

## Introduction

The Career Transition Partnership runs a wide variety of courses which aim to help you acquire the knowledge, confidence and qualifications to assist you in gaining employment in a specific area, or in starting a new business.



## Courses Available

### COMMERCIAL AWARENESS

Commercial Financial Awareness

### ENVIRONMENT

NEBOSH Certificate in Environmental Management

### FINANCE & MARKETING

Accounting in a Small Business  
Financial Management & Accounting  
Finance for Non-Financial Managers  
Marketing & Selling

### GENERAL MANAGEMENT

Certificate in Company Direction  
Level 7 Diploma in Company Direction  
Certificate in Human Resource Practice (L3)  
Intermediate Certificate in Human Resource Management (L5)  
Combined Quality Internal & Lead Auditor (Lead Auditor L3)  
Enterprise and Self-Employment  
Intermediate Management Achievement Course (IMAC)  
Leading and Managing Organisational Resilience (ILM L5)  
Lean Six Sigma (Green Belt)  
Potential Facilities Manager  
Facilities Management L4 Award (BIFM)  
Charity Management Awareness

### HEALTH & SAFETY

First Aid at Work L3 Award  
Managing Safely (IOSH)  
NEBOSH Certificate in Construction Health and Safety  
NEBOSH Certificate in Fire Safety and Risk Management  
NEBOSH General Certificate (SQA Level 6)  
Health & Safety Management System Auditor/  
Lead Auditor (OHSAS 18001) (IRCA Course No A17453)

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### PROJECT MANAGEMENT

Prince2  
PRINCE2 Agile  
APMP (Project Management)  
Combined PRINCE2 with APMP for PRINCE2 Practitioners

### SECURITY

Security Operations (L3)  
Security Supervisor

### TEACHING/TRAINING

NVQ Assessor Award (L3)  
Level 3 Award in Education & Training  
NVQ Assessor with Level 3 Award in Education & Training

### TRANSPORT & LOGISTICS

CILT L5 Professional Diploma in Logistics & Transport  
Certificate of Professional Competence Road Haulage (International)  
Category C Professional Driver Programme  
Category C + E Professional Driver Programme  
Driver Certificate of Professional Competence/ADR Warehouse and Distribution Supervisor (L3)

### PUBLIC SERVICES/VOCATIONAL

Aspiring School Business Manager

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## COURSE BOOKING INFORMATION

**STEP 1** You should telephone or email the Course Booking and Information Centre (CBIC) direct (**not** the centre where the course is taking place) to check the availability of places on dates convenient to you. Once dates are agreed, the CBIC will make a provisional booking for you.

### STEP 2

You need to obtain authorisation from your Service Resettlement Adviser and your Commanding Officer. You do this by completing a JPA Workflow.

**Please note:** The CBIC needs to receive your JPA Workflow within 28 days of your provisional booking or your provisional place will be cancelled.

If course dates are changed a new JPA Workflow will need to be submitted to CBIC.

### STEP 3

Once we have received your completed JPA Workflow, joining instructions will be sent out 10 weeks before the start of the course.

### FOR COURSE BOOKING GENERAL INFORMATION AND ALL PAYMENTS CONTACT CBIC ON:

**civ** (02894) 456200

**mil** (9491) 56200

**e** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

**A short film which showcases the some of our courses and the facilities available at the RTC can be viewed via our website at [www.ctp.org.uk](http://www.ctp.org.uk)**

# CTP Training Management Course Descriptions

## Commercial Financial Awareness

### Aim of the Course

An intensive and interactive course using recent, actual business case study sessions for group analysis to generate an enjoyable learning experience whilst exploring the commercial financial world of business.

Employers with management, senior management or executive vacancies will often expect applicants to be able to demonstrate a level of business knowledge and financial awareness.

### Course Content

#### Defining Commercial Finance

- Economy background and current economic trends
- Current banking attitudes and stats.

#### Sources of Commercial Finance

- The major sources of finance with worked examples.

#### Fundamentals of Commercial Financial Awareness

- The importance of management accounts
- The relationship between sales, margins, overheads and profitability
- Why cash flow can matter more than profit
- The importance of ROI and revenue generation
- How to increase your commercial financial awareness with 'Tricks of the Trade'
- Strategy techniques and principles for business.

#### Business Case Studies/Group Findings

- A detailed assessment of an existing business and a household name business using a variety of financial, strategic and awareness techniques.

#### An Introduction to Corporate Finance

- An insight to the workings and structure of the 'City' together with latest trends and a review of the range of finance raising practices.

### Qualifications Awarded

This is an awareness course so no formal qualification is awarded however a CTP Attendance Certificate is provided on the last day of the course.

### Employment Opportunities

Not intended for employment as an accountant but to provide general commercial business orientated financial awareness. This course will particularly assist you with preparing for job applications and interviews. Management based competency questions relating to commercial financial awareness are frequently asked at interview to help measure candidate awareness and suitability.

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### Eligibility

The course is open to Service leavers with a management background and particularly suitable for those looking to pursue a management career in a commercial environment.

### Course Duration

5 days

### Course held at:

RRC Tidworth

### Course Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. Cost of the course to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

For all funding advice please speak to your Service Resettlement Advisor.

Right Management reserves the right to cancel and/or amend course dates, times, contents and venues as listed on this website. Every effort will be made to give the Service leaver as much notice as possible and a reasonable course alternative or alternatives may be suggested, if possible. If this is not possible or the alternative(s) is/are not acceptable to the Service leaver, Right Management, who deliver all non-contract courses listed, may refund in full the total amount paid to date for non-contract funded courses, or, in the case of MOD Contract Funded courses, in agreement with the MOD, the Service leavers IRTC grant will not be notionally reduced.

**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

## NEBOSH Certificate in Environmental Management

### Aim of the Course.

The Course is designed for Managers, supervisors and employees throughout the world, who have responsibility for managing environment issues as part of their day to day duties. The NEBOSH Certificate in Environmental Management is accepted by CIWEM – The Chartered Institution of Water and Environmental Management – to meet the requirements for Technical Membership (TechCIWEM).

### Course Content

The course covers the practical issues of managing environmental risk. The syllabus takes a risk management approach based on the best practice and international industry standards, including:

- Environmental Management Systems and Impact Assessments
- Sources and use of energy and energy efficiency
- Control of pollution
- Planning for and dealing with environmental emergencies.

The NEBOSH Certificate in Environmental Management consists of **two** units; each separately assessed.

#### 1. Management and control of environmental hazards (EC1) including:

- Foundations in environmental management
- Environmental management systems
- Environmental impact assessments
- Controls of emissions to air
- Control of contamination of water resources
- Control of waste and land use
- Sources and use of energy and energy efficiency
- Control of environmental noise
- Planning for and dealing with environmental emergencies.

#### 2. Environmental practical application (EC2):

- This is a practical exercise.

### Qualifications Awarded

Completion of NEBOSH Modules EC1 and EC2 enables the award of the NEBOSH Certificate in Environmental Management. It sits in the Scottish Credit and Qualifications Framework (SCQF) at SCQF Level 6 with 9 SCQF credit points.

The exams consist of 1 written paper and 1 practical based test.

### Employment Opportunities

An employee with a NEBOSH Certificate in Environmental Management has a practical set of skills that brings real value to the modern workplace.

Detailed information on NEBOSH Courses can be found at:  
<https://www.nebosh.org.uk/Qualifications/>

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### Eligibility

The course is open to all Service personnel. No previous environmental management knowledge is required but candidates should note the assessment includes a requirement to write a short report in English and students should be qualified to level 2.

The NEBOSH General Certificate in Occupational Health and Safety is recommended but not a mandatory pre-requisite for this course.

### Course Duration

6 days

This is a **demanding** course requiring the student to commit to significant self-study in the evenings and weekends. NEBOSH recommends 33 hours of self-study for this qualification.

### Course held at:

RTC Aldershot, RRC Catterick

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees **to be paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**FOR ALL FEES PLEASE CLICK HERE.**

If you are using Enhanced Learning Credits the provider name for the Claim Authorisation Note is **Right Management Ltd 1208**. Once you have received your confirmation email from ELCAS authorising your CAN, please forward it to [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk) along with your payment in advance as soon as possible after course booking or your place maybe re-allocated. **It will not be accepted on the first day.**

### Funding

CTP offers a range of NEBOSH courses to suit an individual's employment needs. These individual courses can be combined as required and put on one ELCAS Claim Authorisation Note (CAN) as permitted by MOD policy. This has TESRR approval for those in resettlement.

For all funding advice please speak to your Service Resettlement Advisor.

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

## Accounting in a Small Business

### Aim of the Course

To create awareness of the key aspects of accounting, tax and financial management that will affect a small business and also that of its customers, its suppliers and its competitors; the course is designed to enhance personal and business skills and increase the potential for success for small businesses in all sectors.

### Course Content

- Basic accounting and book-keeping
- The Profit and Loss Statement and the Balance Sheet
- Cash, Revenue and Capital Budgeting
- Forecasting
- Working Capital
- Cash Flow and Breaking Even
- Management accounting and reporting
- Personal and company taxation
- Value Added Tax
- The law and support for small businesses.

### Employment Opportunities

The course will equip delegates with the knowledge and skills of accounting required to manage their own business or contribute, as an employee, to other business organisations.

### Further Details

All students receive comprehensive subject materials during the course. It is not compulsory, but it may be useful for candidates wishing to do some reading prior to the course to purchase a book (please see JIs).

TOP

### Qualifications Awarded

The Centre issues a Certificate of Attendance.

### Eligibility

Service leavers who are considering becoming self-employed, starting a private limited company, entering into a partnership, acquiring a franchise or contemplating securing a job in a small business.

### Course Duration

1 week

### Course held at:

RTC Aldershot

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
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# CTP Training

## Management Course Descriptions

### Financial Management and Accounting

#### Aim of the Course

To equip Service leavers with sufficient knowledge of accounting to allow them to understand the importance contribution that financial accounts play in the effective running of an organisation. This course is designed for anyone seeking to be employed in the public or private sector with accounting or budget responsibilities or as an additional course to improve individuals' management employability.

#### Course Content

- Introduction to financial management
- Operational financial business functions
- Case studies and group projects.

#### Qualifications Awarded

The Centre issues a Certificate of Attendance.

#### Employment Opportunities

Not intended for employment as an accountant but to provide accounting skills for general management.

#### Further Details

All students receive comprehensive subject materials during the course. It is not compulsory, but it may be useful for candidates wishing to do some prior reading for the course to purchase a book (please see JIs).

TOP

#### Eligibility

This is open to all ranks but those from a budget or service accounting background will find it particularly useful. Service leavers who are contemplating a career in more specialist roles such as a school bursar who are seeking a basic level of accounting or general management with budget responsibilities.

