Cleaning and disinfection
- Pest control
- The importance of due diligence
- Design, maintenance and cleaning of food premises and equipment
- Food hygiene legislation

What can I do next?

On successful completion of the course, you could consider progressing on to the REHIS Diploma in Advanced Food Hygiene.

REHIS Diploma in Advanced Food Hygiene

Duration: 1 day per week - 8 weeks
(Day release)

What is this course about?

This course is designed for staff at management level and covers the management of food safety within a food establishment, focussing in particular on the principles and implementation of HACCP (Hazard Analysis and Critical Control Point).

On completion of an oral and written assessment, candidates will receive a Diploma certificate.

Candidates can also apply to REHIS for approval to deliver REHIS Elementary food hygiene courses as a qualified trainer.

How do I get a place?

An intermediate food hygiene certificate or knowledge of hygiene practices would be beneficial for this course.

What will I learn?

- Bacteriology
- Bacterial poisoning
- Food borne infections
- Food contamination
- Personal hygiene
- Food storage
- Food preservation
- Maintenance of food premises and equipment
- Cleaning and disinfection
- pest control
- HACCP

What can I do next?

On successful completion of the course, you could consider applying for another vocational evening course at Edinburgh College.

REHIS Introduction to HACCP & Hazard Analysis

Duration: 1 day

What is this course about?

The course is designed to introduce food handlers to the basic principles of HACCP (Hazard Analysis and Critical Control Points). You will build a basic understanding of what is meant by hazards, what to be aware of in your workplace and the systems to put in place to prevent them from happening.

How do I get a place?

It is essential that all candidates have a REHIS Elementary Food hygiene certificate or equivalent.

What will I learn?

- The Principles of HACCP
- Practical Application of HACCP
- Training
- HACCP and the Law

What can I do next?

On successful completion of the course, you could consider progressing on to the REHIS Intermediate HACCP Practices course to increase your knowledge in this area.

REHIS Intermediate HACCP Practices

Duration: 2 days per week - 2 weeks

What is this course about?

The course is designed to provide a detailed understanding of the principles of HACCP, and how they can be applied by a food business to control potential hazards. Ideal for supervisor level staff, the intermediate level course will allow you to explore the training required to implement HACCP in your workplace and the legal requirements that stem from the processes.

How do I get a place?

Candidates require a REHIS Intermediate Food Hygiene certificate or equivalent for this course.

What will I learn?

- The Principles of HACCP
- Practical Application of HACCP
- Training
- HACCP and the Law

What can I do next?

On successful completion of the course, you could consider applying for another vocational evening course at Edinburgh College.



Edinburgh College Business School

The suite of accredited business qualifications are designed to elevate your career. Professional programmes allow you to share best practice and business experiences with others while gaining knowledge in your field with a recognised industry qualification.

Areas of expertise include:

- **Management & Leadership**
- **Marketing**
- **Human Resources**
- **Accounting & Finance**
- **Project Management**
- **Learning & Development**

Qualifications encompass all areas of business and have been designed to fit around job commitments and lifestyles. Choose from part-time, evening and open learning options.

For more information on qualifications provided by Edinburgh College Business School please visit www.edinburghcollege.ac.uk/businessschool or ask a member of our training team for a copy of our Business School brochure.



English Language Training

Accredited by the
BRITISH COUNCIL
for the teaching
of English

Edinburgh College is a centre of excellence for English Language programmes and is one of the largest year-round providers of English Language courses in Scotland. Our staff are highly qualified and have experience in working with students from all over the world.

For more information on English Language qualifications provided by Edinburgh College please visit www.edinburghcollege.ac.uk/international or ask a member of our team for a copy of our English language training brochures.

The College is accredited by the British Council for the teaching of English in the UK, ensuring that our teaching is of the highest standard. We offer the following English Language Training:

- **General English as a Foreign Language**
Designed to help you increase your confidence in using English in a range of everyday situations. There will be great emphasis on developing oral skills as well as building on your vocabulary, from Beginner to Higher Intermediate.
- **Academic English**
Ideal for students who want to improve their use of English for entry to university to other higher level study. You will develop listening, reading, writing and speaking skills, as well as improve your grammar and pronunciation.
- **Bespoke training for groups**
We can develop bespoke programmes to suits your businesses/group's academic or cultural needs. Your customised programme can also include a social activities, accommodation, airport pickup and local travel arrangements.

Vocational Training

Scottish Vocational Qualifications (SVQs) are work based qualifications designed to enhance your experience. An SVQ gives your employer the assurance that you are fully qualified to national standards in your industry and SVQs are ideal if you are looking to increase your competency and thrive on experience- based training rather than theory based programmes.

Vocational qualifications on offer at Edinburgh College include:

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

We continue to develop our range of vocational qualifications to meet industry demand. To see the full list of vocational qualifications available please visit our website.



Modern Apprenticeships

Modern Apprenticeships are a great way for students to combine work experience, college practical learning and theory to make sure they are fully prepared for industry.

Modern Apprentices are employed from the very start of college training and will receive a wage from their employer while they learn. The scheme allows apprentices to develop expertise and knowledge through on-the-job assessment, as well as gaining vital skills such as teamwork and problem solving. Modern Apprenticeships are open to anyone aged 16 and over.

Edinburgh College has Modern Apprenticeship programmes in Engineering, Security Systems, Hairdressing and Automotive, however, we continue to add more modern apprenticeship opportunities to our portfolio. Please visit our website at www.edinburghcollege.ac.uk/modernapprenticeships

Employability Training



Edinburgh College offers a range of practical courses which provide students with a recognised qualification and the skills that employers are looking for. Through Employability Training, you can access:

- Real-Life Work Experience
- Industry qualifications
- Industry Job Search

Students start a 14-20 week course ranging from pre-apprenticeships in carpentry to retail and care courses.

Visit www.edinburghcollege.ac.uk/employabilitytraining to see the full list of courses and to apply.

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

We realise that training requirements are unique to your business and are happy to discuss all training opportunities with you.

“ Edinburgh College has helped the Royal College of Midwives to deliver CV Writing and Interview Skills Workshops to midwives in Scotland. 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 with working Edinburgh College again. ”

Royal College of Midwives

Training for Business

Implementing high quality training in your organisation can have huge benefits on productivity, revenue and staff morale.

We understand that you need to see return on your investment and therefore we aim to create training that meets your business objectives. Our service ranges from strategic training for senior board members to health and safety training for kitchen staff.

We work with knowledgeable and experienced teaching staff across all departments of Edinburgh College, who will give your employees the skills that they need to be effective in the workplace.

Previous training clients include:

- Visit Scotland
- Scottish Gas Networks (SGN)
- Standard Life
- Scottish Ambulance Service
- Plexus Manufacturing Ltd
- Edinburgh Trams
- Siemens

Please contact our training team if you are looking to implement a training programme in your organisation.

“ From our perspective and that of the Operations management, the course has met all the expectations we had and on speaking with the participants themselves, they have enjoyed the two days and the learning they received. ”


Plexus Manufacturing


“ 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. ”


Scottish Ambulance Service

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 Edinburgh College