#### Course Duration

1 week

#### Course held at:

RTC Aldershot

#### Course Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. Cost of the course to be **paid direct to the Course Booking and Information Centre** in advance to as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

#### Funding

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**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## Finance for Non-Financial Managers

### Aim of the Course

The aim of the course is to provide the Service leaver with an all-round understanding of the language and tools of financial management together with the ability and confidence to use these successfully and effectively in the workplace.

### Course Content

The course covers:

- An overview of International Financial Standards
- Cash vs. Accrual Accounting
- The key management reports: Profits and Loss, Balance Sheet and Cash Flow Report
- Using financial ratios to interpret business performance and activity
- The function and management of Working Capital (Liquidity)
- Cash vs. Revenue forecasting
- The language of costs
- Calculating the break-even point for quantity (output) and revenue
- Sourcing and managing Capital
- The increasingly important role of Corporate Social Responsibility.

### Qualifications Awarded

The Centre issues a Certificate of Attendance.

### Employment Opportunities

Not intended for employment as an accountant but to provide accounting skills for general management.

TOP

### Eligibility

This short programme is open to anyone at any level who needs or wishes to understand the language of financial management and how it is applied in a civilian organisation. The course is therefore of particular value to potential business managers and executives, administrators, project managers, team leaders, marketing and sales people; in fact anyone who is, or needs to be, business focused and financially aware.

### Course Duration

2 days

### Course held at:

RTC Aldershot

### Course Fees

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**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)



## Marketing and Selling

### Aim of the Course

To introduce Service leavers to the theory and practice of marketing and selling in a commercial environment.

### Course Content

- Definitions and context
- Marketing environments
- The marketing mix (Product, Price, Promotion Place)
- Customer satisfaction
- Market research and intelligence
- Marketing strategies
- Developing a marketing plan
- Models of selling
- Selling in practice.

### Qualifications Awarded

The Centre issues a Certificate of Attendance.

Individuals may be able to apply for membership of the Institute of Sales and Marketing Management or Chartered Institute of Marketing and use this course as an instruction to attending one of their courses.

### Employment Opportunities

There are considerable opportunities for sales and marketing skills for self-employment opportunities in small businesses and for careers in sales and marketing.

TOP

### Eligibility

Service leavers who intend to pursue a career in marketing and/or selling or who are seeking a basic level of marketing and selling knowledge for a small business environment.

### Course Duration

1 week

### Course held at:

RTC Aldershot

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** Coursebookings@ctp.org.uk



# CTP Training Management Course Descriptions Certificate in Company Direction

## Aim of the Course.

This is a Level 7 qualification delivered in association with the Institute of Directors. The aim of the course is to give the knowledge and awareness necessary for directors and leaders to hold senior executive and board positions in a range of organisations.

## Course Content

The course is made up of **4 modules** which collectively results in the Certificate in Company Direction if successful in the exam. The modules can be taken separately to suit individual needs; however, **to achieve the Certificate all 4 plus the exam must be taken**. Each module consists of classroom attendance with an IoD tutor plus self-study. Modules are spaced over several months to allow for the self-study to be completed.

### The 4 modules are as follows:

1. Role of the Director and Board (2 days)
2. Finance for Non-Financial Directors (3 days)
3. The Director's Role in Strategy and Marketing (3 days)
4. The Director's Role in Leading the Organisation (2 days).

As well as attendance with a tutor there is also e-learning and further support post course.

Delegates will be given a login to the IoD Learning Zone where they will get access to a range of resources which will help them to review and consolidate their learning.

## Further Information

For further information, please [click here](#) to download the course Fact Sheet.

The programme is designed to enhance participants' ability to:

- fulfil their roles more effectively and confidently
- apply their enhanced skills and knowledge to improve business performance
- create a wider understanding of the corporate purpose and values
- gain a common set of business principles and vocabulary
- achieve an increased understanding of the vital importance of the board as a team working effectively with both internal and external stakeholders
- create a network of peer level delegates from across the organisation
- consider succession planning and benchmarking at a senior level in a structured way.

## Qualifications Awarded

The IoD Level 7 Certificate in Company Direction.

**Please note: The qualification is awarded once all 4 modules are completed and exam successfully passed.**

## Employment Opportunities

Senior roles across a wide range of industries in both the public and private sectors.

TOP

## Eligibility

You must have operated at a senior strategic level with the accompanying responsibilities and be able to bring that experience to the course in order to be able to contribute and fully participate.

## Course Duration

- Module 1 (2 days):** Role of the Director and Board  
**Module 2 (3 days):** Finance for Non-Financial Directors  
**Module 3 (3 days):** The Director's Role in Strategy and Marketing  
**Module 4 (2 days):** The Director's Role in Leading the Organisation

## Course held at:

RC Northolt is delivered in association with the Institute of Directors (IoD)

**Please note: The exam will be held at an approved test centre in London on a set date; not at RC Northolt.**

## Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

## Examination and Associated Fees

These are levied by the awarding body Institute of Directors (IoD) and must be paid **6 weeks** in advance to the **Course Booking & Information Centre** as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**FOR ALL FEES PLEASE CLICK HERE.**

## Funding

For all funding advice please speak to your Service Resettlement Advisor.

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## Level 7 Diploma in Company Direction

### Aim of the Course.

This is a Level 7 qualification delivered in association with the Institute of Directors (IoD). The Diploma is a progression from the IoD's Certificate in Company Direction and aims to ensure that delegates integrate and apply their learning from the Certificate when making decisions which affect the running of an organisation in a range of challenging and realistic situations.

### Course Content

The Diploma builds on the IoD's Certificate in Company Direction, with candidates proving that they can synthesize the separately/functionally introduced elements of the Certificate and apply them appropriately, to make sound decisions, in a corporately responsible manner. Delegates are made aware of the need to identify and balance the risks associated with courses of action, whilst maintaining an ethos which is entrepreneurial and creative. The focus of the module is the individual director in the context of their board role.

The module asks delegates to reflect on their own contribution and effectiveness, in keeping with the developmental nature of the Certificate in Company Direction, but also consistent with board and director evaluation best practice.

### There are 3 modules:

- The board's and director's roles in strategic decision making
- The board's and director's roles in handling crises
- Reviewing the effectiveness of the board's and director's performance.

### Qualifications Awarded

The IoD Level 7 Diploma in Company Direction.

Successful completion of the course can contribute towards Chartered Status.

### Employment Opportunities

Senior roles across a wide range of industries in both the public and private sectors.

TOP

### Eligibility

All applicants for this Diploma course **must have attended all 4 modules of the Certificate in Company Direction**. (It is not necessary to have taken the exam but attendance is mandatory.)

Experience of working at a senior strategic level.

### Course Duration

3 days

### Course held at:

Right Management Head Office  
50 Bank Street, Canary Wharf, London E14 5NS

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees **to be paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

### **FOR ALL FEES PLEASE CLICK HERE.**

If you are using Enhanced Learning Credits the provider name for the Claim Authorisation Note is **Right Management Ltd 1208**. Once you have received your confirmation email from ELCAS authorising your CAN, please forward it to [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk) along with your payment in advance as soon as possible after course booking or your place maybe re-allocated. **It will not be accepted on the first day.**

### Funding

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**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

## Certificate in Human Resource Practice Level 3

### Aim of the Course

This course is designed for Service leavers wishing to lay the foundation for a second career in Personnel/Human Resources Management. It builds on the practical people management skills and management expertise acquired by individuals during a military career.

### Course Content

Service Leavers completing the course will gain:

- A sound understanding of the knowledge, skills and behaviour required of a professional HR practitioner, whether their role is generalist in nature or specialist.
- An understanding of how HR activities support an organisation's strategy and assist the achievement of business objectives and how these are shaped by internal and external factors.
- The ability to analyse HR information and present findings to inform decision-making.

During the course you will be given 13 assessments to complete some of which will require work after the formal training is complete.

**Significant out of hours work will be required.**

### Qualifications Awarded

Successful completion will result in the award of the CIPD L3 Certificate in Human Resource Practice.

### Employment Opportunities

Employment prospects are good in the UK, subject to regional differences, membership of CIPD is essential as is showing Continual Professional Development (CPD). Most opportunities require students to have a proven track record of personnel management.

TOP

### Eligibility

The Certificate in Human Resource Practice Level 3 is a foundation qualification, and the course is therefore open to all Service personnel. Candidates may wish to visit [www.cipd.co.uk](http://www.cipd.co.uk) for syllabus information.

### Course Duration

4 weeks

### Course held at:

RTC Aldershot

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination and Associated Fees

The assessment fees are to be **paid in advance** as soon as possible after course booking.

Students will also have to register with the CIPD prior to attendance; those students who fail to register cannot be certificated until they do so. The registration fees vary according to which time of year registration takes place.

The following link will give you current prices:

<https://www.cipd.co.uk/studentregistrationonline>

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

## Intermediate Certificate in Human Resource Management Level 5 Chartered Institute of Personnel Development (CIPD)

### Aim of the Course

The course is aimed at individuals who want to pursue a career in Human Resource Management. This qualification is ideal for those that seek to develop a career in HR management and development or are already working in the field of HR management and development and need to fill gaps in their knowledge and indeed extend their knowledge and skills.

### Course Content

There will be 3 modules covering the following subjects:

- **Module 1 (Weeks 1 and 2):**  
Developing Professional Practice, Using Information in HR, Business Issues and Contexts of HR.
- **Module 2 (Weeks 3 and 4):**  
Developing Professional Practice, Employment Law, Employee Engagement.
- **Module 3 (Week 5):**  
Personal Tutorials and Employee Relations.

During the course you will be given 5 assessments to complete, some of which will require work during and after the formal training is complete.

**Significant out of hours work will be required.**

### Qualifications Awarded

Successful completion will result in the award of the CIPD L5 Intermediate Certificate in Human Resource Management.

### Employment Opportunities

Employment prospects are good in the UK, subject to regional differences. Membership of the CIPD is essential as is showing Continual Professional Development (CPD). As an internationally recognised brand with over 135,000 members across 120 countries, the CIPD supports and develops those responsible for the management and development of people within organisations. **CIPD qualifications are the industry standard.**

This qualification is highly regarded by employers in public and private sectors around the world and can lead to higher level business and management qualifications. Many employers demand this qualification for their HR professionals. Salaries are dependent on experience and qualifications.

TOP

### Eligibility

This qualification is level 5 and is ideal for those that seek to develop a career in HR management. It is also ideal for those who already working in the field of HR management and need to fill gaps in their skill sets or already have a level 3 qualification and wish to step up a level to extend their knowledge and skills.

As this is a level 5 intermediate qualification candidates should ideally hold a level 3 CIPD qualification (or alternative level 3) or have the appropriate work related experience in Human Resources operating at a Leadership/Management level.

Candidates should have good written, numerical and verbal communication skills to at least level 2, supported by a good general education as no tuition for students with weak core skills is catered for.

### Course Duration

This course is 25 days in total.

Two x 10 day modules and a 5 day module with two weeks between each module.

### Course held at:

RRC Catterick and delivered by Darlington College

### Course and Examination Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. Cost of the course to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

Students will have to register with the CIPD on the **first day of the course**; those students who fail to register cannot be certificated until they do so. The registration fees vary according to which time of year registration takes place. The following link will give you current prices: <https://www.cipd.co.uk/studentregistrationonline>

**FOR ALL FEES PLEASE CLICK HERE.**

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### Funding

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# CTP Training Management Course Descriptions

## Combined Quality Internal and Lead Auditor

### Aim of the Course

Gain an understanding of the processes that enable an organisation to achieve and maintain ISO 9001 and also how to lead an auditing team. Successful candidates will achieve The IRCA Approved Internal Auditor Certificate and IRCA Approved Quality Management Systems Auditor/Lead Auditor Certificate which will enable you to apply for employment in the many auditing roles available in the employment market.

### Course Content

The course will cover:

- IRCA Registration Requirements
- Principles of Quality Management
- The Structure of Business Management Systems
- The content and use of ISO 9001:2015
- The aims and objectives of auditing
- Managing the Audit Programme
- Audit Planning and Preparation
- Audit Performance
- Audit Reporting and Follow Up.

The course will also cover the principles of continuous improvement and allow individuals to advise in this area from an informed perspective.

### Qualifications Awarded

The examination is on the last day of the course. The exam is in order to meet the training criteria of the IRCA to register to any grade of their QMS Auditor Registration Scheme and/or to apply to join the CQI at Practitioner Grade.

Two certificates will be issued by the training provider on successful completion of the course:

- The IRCA Approved Internal Auditor Certificate
- IRCA Approved Quality Management Systems Auditor/Lead Auditor Certificate.

### Employment Opportunities

There are lots of opportunities for Auditing or Quality Management professionals. Please go to the CQI website using the following link to browse associated quality auditing employment opportunities: [www.thecqi.org/Knowledge-Hub/Find-a-job/](http://www.thecqi.org/Knowledge-Hub/Find-a-job/)

These qualifications are highly regarded by employers as quality becomes the benchmark for continuous improvement hence just having these qualifications in any industry commands respect.

TOP

### Eligibility

There are no pre requisites for this course but some exposure to quality systems/auditing would be an advantage.

Students often under estimate the demands of such a course. Course members will be required to commit themselves to a period of **intensive study** which is very demanding of their time and energy.

### Course Duration

This course is classroom based and tutor led, the course lasts for seven days in total. The Internal Auditor part of the course is 2 days in length and the Lead Auditor is 5 days in duration.

### Course held at:

RRC Tidworth and RC Plymouth are delivered by Capable People (IRCA registration number A017420)

### Course, Examination and Associated Fees

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# CTP Training Management Course Descriptions

## Enterprise and Self-Employment

### Aim of the Course

The aim of this course is to provide Service Leavers (SL) who intend to start up their own businesses specific training to enable them to launch and sustain it. It is delivered in association with X-Forces which is a social enterprise specialising in training and supporting self-employed Service leavers and others in the Service community.

### Course Content

- What it is to be an entrepreneur – fact and misconceptions.
- Helping the individual understand themselves and what their personality and characteristics mean for setting up a business. This can include delivery, managing stress, preferences in the way an individual operates.
- In-depth analysis of the business plan, to enable individuals to understand their business in context. A key part of this is ensuring appropriate challenge.
- Marketing from market research, and understanding the market and competitors through to how to market oneself effectively. This would include segmentation, competitor analysis and social media.
- Money and finance. This is covered in an accessible, interactive way – enabling individuals to understand what to consider and how to apply it and risk mitigation.
- Networking, Connections and Support.

- Legal aspects. This covers various points from intellectual property to legal set-ups for starting a business.
- Sustainability. This includes on-going client management and client acquisition, building out and developing a business plan over time.
- Growth and how to manage it. This includes taking on an employee.

### Further Support Post Attendance

Access to value-add opportunities for individuals who are able to re-engage at their point of need. There is a range of events, networking opportunities and on-going support available.

### Qualifications Awarded

This course is non-accredited.

### Employment Opportunities

Designed specifically for Service leavers going into self-employment and business start-up.

TOP

### Eligibility

All Service leavers interested in starting their own business will be eligible.

**Please note: Service leavers are advised to attend the CTP Self-Employment Awareness Workshop prior to undertaking the course.**

### Course Duration

2 days attendance with follow on support.

### Course held at:

RTC Aldershot is delivered in association with X-Forces

### Course, Examination and Associated Fees

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**[FOR ALL FEES PLEASE CLICK HERE.](#)**

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## Intermediate Management Achievement Course (IMAC)

### Aim of the Course.

This programme aims to act as a springboard to develop your existing expertise ready for a career in Corporate, Public Sector and Third Sector business. It provides you with an overall understanding of the business environment and helps you understand business 'language' which in turn will reinforce your business confidence and persona in the workplace.

### Course Content

#### Programme Content

**Week One:** An overview is given of the basic concepts within the operational business environment area.

**Week Two:** Ideas are further developed and an understanding of their application by business leaders in operational management situations are explored.

The teaching style is open and proactive with a mixture of lectures, tutorials, case studies, group work and research time.

Accommodation is on site and access to the MBS Library is provided. (Accommodation booked direct with MBS.)

#### EMC Programme Overview

The programme covers a number of key business areas: Operational management, Financial and management accounts, Strategy, Marketing, Human resources, Economics, Business management, Current business topics.

#### You will leave the programme with:

- an in-depth understanding of business operations
- effective communication skills in the non-military business environment
- an appreciation of marketing in both service and industrial contexts

- the ability to comprehend and use financial data from a management perspective
- the experience of cutting edge thinking of business experts
- the confidence to follow an executive management career.

### Qualifications Awarded

The Enterprise Management Certificate (EMC) is accredited by the Chartered Management Institute (CMI). Delegates not only receive the highly valued MBS EMC certificate of attendance, they also complete the programme with a Level 7 Certificate in Strategic Management and Leadership from the CMI.

### Employment Opportunities

Job opportunities could lead to a variety of senior executive positions within a plethora of different industries.

Advertising, Banking, Business services, Central government, Charity, Civil Engineering, Construction, Creative, Defence, Design, Digital, E-commerce, Education, Energy, Environmental, Events, Financial Services, FMCG, Franchise Opportunities, Healthcare, Hospitality, Housing, Insurance, Interim Management, Leisure, Local Government, Management Consulting, Manufacturing, MBA, Media, NGO, NHS, Not for Profit, Oil & Gas, Pharmaceutical, Private Equity, Professional Services, Property, Public Sector, Retail, Technology, Telecoms, Transport & Logistics, Travel & Tourism, Utilities.

TOP

### Eligibility

Those that are already working at Level 5 or above or already have ILM or CMI Certificate Level 5 accreditation would be suited to this course.

### Course Duration

10 days

### Course held at:

#### Alliance Manchester Business School

The University of Manchester  
Booth Street West  
Manchester  
M15 6PB

This course is run in association with Manchester Business School

### Course, Examination and Associated Fees

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## Leading and Managing Organisational Resilience ILM Level 5

### Aim of the Course

The 'Leading and Managing Organisational Resilience' course provides an understanding of commercial resilience and offers an holistic approach to managing risk and incorporates Business Continuity, Crisis Management, Risk, Security, Disaster Recovery, Information Security and Reputation Management. This training will raise Service leavers' awareness of several aspects of risk in one course; successful candidates will gain an ILM Level 5 Certificate and can then, should they choose, progress to further more specific risk related training.

### Course Content

Content is based on British Standard 65000 and is presented through group discussion, lectures and simulated exercises. There are written and practical assessments used to measure candidate performance and to meet the standards of the ILM Level 5 Certificate. Pre-course research and reading is required to enable a context analysis debate at the beginning of the course. Candidates will analyse an existing (real) organisation and, during the course of the programme, determine what resilience enhancements are required and develop a programme to deliver this. Before commencing the course, candidates are required to select the organisation they wish to use as their 'case' and to gather some detail about this organisation. A handbook is issued in advance to assist and guide with this research and context analysis. This will assist in learning about:

- Organisation objectives
- Key stakeholders
- Legislative and legal obligations
- Operating model (business model, activities, processes, resources)
- Supply chain partners and criticalities (choke points, single suppliers, suppliers under stress)
- Risk criteria and thresholds
- Risk appetite
- Risk management strategy.

### Qualifications Awarded

#### Qualification:

Level 5 Certificate from the Institute of Leadership & Management.

#### Certification:

Malvern Training, Leading and Managing Organisational Resilience Programme certification.

### Employment Opportunities

Whilst this training would be a valuable addition to any senior manager there is also a large number of specific related roles across all industries including:

- Head of Business Continuity
- Business Continuity Manager
- Resilience Consultant
- Emergency Planning Officer
- Business Risk Manager.

TOP

### Eligibility

Service leavers should be educated to Level 3 or hold a managerial or related qualification at the equivalent Level 3 (for example: PRINCE 2, APMP, CIPS L4, CILT L5, BIFM L4, either of the CTP Lead Auditor courses).

In addition to this you should have planning and decision making experience at a strategic level.

### Course Duration

5 days

### Course held at:

RTC Aldershot

### Funding

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### Course, Examination and Associated Fees

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## Lean Six Sigma (Green Belt)

### Aim of the Course.

This course provides Service leavers with the opportunity to gain a **Green Belt Certificate in Lean Six Sigma** accredited by ILM (Institute of Leadership and Management). It is aimed at candidates who have already embarked on or who are planning a career that involves participating in or leading any type of business improvement projects.

### Course Content

The course provides a balance between theoretical knowledge and the practical application of Lean Six Sigma tools and techniques and includes the following: (not exhaustive)

- Introduction to Project, Change and Risk Management
- Organisational Structures
- Roles and Responsibilities of the Green Belt
- Project Selection
- Developing a Project through the DMAIC phases: Define, Measure, Analyse, Improve and Control
- Business Risk Management
- Developing and Implementing Solutions
- Maintaining the Benefits
- Replication Opportunities
- Project Closure and Process Handover.

A New Cultural Awareness Module has been added to this popular course.

The Cultural Awareness module is aimed at aspiring business professionals who seek to better understand how culture impacts daily upon their roles and the organisations they work for. It will provide an introduction to and understanding of the need to develop cultural competency, permitting participants to adopt fresh perspectives of cross cultural understanding and apply them to real life situations within their business. It will help them to demonstrate how culture influences business relationships, practices and policies and will help them to develop sustainable solutions to bridge any cultural gaps they encounter.

### More Information

For further information, please [click here](#) to download the course Fact Sheet.

### Qualifications Awarded

- Lean Six Sigma Green Belt Certificate
- Accredited by ILM (Institute of Leadership and Management) at Level 5 on the QCF (SCQF Level 8). Qualification No.600/58/39/0 – Level 5 Certificate in Service Improvement
- Incorporating the following units:
  - Unit 8758-500:** Preparing to apply lean production and improvement methodologies to operational problems in service delivery.
  - Unit 8758-501:** Applying lean production and improvement methodologies to operational problems in service delivery.
- Certificate in Cultural Competency
- Level 5 Award in Leadership and Management
- 1 x COI™ (Cultural Orientations Indicator) licence
- 1 x years access to Cultural Navigator online learning portal
- Over £500 worth of Lean Six Sigma software and tools.

**Please note:** There are no formal examination requirements for this course. Assessment and Certification are conducted and achieved by means of a 'Portfolio of Evidence'.

### Employment Opportunities

There are considerable worldwide employment opportunities. Deployment of Lean Six Sigma methodology has increased significantly in recent years and is now utilised by numerous medium to large scale organisations in both the private and public sectors. The new content will increase the value of this popular course by fully integrating a Cultural Awareness module as part of a new 'programme' for Service leavers. In a rapidly expanding global marketplace, it is crucial to understand the operational and economic benefits cultural awareness (both internal and external to the organisation) can bring.

TOP

### Eligibility

The course is open to Service leavers with a management background and is particularly suitable for those with experience in project and/or team management.

**This is an intensive course**

### Course Duration

5 days.

### Course held at:

RRCs Cottesmore, Rosyth and RC Portsmouth

### Funding

For all funding advice please speak to your SRA.

### Course, Examination and Associated Fees

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# CTP Training Management Course Descriptions

## Potential Facilities Manager

### Aim of the Course.

This non-examined course is designed to give an overview of the technical expertise and general management experience appropriate to the role of a Facilities Manager. It is intended that by the end of the course students will have acquired a feeling for the environment and ethos within which a Facilities Manager operates. The course is taught to the BIFM Level 4 syllabus.

### Course Content

The course looks at the primary areas of a Facilities Managers role, including:

- Property Management
- Space Management
- Projects in FM
- Support Services in FM
- Customer service and quality management
- Procurement and contracts in FM
- Risk Management and BCP in FM
- Information Management and Technology in FM
- Finance in FM
- Sustainability and Environmental Issues in FM
- Buildings Services (M&E) and Fabric Maintenance and Energy
- FM Strategy.

### Qualifications Awarded

No formal qualification gained. But following attendance on this course there is the possibility to attend the BIFM Level 4 Award course.

### Employment Opportunities

Prospects are good in the UK, with a wide range of opportunities available across all sectors of the market.

TOP

### Eligibility

The course is open to all Service leavers; but is especially suited to those Officers, Warrant Officers and Senior NCOs with experience in the management or maintenance of buildings, systems or installations, catering, logistics and project management.

### Course Duration

10 classroom days

### Course held at:

RTC Aldershot

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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## Facilities Management Level 4 Award British Institute of Facilities Management (BIFM)

### Aim of the Course

This course is designed for those Service personnel interested in a second career in the expanding sector of property/facilities management and who wish to gain a recognised qualification.

### Course Content

The course covers the following subject areas:

- Overview of Facilities Management
- Understanding Facilities Management Support Services Operations.

### Qualifications Awarded

BIFM Level 4 Award in Facilities Management.

### Employment Opportunities

There are wide variations of positions available in the whole of the UK, with opportunities ranging from building managers to directorships with overall strategic responsibility.

### Further Details

Assessment on the course is by the completion of 2 written assignments, issued on the last day of the course. Once each assessment is issued to the candidate they will have 28 days to complete, tutor support will be available by email.

TOP

### Eligibility

The course is open to all Service leavers; but is especially suited to those Officers, Warrant Officers and Senior NCOs with experience in the management or maintenance of buildings, systems or installations, catering, logistics and project management. However, it is **mandatory** to have attended the Potential Facilities Manager course prior to attending the L4 Award course.

**Please note: This is a demanding course which will require significant effort and time to complete the assessments.**

### Course Duration

5 classroom days

Further Information can be downloaded from  
[www.bifm.org.uk](http://www.bifm.org.uk)

### Course held at:

RTC Aldershot

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees **to be paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

Registration is required by BIFM 14 days in advance of course start, therefore bookings cannot be accepted within 14 days of the start of the course, similarly the **Registration fee is non- returnable after this deadline.**

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# CTP Training Management Course Descriptions

## Charity Management Awareness

### Aim of the Course

To provide an in depth look at working in the charity sector, its unique management issues and the types of roles within it.

### Course Content

The course covers all the required criteria to gain a clear understanding of working in the charitable sector and includes:

Understanding the Charity Sector, Governance and Strategy, Fundraising, Marketing and Impact, Volunteer Management, Financial Management, Sustainable funding, Communications and PR, Trusts and Foundation Fundraising.

It also covers types of roles in the Charity sector and how to secure them.

This course is delivered in association with 'The National Council for Voluntary Organisations' (NVCO) which is the largest general membership body for charities and voluntary organisations in England.

### Qualifications Awarded

There is no formal qualification awarded.

### Employment Opportunities

There are a range of roles in the charity sector from event management to finance and a wide range of leadership roles.

Opportunities are available in the following areas: General Management, Fundraising and Communications, Specialist roles and starting your own charity.

TOP

### Eligibility

There are no specific pre-requisites to enrol for the Charity Management Awareness course but general management experience is an advantage. No prior experience in the charity sector is required but applicants should have a strong interest and be aiming to fulfil a challenging role in the sector.

### Course Duration

5 days.

### Course held at:

RC Northolt

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

For all funding advice please speak to your Service Resettlement Adviser.

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## First Aid at Work Level 3 Award

### Aim of the Course

This 3 day course provides Service leavers with the necessary emergency first aid skills which are required for a wide range of future employment opportunities including security, healthcare, human resources and management. The course provides the Highfield Level 3 First Aid at Work qualification, and will teach attendees the skills associated with assessing an incident and assisting a casualty.

### Course Content

This 3 day course will include both theory and practical sessions, covering the roles and responsibilities of the First Aider; assessing an incident; recognising signs and symptoms of injury and illness; assisting a casualty who is suffering from major injury and illness, chest injuries and anaphylaxis.

#### The course covers:

- First aid priorities and managing incidents
- Basic Life Support
- Examination of the casualty
- Unconsciousness
- Control of bleeding
- Fractures
- Common illnesses
- Burns and scalds
- Heart Attacks
- Eye injuries
- Dressings and First Aid Kits
- Regulations, Recording and Reporting.

### Course Assessment

This course will be assessed on Day 3, through several individual and group practical and written assessments. All candidates will be advised of the results at the end of the course.

### Qualifications Awarded

Successful completion of the course and assessments will provide the attendee with a Highfield approved First Aid At Work Certificate valid for 3 years.

The qualification consists of 2 mandatory units which must be completed to successfully achieve the qualification:

- Emergency First Aid in the Workplace
- Recognition and Management of Illness and Injury in the Workplace.

### Employment Opportunities

This course will assist Service leavers applying for a variety of roles. Close Protection and Maritime Security companies are now requiring applicants to have a First Aid qualification to be able to manage emergency situations which may arise. Most Employers require first aid trained staff, and the Highfield First Aid At Work will enhance any CV, showing the holder is competent to manage emergency first aid situations in the workplace. First aid training is often required in conjunction with other skills, but greatly enhances employment opportunities and is also considered a useful life skill.

TOP

### Eligibility

No prior knowledge is required in order to attend this course.

### Course Duration

3 Days

### Course held at:

RCs Plymouth, Portsmouth

This course is delivered in association with Aid Training Ltd

<http://www.aid-training.co.uk/>

### Funding

For all funding advice please speak to your Service Resettlement Advisor.

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place may be re-allocated. Payment to be made by credit/debit card over the phone.

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## Managing Safely

### (The Institution of Occupational Safety and Health "Managing Safely" Certificate) [IOSH]

#### Aim of the Course

This course is designed for all those in supervisory or managerial positions who need a broad understanding of the principles and practice of Health and Safety matters in the workplace.

#### Course Content

##### 1. Introducing *Managing safely*

Some managers may see health and safety as an add-on to their role – even an intrusion. The first module makes it clear that managers are accountable for their teams, and makes a persuasive case for managing safely.

##### 2. Assessing risks

This module defines and demystifies 'risk' and 'risk assessment'. Risk assessments and a simple scoring system are introduced, and delegates carry out a series of assessments.

##### 3. Controlling risks

Here the session tackles cutting risks down, concentrating on the best techniques to control key risks, and how to choose the right method.

##### 4. Understanding your responsibilities

This module looks at the demands of the law and how the legal system works, and introduces a health and safety management system.

##### 5. Identifying hazards

All the main issues any operation has to deal with are covered in this module – entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and the working environment, slips, trips and falls, working at height, computers and manual handling.

##### 6. Investigating accidents and incidents

The session starts with why accidents should be investigated, and goes on to cover why things go wrong, and how to carry out an investigation when they do.

##### 7. Measuring performance

This module explains how checking performance can help to improve health and safety. Delegates learn how to develop basic performance indicators, and get to grips with auditing and proactive and reactive measuring.

##### 8. Protecting our environment

A short but effective introduction to waste and pollution leads into a look at how organisations and individual managers can get involved in cutting down environmental impacts.

#### Qualifications Awarded

Successful students will receive the "Certificate in Managing Safely" of the Institution of Occupational Safety and Health [IOSH].

#### Employment Opportunities

This basic qualification is ideally suited for a range of management positions, which carry an oversight of Health and Safety responsibilities. Therefore the positions for which this qualification is useful are very numerous and range throughout the UK.

TOP

#### Eligibility

The course is open to all Service personnel, but is particularly suitable for those Service leavers planning a second career in line management. Candidates may wish to visit [www.iosh.co.uk](http://www.iosh.co.uk) for syllabus information.

#### Course Duration

1 week. The end-of-course examination consists of a multi-choice paper and a workshop based practical hazard identification report.

#### Course held at:

RTC Aldershot  
RRCs Catterick, Cottesmore, Rosyth, RC Aldergrove  
and the Colchester Centre

#### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

#### Examination and Associated Fees

These are levied by the awarding body. **This payment is to be sent in advance as soon as possible after course booking or it may result in NOT being registered for the exam.**

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

#### Funding

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## NEBOSH Certificate in Construction Health and Safety

### Aim of the Course

The NEBOSH National Construction Certificate (NCC) is aimed at supervisors, managers and those with a role under the Construction Design and Management regulations 2015 within the construction industry who are required to ensure that activities under their control are undertaken safely. It is likely to prove useful for those concerned with the management of buildings who may need to ensure that contractors are working safely. The qualification is also appropriate for supervisors and managers working in other industries such as utilities, and even broadcasting, where temporary workplaces are a feature of their activities.

### Course Content

The NEBOSH National Construction Certificate covers the main legal requirements relating to health and safety in UK construction work, identification and control of construction workplace hazards, and the practical application of this knowledge. It is advisable, but not mandatory, that candidates do have an understanding of the basic practical aspects of the construction industry.

The qualification is divided into **three** units, each of which is assessed separately:

#### 1. Management of health and safety (NGC1):

This module is covered in the separate National General Certificate Course which is a **mandatory** pre-requisite to this course.

#### 2. Managing and controlling hazards in construction activities (NCC1) including:

- Construction law and management
- Construction site hazards and controls
- Vehicle and plant movement – hazards and control
- Musculoskeletal hazards and control
- Work equipment – hazards and risk control
- Electrical safety and Fire safety
- Chemical and biological health – hazards and risk control
- Physical and psychological health – hazards and risk control
- Working at height – hazards and risk control

- Excavation work and confined spaces – hazards and risk control
- Demolition and deconstruction – hazards and risk control.

#### 3. Construction health and safety practical application (NCC2):

- This is a practical exercise.

### Qualifications Awarded

Successful completion of these modules results in the award of NEBOSH modules NCC1 and NCC2. To gain the complete Certificate it is also necessary to complete the module NGC1, this is part of the NEBOSH National General Certificate.

The exams consist of 1 written paper and 1 practical based test.

### Employment Opportunities

Many larger construction organisations choose the NEBOSH National Construction Certificate as a key part of their supervisory or management development programme. By ensuring that line managers have a sound understanding of the principles of risk management they build an effective safety culture in the company. Owners or managers of smaller consultancy companies will find this qualification helps them to meet the requirements of clients and principal contractors when working on other people's premises or sites.

**Detailed information on NEBOSH Courses can be found at:**  
<https://www.nebosh.org.uk/Qualifications/>

TOP

### Eligibility

Students **must have attended** the NEBOSH National General Certificate course which is a mandatory pre-requisite to this course.

Candidates should note the assessment includes a requirement to write a short report in English and should be qualified to at least level 2.

### Course Duration

7 days

This is a demanding course requiring the student to commit to significant self-study in the evenings and weekends. NEBOSH recommends 35 hours of self-study for NCC1 and 2.

### Course held at:

RTC Aldershot

### Course, Examination and Associated Fees

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### Funding

CTP offers a range of NEBOSH courses to suit an individual's employment needs. These individual courses can be combined as required and put on one ELCAS Claim Authorisation Note (CAN) as permitted by MOD policy. This has TESRR approval for those in resettlement.

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## NEBOSH Certificate in Fire Safety and Risk Management

### Aim of the Course

Designed for managers and supervisory staff who need to ensure that their organisation meets its responsibilities under fire safety legislation. Courses leading to this qualification should equip holders to carry out fire risk assessments of most low risk workplaces and identify the range of fire protective and preventative measures required. It is therefore also suitable for people moving into fire safety adviser roles.

### Course Content

The NEBOSH National Certificate in Fire Safety and Risk Management course covers the management of health and safety and in particular fire safety including legal requirements. It also includes principles of fire and explosion, causes and prevention of fires, fire protection in buildings and ensuring the safety of people in the event of fire.

It should be noted that the assessment includes a requirement to write a short report.

The qualification is divided into **three** units, each of which is assessed separately:

#### 1. Management of Health and Safety (NGC1):

This module is covered in the separate National General Certificate Course which is a mandatory pre-requisite to this course.

#### 2. Fire Safety and Risk Management (FC1) including:

- Managing fire safety
- Principles of fire and explosion
- Causes and prevention of fires and explosions
- Fire protection in buildings
- Safety of people in the event of a fire
- Fire risk assessment.

#### 3. Practical Fire Risk Assessment (FC2):

- This is a practical exercise.

### Qualifications Awarded

Successful completion of these modules results in the award of NEBOSH modules FC1 and FC2, to gain the complete Certificate. It is also necessary to complete the module NGC1, this is part of the NEBOSH National General Certificate and is a pre-requisite to this course.

The end-of-course examination consists of a 2 hour written paper and a workshop based practical examination.

### Employment Opportunities

The updated duties under the Regulatory Reform (Fire Safety) Order 2005 places the responsibility on employers and those in control of premises to ensure that they assess fire risks and take steps to minimise those risks and safeguard people in the event of a fire. The NEBOSH Fire Safety and Risk Management Certificate is designed to equip holders to help their organisations to meet these legal duties.

Detailed information on NEBOSH Courses can be found at:

<https://www.nebosh.org.uk/Qualifications/>

TOP

### Eligibility

Students **must have attended** the NEBOSH National General Certificate Course which is a mandatory pre-requisite to this course.

Candidates should note the assessment includes a requirement to write a short report in English and should be qualified to at least level 2.

### Course Duration

5 days

This is a demanding course requiring the student to commit to significant self-study in the evenings and weekends. NEBOSH recommends 28 hours of self-study time.

### Course held at:

RTC Aldershot, RRC Catterick

### Course, Examination and Associated Fees

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### Funding

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## NEBOSH General Certificate

### Aim of the Course

Recommended for managers, supervisors and staff from all types of organisations who need a broad understanding of health and safety issues. The certificate helps them manage risks effectively. Many people take the NEBOSH National General Certificate as a first step in a career in health and safety. It provides a valuable overview and is a sound basis for further professional study. Holders of the National General Certificate are entitled to Associate Membership (AIOOSH) of the Institution of Occupational Safety and Health (IOSH).

### Course Content

The NEBOSH National General Certificate covers the main legal requirements for health and safety in the UK, identification and control of workplace hazards, and the practical application of this knowledge. No previous health and safety knowledge is required but candidates should note the assessment includes a requirement to write a short report.

The qualification is divided into **three** units, each of which is assessed separately:

#### 1. Management of Health and Safety (NGC1) including:

- Foundations in health and safety
- Health and safety management systems - Plan
- Health and safety management systems - Do
- Health and safety management systems - Check
- Health and safety management systems - Act.

#### 2. Controlling workplace hazards (GC2) including:

- 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.

#### 3. Health and safety practical application (GC3):

- This is the practical assessment.

### Qualifications Awarded

NEBOSH National General Certificate in Occupational Health and Safety.

The NEBOSH National General Certificate has been accredited and credit rated by the Scottish Qualifications Authority (SQA). It sits in the Scottish Credit and Qualifications Framework (SCQF) at SCQF Level 6 with 15 SCQF credit points.

### Employment Opportunities

This most recognised qualification is ideal for positions requiring first line management responsibility for Health and Safety. Opportunities are growing in the UK with some regional variances.

Detailed information on NEBOSH Courses can be found at:

<https://www.nebosh.org.uk/Qualifications/>

TOP

### Eligibility

The course is open to all Service personnel, but is particularly suitable for those with supervisory experience or responsibilities in a Health and Safety environment.

Students **must be qualified to at least level 2** in order to be able to cope with the course content and requirement for the learner to meet the standard of responses required in the examinations.

### Course Duration

15 days consisting of intensive, formal classroom study supplemented by self-study, background reading, etc. This demanding course requires commitment to 53 hours self-study to be done in the evenings and at weekends during the course.

### Course held at:

RTC Aldershot  
RRCs Catterick, Cottesmore, Rosyth

### Course, Examination and Associated Fees

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## Health & Safety Management System Auditor/Lead Auditor (OHSAS 18001) (IRCA Course Number A17453)

### Aim of the Course

The aim of the Health & Safety Management System Lead Auditor (OHSAS 18001:2007) course is to provide those wanting to enter the profession with the knowledge and skills to perform, first, second and third party audits of OH&S management systems to the current OHSAS 18001 standard in accordance with ISO 19011 Guidelines for Management System Auditing.

### Course Content

#### The course will cover:

- Occupational Health & Safety Awareness
- Emergency preparedness
- Occupational Health & Safety Policy Statement
- Auditor skills and registration
- Overview of Health and Safety legislative requirements
- Auditing techniques
- Risk Assessment Methods (including HAZOP & HAZAN)
- Audit case study and role-play
- Roles and Responsibilities of auditors and audit leaders
- Non-conformity categorisation and reporting
- Audit planning, execution, reporting and follow-up.

Candidates successfully completing the course, including the examination, will be awarded IRCA registered certificate for OHSMS Lead Auditor. Certificates will be issued direct to successful candidates by the training provider within 4 weeks of completion. A re-sit within 12 months is offered for any candidates that do not achieve the 70% pass mark at the first attempt.

### Pre-course Reading

Once we have received payment we will send you some pre course study material, this will assist you with your preparation for the course and it is strongly recommended that you read it in advance.

### Qualifications Awarded

Assessment is by a combination of short answer and case study based examination questions. Successful completion of the course and the achievement of the 70% pass mark will satisfy the formal training requirements for those wishing to register as an auditor, lead auditor or principal auditor with the IRCA under the OHSMS Auditor scheme.

TOP

### Eligibility

There are no mandatory pre requisites for this course but an underpinning knowledge of the Health & Safety at Work Act and the principle underpinning regulations is **strongly recommended**. Previous completion of NEBOSH or IOSH courses would be advantageous.

Students should have the necessary numeracy/written/verbal communication skills to complete the course.

Finally, it is imperative that potential students note that individual demands of this course are commensurate with the level of study – this is a Level 3 qualification. Course members will be required to commit themselves to an intensive period of study, which is demanding of their time and energy.

### Course Duration

This course is classroom based and tutor led, the course lasts for five days in total.

Days 1-4: 0830hrs – 1800hrs Day 5: 0830hrs – 1500hrs

There is a 2 hour open book examination on the final day, successful completion is subject to an exam mark of 70% or higher and a process of satisfactory continual assessment.

### Course held at:

RC Plymouth

### Course, Examination and Associated Fees

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## PRINCE2 (Foundation & Practitioner)

### Aim of the Course.

**PRINCE2 (Projects in a Controlled Environment)** is a widely used structured project management **method** that navigates you through all the essentials for running a successful project.

### Course Content

PRINCE2 is aimed at project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: Project Board members (e.g. Senior Responsible Owners), Team Managers (e.g. Product Delivery Managers), Project Assurance (e.g. Business Change Analysts), Project Support (e.g. Project and Programme Office personnel) and operational line managers/staff.

The purpose of the Foundation qualification is to confirm that a candidate has sufficient knowledge and understanding of the PRINCE2 method to be able to work effectively with, or as a member of, a project management team working within an environment supporting PRINCE2. The Foundation qualification is also a pre-requisite for the Practitioner qualification.

The purpose of the Practitioner qualification is to confirm whether the candidate has achieved sufficient understanding of how to apply and tailor PRINCE2 in a scenario situation. A successful Practitioner candidate should, with suitable direction, be able to start applying the method to a real project but may not be sufficiently skilled to do this appropriately for all situations. Their individual project management expertise, complexity of the project and the support provided for the use of PRINCE2 in their work environment will all be factors that impact what the Practitioner can achieve.

By passing the Practitioner exam, candidates should be able to apply and understand how to tailor PRINCE2 effectively

to a project within an organisation environment supporting PRINCE2. Specifically candidates should:

- Understand the relationships between the roles, management products, principles, themes, techniques and processes
- Be able to apply the principles, themes and processes to a project
- Be able to create and assess management products.

### Qualifications Awarded

The PRINCE2 certification is awarded by the British Computer Society (BCS).

Candidates will sit the Foundation exam and Practitioner exam.

- Interactive classroom learning
- Targeted Pre Reading (2hrs) - High quality eLearning
- On-going tutor support - 3 mths additional support post course
- Video on Demand - Access to full length modular course videos
- Key-Learning Points - Emailed to all delegates to reinforce learning
- PRINCE2 App - The first fully licensed App for Apple products.

### Employment Opportunities

PRINCE2 is accepted as the leading 'best practice' for project management methodology and is the recognised standard for central government and the NHS. You will often see this qualification referred to on project Management job descriptions.

### Further Information

**For further information, please [Click here](#) to download the course Fact Sheet.**

TOP

### Eligibility

This course is suitable for project and team managers, project support teams and managers from other disciplines wishing to develop an understanding of PRINCE2 and its practical application and sit the PRINCE2 Foundation exam.

**Prior to booking we recommend that you read the information on the following link:**

<https://www.axelos.com/best-practice-solutions/prince2/what-is-prince2>

**This is a very intensive course.**

### Course Duration

1 week

### Course held at:

RRCs Rosyth, Tidworth and RC Portsmouth  
The course is delivered in association with QA  
[www.qa.com](http://www.qa.com)

### Course and Examination Fees

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**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## PRINCE2 Agile

### Aim of the Course

The aim of the course is to provide Service leavers with a thorough understanding of the PRINCE2 Agile concept and is aligned to the current version of PRINCE2.

### Course Content

This programme is delivered over a 3 day period and it uses a combination of theory, discussion and practical exercises to ensure delegates feel confident in the application of the concepts.

After the course you will be able to:

- Describe the different levels of agile maturity and well-known agile frameworks.
- Describe Kanban, the Kanban method and its six general practices, including the use of Cumulative Flow Diagrams (CFDs).
- Describe the core concepts of Lean start-up.
- Define Scrum theory and explain the nature of the Scrum team, Scrum events, Scrum artefacts and Sprints.
- Define who can benefit from using PRINCE2 Agile and in what context/situation.
- Explain how PRINCE2 controls and governance can enable agile to be used in many environments.
- Describe in detail requirements terminology, decomposition and prioritization, including MoSCoW and ordering.
- Describe in detail the 5 PRINCE2 Agile behaviours (Transparency, Collaboration, Rich Communication, Self-Organisation, Exploration).
- Describe how blending PRINCE2 with agile approaches controls, responds to, and minimizes the impact of change, including risk management and configuration management.
- Explain how to define Work Packages, Product descriptions, quality criteria and tolerances.
- Explain how to assess quantity, quality and benefits of stage deliverables.

### Learning Outcomes

- Understanding of the basic concepts of common agile ways of working.
- Understand of the purpose and context for combining PRINCE2 and the agile way of working.
- Ability to apply and evaluate the focus areas to a project in an agile context.
- Ability to fix and flex the six aspects of a project in an agile context.
- Ability to apply or tailor the PRINCE2 principles, themes, processes and management products to a project in an agile context.

### Qualifications Awarded

Successful Candidates will achieve the PRINCE2 Agile Practitioner Certificate in Agile Project Management.

### Employment Opportunities

There are considerable job opportunities in the UK and worldwide with 150,000 employed in Project Management in the UK. PRINCE2 Agile is applicable in a wide range of employment sectors.

### Further Information

**For further information, [please click here to download the course Fact Sheet.](#)**

TOP

### Eligibility

Candidates must have some project management experience and already hold a current PRINCE2 Practitioners qualification taken during the last 5 years. Proof of this will be required.

**This is an intensive course and only those who meet the eligibility criteria should attend.**

### Course Duration

3 days

### Course held at:

RTC Aldershot

### Funding

For all funding advice please speak to your Service Resettlement Advisor.

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees **to be paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

### **[FOR ALL FEES PLEASE CLICK HERE.](#)**

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## APMP (Project Management)

### Aim of the Course.

This APM Project Management course will provide Service leavers with a highly sought after, knowledge based qualification, which demonstrates their understanding of all aspects of Project Management. This intensive course is suitable for those with no prior Project Management experience, and the course content is tailored to meet the needs of Service leavers, by providing practical skills development, thorough subject knowledge and the vocabulary and commercial Project Management language to succeed at interview and in the workplace.

This 10 day extended course will prepare individuals for a Management or Project Management position within a commercial organisation, and is delivered by highly knowledgeable expert trainers. Attendees will cover all elements of the APMP syllabus, whilst learning the examination and commercial Project Management language in preparation for the civilian workplace.

This course has been specifically designed with the Service leaver in mind, and support is available both prior to and on completion of the course, with pre course study provided via email, and also access to videos on demand and key learning points for review and revision, which helps the individual to absorb the classroom based training.

### Course Content

The course provides attendees with an understanding of all aspects of Project Management, and how these elements interact in a commercial environment. This includes:

- Project Management
- Business Case
- Project Lifecycle
- Risk Management
- Project Planning
- Scope Management
- Time Scheduling
- Resource Management
- Control and Co-ordination
- Change Control
- Teamwork
- Stakeholder Management.

### Qualifications Awarded

Candidates will sit the APMP examination on the final day of the course. This is a 3 hour closed book exam with 10 essay based questions.

Attendees also have the option (with an additional cost) to sit the APM Introductory Certificate exam on day 9. This industry recognised certificate is at Level 3 and provides an awareness of Project Management Terminology. Attendees can discuss this exam with their trainer on commencement of the course.

The APMP qualification is recognised by the International Project Management Association (IPMA) at Level D (<http://www.ipma.world/certification/competence/4-l-c-features/>) and the exam is based on the APM Body of Knowledge 6<sup>th</sup> edition.

### Employment Opportunities

There are considerable job opportunities in the UK and worldwide with 150,000 employed in Project Management in the UK. Average starting salaries for Project Management positions in the UK are £25,000, with salaries for experienced project managers averaging £40,000 - £49,000 p.a. APMP is a knowledge based qualification. Successful candidates are able to participate in projects from individual assignments through to large capital projects.

APMP is a qualification recognised both nationally and internationally that successful candidates can carry from one job to another or from one industry to another. To find out more about the qualification and careers, visit [www.apm.org.uk](http://www.apm.org.uk)

**Please note: The QA Academy membership, which is included in the fees, provides on-line access to professional development systems, information, case studies, technical papers and tutor support.**

### Further Information

**For further information, please click here to download the course Fact Sheet.**

TOP

### Eligibility

The course is open to Service leavers who may have some management background but who do not have specific project management experience. It is designed to address gaps in commercial project management knowledge and is ideal for those seeking to work in this area in the future. Attendees should have a minimum level 2 in literacy and numeracy.

**This is a very intensive course.**

### Course Duration

2 weeks

### Course held at:

RTC Aldershot and RRC Tidworth

The course is delivered in association with QA [www.qa.com](http://www.qa.com)

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be paid direct to the **Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

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### Funding

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## Combined PRINCE2 with APMP for PRINCE2 Practitioners

### Aim of the Course

The aim of the course is to provide Service leavers with recognised definitive project management training via this intensive course. It gives students a thorough understanding of all major topics within the project management discipline.

### Course Content

The course consists of **2 modules**:

#### Module 1: PRINCE2 Foundation and Practitioner

PRINCE2 Foundation and Practitioner is aimed at project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects and students will:

- Understand the relationships between the roles, management products, principles, themes, techniques and processes
- Be able to apply the principles, themes and processes to a project
- Be able to create and assess management products.

#### Module 2: APMP for PRINCE2 Practitioners

APMP for PRINCE2 Practitioners focuses on the 'why' and 'how' of project management and students will:

- Understand the relationships between the roles, management products, principles, themes, techniques and processes
- Be able to apply the principles, themes and processes to a project
- Be able to create and assess management products
- Understand contexts and environments in which projects can be delivered
- Learn of the specific Techniques
- Understand communication within project management
- Plan for success.

### Qualifications Awarded

Successful candidates will achieve qualifications:

- The PRINCE2 Foundation Certificate
- The PRINCE2 Practitioners Certificate
- The APMP for PRINCE2 Practitioners Certificate.

### Employment Opportunities

There are considerable job opportunities in the UK and worldwide with 150,000 employed in Project Management in the UK. APMP is a knowledge based qualification. Successful candidates are able to participate in projects from individual assignments through to large capital projects. APMP is a qualification recognised both nationally and internationally that successful candidates can carry from one job to another or from one industry to another.

### Further Information

For further information, please [click here](#) to download the course Fact Sheet.

TOP

### Eligibility

Some project management experience is required for this combined course. **Candidates must pass the PRINCE2 Practitioners exam during Module 1 before attending Module 2.** Examination re-sits can be booked at the candidates' expense.

**This is an intensive course and only those who meet the eligibility criteria should attend.**

### Course Duration

10 days (consisting 2 x 5 day modules with a gap of approximately 3 weeks between modules).

**Pre-course work is mandatory. This is an intensive 10 day course and delegates will be expected to undertake approximately 15 hours pre-course work in order to be fully prepared.**

### Course held at:

RRC Tidworth

### Course, Examination and Associated Fees

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### Funding

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# CTP Training

## Management Course Descriptions

### Security Operations Level 3

#### Aim of the Course

The aim of the course is to provide Service leavers interested in future employment in Security Operations or Security Management roles with a recognised level 3 National Open College Network (NOCN) qualification.

#### Course Content

There are four mandatory units which are:

- Security health and safety operations and management
- Physical security operations and management
- Information and personnel security and management
- Private security and the law.

The training consists of 60 guided learning hours of which 30 are classroom based contact hours (delivered over 5 days) with the other 30 made up through self-study using the specified handbook. At least 50% of this self-study is pre-course work; the remainder set as homework.

#### Qualifications Awarded

National Open College Network (NOCN) Level 3 Award in Security Operations (accredited by the Qualifications and Credit Framework at Level 3, Qualification number 500/8591/8).

#### Employment Opportunities

Employment prospects are multi layered and include continual professional development. It particularly suits Service leavers targeting management positions for which there is demand. The qualification also addresses, 'an identified gap in existing provision for security related qualifications at level 3 and above' (NOCN). It is for students who want to enter into the market above that of a basic security officer or those who may want to move up the ladder quicker. It bridges the gap between the entry level (which students need to get a licence) and the more intense courses aimed at potential consultants.

#### Further Details

**There is significant reading attached to this course** both prior to course start date and also during it. The reading material is an integral part of the course and students are expected to complete it in order to be successful.

**Please note: You are required to bring 2 current passport photographs for exam registration, plus at least two forms of photographic identification (this does not include a service i.d card) possibly a driving licence and passport and also two forms showing your current address i.e. a utility bill or bank statement (must be within the last 3 months and also with a UK postcode as BFPO addresses will NOT be accepted).**

TOP

#### Eligibility

It is recommended that Service leavers attain their SIA licences prior to attendance but this is not mandatory. There are no set pre-requisites; however, to quote NOCN, learners need to:

- Produce extended answers that are clear, logical and understandable
- Read and/or interpret given tasks
- Organise relevant information clearly and coherently
- Make decisions based on underpinning knowledge
- Communicate (both orally and in writing) in English.

#### Course Duration

5 days

#### Course held at:

RTC Aldershot

#### Course, Examinations and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

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#### Funding

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# CTP Training Management Course Descriptions

## Security Supervisor

### Aim of the Course

The course is designed for Service personnel interested in a second career in the expanding Security sector. The course content is approved by Skills for Security.

### Course Content

- **Introduction to the Private Security Industry**
- **SIA Approved Course in Door Supervision/Static Guarding**  
This allows successful candidates to apply for a Frontline SIA Licence to work in Door Supervision, Static Guarding, Retail Guarding, Event Security and management in all other industry sectors.
- **Supervisor Programme**  
The role of the supervisor  
Communication skills  
Customer service  
Delegation  
Leadership  
Problem solving and decision making  
Reviewing performance  
Teamwork  
Time Management.
- **Practical Activity**  
Formation of assignment instructions/site survey for an actual security manned guarding site. This will allow candidates a working knowledge of commercial procedures aimed at supporting their career into the private security industry.

### Qualifications Awarded

**NOCN Level 2 Award in Door Supervision that includes certificates in:**

- Working in the Private Security Industry
- Working as a Door Supervisor
- Conflict Management
- Maybo/Skills for Security Physical Intervention.

**Please note:** A further fee will be required to obtain the SIA Licence through the appropriate authority.

### Employment Opportunities

Industry employers indicate considerable interest in fully licensed appropriately qualified Service leavers for Security positions in the Industry.

**Please note:** You are required to bring 2 current passport photographs for exam registration, plus at least two forms of photographic identification (this does not include a service i.d card) possibly a driving licence and passport and also two forms showing your current address i.e. a utility bill or bank statement (must be within the last 3 months and also with a UK postcode as BFPO addresses will NOT be accepted).

**Please be aware** that in order to take part in the Physical Intervention Module of the course you will need to take part in hands-on demonstrations and must therefore be **physically fit and able**. If you feel you may have any physical difficulties that may make this an issue this **MUST** be disclosed before the course starts.

TOP

### Eligibility

The course is open to all Service personnel, but is especially suited to those who wish to make a career in the Security Industry.

### Course Duration

2 weeks

### Course held at:

RTC Aldershot

### Course Fees

This is a contract-funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each day training.

### Examination and Associated Fees

These are levied by the awarding body Skills for Security/ NOCN and must be paid **6 weeks** in advance to the **Course Booking & Information Centre** as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**Please note:** This course is closed one week before start date, for candidates to be registered for exams.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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# CTP Training Management Course Descriptions

## NVQ Assessor Award Level 3

### Aim of the Course

This course will help you become a productive and effective vocational assessor in your field after a 5 day course. You will have personal support and guidance to help you finish your Portfolio. It is designed for Service leavers wishing for a career in the training industry. NVQ Assessors support and assess learners that are working towards their National Vocational Qualifications (NVQs). An NVQ Assessor will assess and train learners in order for them to gain the occupational standards needed to achieve their qualification.

### Course Content

Service leavers completing the course will gain:

- The NVQ Assessors qualification, which will allow practitioners (on successful completion) to assess occupational competence in the work environment.
- The course will encourage trainees to assess students while they are working through observation, questioning, and interviewing those around the student.
- Each candidate will be provided with a portfolio containing sample documentation relating directly to the awarding body standards. Throughout the duration of the programme every candidate's portfolio will be sampled by the internal verifier.
- **Significant out of hours work may be required.**

### Qualifications Awarded

Level 3 Award in Assessing Competence in the Work Environment (previously the A1 Award).

**Unit 1:** Understanding the Principles and Practices of Assessment

**Unit 2:** Assessing Occupational Competence in the Work Environment.

### Employment Opportunities

Opportunities exist as an assessor/tutor in all occupational areas where vocational qualifications exist, for example construction, care, catering, engineering, retail and hairdressing. Employment can also be held at a training provider or college or as an in-house assessor for a large organisation where staff complete vocational qualifications.

This course will give you the underpinning knowledge/resources you will require to conduct the role of an assessor.

TOP

### Eligibility

The course is open to all Service personnel; however, a minimum of level 2 numeracy and literacy would be advantageous and a good working knowledge of IT. It is especially suited to those who wish to pursue a career in the training Industry.

### Course Duration

5 days

### Course held at:

RRC Cottesmore is delivered in association with Global Horizon Skills Ltd

### Course, Examinations and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

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### Funding

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## Level 3 Award in Education and Training

### Aim of the Course

To equip Service leavers with an introductory teaching qualification, providing them with the necessary skills and knowledge to prepare, plan, deliver and evaluate basic teaching and learning sessions in a variety of teaching or training contexts, and to function with confidence in these environments.

### Course Content

The course aims to develop confidence and competence in teaching people over the age of 16, giving them the opportunity to:

- Develop knowledge related to teaching and learning
- Develop skills in teaching and learning
- Achieve a nationally recognised Level 3 qualification
- Develop their own personal growth and engagement in teaching and learning.

You will be assessed throughout the course by a mixture of short theoretical and practical tasks.

### Qualifications Awarded

The Pearson BTEC Level 3 Award in Education and Training.

### Progression

Students may progress from the Award in Education and Training Level 3 to either the Certificate in Education and Training Level 4 or the Certificate in Education/PGCE.

### Employment Opportunities

These qualifications should enable successful candidates to gain positions in the Further Education environment and with civilian training establishments.

### Further Reading

There are many books covering this subject but the recommended one to purchase, although not essential but beneficial is:

'The Award in Education and Training' by Ann Gavels Aug 2013.

TOP

### Eligibility

The course is open to all Service personnel. It is particularly suitable for those planning a second career in adult FE education.

### Course Duration

10 days

### Course held at:

RTC Aldershot is delivered in association with Global Horizon Skills Ltd

### Course Fees

This is a contract-funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination and Associated Fees

These are levied by the awarding body and to be **paid direct to the Course Booking and Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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## NVQ Assessor with Level 3 Award in Education & Training

### Aim of the Course

This course is designed for Service leavers wishing for a career in the training & education industry. The NVQ Assessors qualification will allow practitioners to assess occupational competence in the work environment, whilst the Award in Education and Training is the threshold qualification for anyone wanting to teach in a wide range of settings including the Further Education and Skills sector, workplace learning, offender learning and adult community contexts.

### Course Content

Service leavers completing the course will gain:

The NVQ Assessors qualification which will allow practitioners (upon successful completion) to assess occupational competence in a work environment.

Each Candidate will be provided with a portfolio containing sample documentation relating directly to the awarding body standards. Throughout the duration of the programme every candidate portfolio will be sampled by the Internal Verifier.

The Award in Education and Training is the threshold qualification for anyone wanting to teach in a wide range of settings.

The Pearson BTEC Level 3 Award in Education and Training (QCF) is an introductory teaching qualification. Achieving this Award will provide sufficient evidence that the learner has acquired the necessary skills and knowledge to prepare, plan, deliver and evaluate basic teaching and learning sessions, in a variety of teaching or training contexts.

### Qualifications Awarded

Level 3 Award in Assessing Competence in the Work Environment (previously the A1 Award).

**Unit 1:** Understanding the principles and practices of assessment.

**Unit 2:** Assess occupational competence in the work environment.

BTEC Level 3 Award in Education & Training.

### Employment Opportunities

These qualifications should enable successful candidates to apply for positions in the Further Education environment and with civilian training establishments.

**Significant out of hours work may be required.**

**This combined course delivers two separate qualifications; there may be times when two trainers are used in the overall delivery.**

TOP

### Eligibility

This course is available to candidates who have experience in delivering training as an instructor or delivering management presentations. The course is open to all Service personnel; however, a minimum of level 2 numeracy and literacy would be advantageous and a good working knowledge of IT. Candidates must be competent in basic training delivery and be able to deliver short presentations.

### Course Duration

10 days

### Course held at:

RRC Cottesmore is delivered in association with Global Horizon Skills Ltd

### Course, Examination and Associated Fees

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### Funding

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Right Management reserves the right to cancel and/or amend course dates, times, contents and venues as listed on this website. Every effort will be made to give the Service leaver as much notice as possible and a reasonable course alternative or alternatives may be suggested, if possible. If this is not possible or the alternative(s) is/are not acceptable to the Service leaver, Right Management, who deliver all non-contract courses listed, may refund in full the total amount paid to date for non-contract funded courses, or, in the case of MOD Contract Funded courses, in agreement with the MOD, the Service leavers IRTC grant will not be notionally reduced.

**TO BOOK:** (02894) 456200 or mil (9491) 56200  
**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

## CILT Level 5 Professional Diploma in Logistics and Transport

### Aim of the Course

This course provides the unique opportunity to achieve a nationally recognised management qualification in Logistics & Transport over a relatively short period of time. **Two separate modules of 10 days each.** It is designed for middle to senior managers who want to develop their commercial awareness in this industry. This qualification will build upon managerial skills, experience and complement previous training or qualifications achieved in the Services. It also provides a good grounding for continuation of professional development to an executive diploma or an MSC in Logistics & Transport.

### Course Content

There will be 4 units of study covering:

1. General Management
2. Retail Logistics
3. Supply Chain Management
4. Project Management.

Each unit will be broken into modules and assessed by written assignment.

### Qualifications Awarded

CILT Level 5 Professional Diploma in Logistics and Transport.

European Accreditation and certification of the CILT (UK) Professional Diploma is available from the European Certification Board of Logistics (ECBL) in Brussels, and is achieved through completing 2 extra units of study at an accredited centre. Candidates who choose this route will be qualified to use the post nominal ESLog (European Logistics Senior level) after their name.

### Employment Opportunities

The Logistics industry remains a growth area and is expected to be so for the foreseeable future. There are many employment opportunities for managers throughout the UK in all sectors of Logistics.

For further information on the Logistics industry and current employment opportunities visit [www.logisticsmanager.com](http://www.logisticsmanager.com)

### Further Details

This course **will not** qualify you as a CPC transport manager, candidates wishing to gain employment as transport managers should complete the CPC National/International.

TOP

### Eligibility

There are no formal entry requirements, but, due to the intense academic nature of the course Service leavers should be numerate and literate to level 2 (GCSE A-C) and have extensive experience of supervisory or first line management in a stores/logistics environment.

### Course Duration

The course will be delivered over a period of 6 weeks and will be broken into **2 x 2 week modules** with a break of **2 weeks between** each module.

### Course held at:

RC Aldergrove

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract funded training programme and therefore, Service leavers are required to fund the course **6 weeks** before attendance. The fees to be paid **direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

### **FOR ALL FEES PLEASE CLICK HERE.**

If you are using Enhanced Learning Credits the provider name for the Claim Authorisation Note is **Right Management Ltd 1208**. Once you have received your confirmation email from ELCAS authorising your CAN, please forward it to [coursebookings@ctp.org.uk](mailto:coursebookings@ctp.org.uk) along with your payment in advance as soon as possible after course booking or your place maybe re-allocated. **It will not be accepted on the first day.**

### Funding

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**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)



## Certificate of Professional Competence Road Haulage (International)

### Aim of the Course

This course is designed for Service personnel interested in a second career working in the operation of transport and logistics and moving onto transport management. All transport companies who move goods for hire and reward must have a CPC holder on their operator's licence.

### Course Content

- Civil Law
- Commercial Law
- Social Law
- Fiscal Law
- Access to the market
- Technical standards and technical aspects of operation
- Road Safety.

Students will be examined over 2 x 2 hour exams (1 x multiple choice and 1 x case study).

### Qualifications Awarded

Certificate of Professional Competence Road Haulage (International).

### Employment Opportunities

Holders of the CPC qualification will be accepted as a competent person, and will be entitled by transport law to run and operate transport for hire and reward for themselves or other transport companies. As stated all transport companies must have a person professionally competent, this qualification meets that criteria. Most larger companies keep up to 10 CPC holders within the company so a CPC will always be desired for a newcomer to be developed for future managements roles.

### Further Details

Pre-course mandatory reading is essential in order to be successful; book can be purchased from <http://www.amazon.co.uk/Study-Manual-Professional-Competence-Haulage/dp/0749456663>

There will be a substantial amount of evening and weekend work to prepare you for the exams and candidates often underestimate the demands of such a course. Course members will be required to commit themselves to a prolonged period of intensive study, which is very demanding of their time and energy.

TOP

### Eligibility

The course is open to all Service personnel but there is a heavy mathematical content hence you need to be numerate to at least Level 2. You will also be expected to be at least Level 2 for literacy. Any students that are not at this level should consider alternative courses. It is strongly recommended that anyone who has not reached this level should **not** embark on the Certificate of Professional Competence Road Haulage (International).

### Course Duration

12 days. It is an **intensive**, formal classroom study and is supplemented by directed study, background reading, etc in the evenings and at weekends.

Also mandatory pre-reading is required please see Further Details above.

### Course held at:

RRCs Catterick and Cottesmore

### Course, Examination and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**Please note:** The course will be closed 11 working days prior to the start date, no payments or bookings will be taken after that date, this is due to OCR Regulations.

Also if you cancel the course after registration has taken place a percentage of the fees is **non-refundable** due to exams ordered and books which are printed for each course and cannot be re-used due to ongoing updates to legislation.

### **FOR ALL FEES PLEASE CLICK HERE.**

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### Funding

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**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## Category C Professional Driver Programme

### Aim of the Course

The Category C Professional Driver Programme provides Service leavers with the unique opportunity to gain a commercial LGV Licence to drive commercial rigid lorries weighing over 3500Kg with a trailer up to 750Kg. An opportunity to gain experience through attending a civilian work attachment in the transport and logistics sector, is also available in association with Manpower Group.

### Course Content

During this 5 day course you will receive hands on training and Part 3 (Practical driving) and 4 (DCPC) testing to enable you to gain the full licence required for all commercial drivers.

Upon successful completion of your course you will then be offered the opportunity to be linked to Manpower Group where we have agreed a programme of work attachments and employment opportunities UK wide.

All Manpower Group opportunities are available to view on RightJob.

**Please note:** Prior to attending this course all candidates **must have** completed Part 1 (theory) and 2 (case studies) of the initial DCPC. [see here](#) for full details on how to complete this.

### Qualifications Awarded

Category C Licence.

On successful completion you will be eligible to hold the Driver Qualification Card (DQC) as proof of having completed the Initial Driver Certificate of Professional Competence.

### Employment Opportunities

There is currently a significant nationwide demand for LGV drivers in all categories.

#### Opportunities exist for:

- Multi Drop (multiple deliveries from 1 load)
- ADR (Oil, Petroleum, Paint and other hazardous goods transport)
- Shunting (eg movement of trailers on site)
- Container or single load transport (movement of single loads from point to point).

Manpower Group consultants are available to help you understand the different types of opportunities.

TOP

### Eligibility

All candidates applying for this course **must be** in possession of a Category C provisional licence and have passed Parts 1 & 2 (Theory and Case Study tests) of the Initial Driver Certificate of Professional Competence (Initial DCPC).

### Course Duration

5 days

**Please note:** Extra time may be added for testing.

### Course held at:

2 Start Training, Portchester, PO16 9RD

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination and Associated Fees

The fees to be paid direct to **the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

For all funding advice please speak to your SRA.

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**email:** [Coursebookings@ctp.org.uk](mailto:Coursebookings@ctp.org.uk)

# CTP Training Management Course Descriptions

## Category C + E Professional Driver Programme

### Aim of the Course

The Category C + E Professional Driver Programme provides Service leavers with the unique opportunity to gain a commercial LGV Licence. Category C + E licence enables holders to driver trucks and lorries weighing over 3500Kg with a trailer in excess of 750Kg. Experience can be gained after qualifying through attending a civilian work attachment (CWA) in the transport and logistics sector in association with Manpower Group.

### Course Content

During this 5 day course you will receive hands on training and driver testing to enable you to gain the full licence required to drive commercial C+E lorries.

Upon successful completion of your course you will then be offered the opportunity to be linked to Manpower Group where we have agreed a programme of work attachments and employment opportunities UK wide.

All Manpower Group opportunities are available to view on RightJob.

**Please note:** This course does not include DCPC which is a requirement for all commercial drivers. If you have completed Category C within the military prior to Sep 2009 or obtained your Car licence prior to 1997 then you may book onto the periodic training with CTP. For those who gained the Category C after Sep 2009 within the Military you will be required to complete Parts 2 and 4 of the initial DCPC.

### Qualifications Awarded

Category C + E Licence.

### Employment Opportunities

There is currently a significant nationwide demand for LGV drivers in all categories.

#### Opportunities exist for:

- Multi Drop (multiple deliveries from 1 load)
- ADR (Oil, Petroleum, Paint and other hazardous goods transport)
- Shunting (eg movement of trailers on site)
- Container or single load transport (movement of single loads from point to point).

Manpower Group consultants are available to help you understand the different types of opportunities.

TOP

### Eligibility

All candidates applying for this course **must be** in possession of a **FULL** Category C licence. Although there is no pre-requisite to have a Driver Certificate of Professional Competence (DCPC) prior to attending this course – the DCPC is a requirement for anyone wishing to attend a CWA or to gain employment.

### Course Duration

5 days

**Please note:** Extra time may be added for testing.

### Course held at:

2 Start Training, Portchester, PO16 9RD

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination and Associated Fees

The fees to be paid direct to **the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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## Driver Certificate of Professional Competence/ADR

### Aim of the Course

The Driver CPC qualification is being introduced across the European Union to maintain high driving standards and improve road safety. All professional bus, coach and lorry drivers must hold a Driver CPC if they want to drive for a living.

The ADR part of the course is aimed at all existing **LGV licence holders who wish to pursue a career** carrying dangerous goods in containers/receptacles or in bulk that falls within the scope of The Carriage of Dangerous Goods by Road Regulations, drivers of road tankers within the scope of The Carriage of Dangerous Goods by Road Regulations, and drivers of vehicles carrying tank containers within the scope of The Carriage of Dangerous Goods by Road Regulations.

### Course Content

#### Driver CPC

- Driver health, Defensive and fuel efficient driving (3.5 hours).
- Drivers Hours (3.5 hours).
- Digital Tachograph Rules (3.5 hours).
- Load Safety (3.5 Hours).

#### ADR

- Core Module (required by all entrants)
- Packages Module
- Tanker Module
- UN Classes Modules 2,3,4,5,6,8,9.

### Continuous Assessment and Tasks

For the Driver CPC a Driver Qualification Card (DQC) is required. This card is issued once the relevant 'periodic training' is taken, there is no related test for this training. These cards provide cover for a 5 year period and will be issued on successful completion of the 35 hours undertaken during this course. A sample of the card can be found at: [www.dvtani.gov.uk/images/drivercpc/SampleDQCard.jpg](http://www.dvtani.gov.uk/images/drivercpc/SampleDQCard.jpg)

To gain the ADR certificate a driver must pass a series of written multiple choice examinations. The Department of Transport stipulate that the driver must do these examinations without any assistance.

The learning process involves the 3 key components for effective learning to take place (i.e. motivation, activity and feedback).

Course members will carry out some of their own research; this will be valuable practice in an important part of the course. The research will be guided by the study notes and constant feed-back will be provided through tutor support.

On completion of the course the candidates will be qualified for Driver CPC and ADR hence will be able to carry out employment in this field.

### Qualifications Awarded

These qualifications are level 2 and will qualify drivers to carry dangerous goods and drive LGV over 3.5 tonnes in accordance with current legislation. The candidate will be issued a DQC for the Driver CPC and a Certificate for the ADR, both of which last for 5 years.

The DQC will be sent to the address on your driving licence hence it is important that you keep your details up to date with DVLA. You must carry your DQC whilst driving and there will be penalties if you are found to be driving professionally without one. If your DQC has been lost, stolen or damaged, you must report it to the DSA within 7 days and apply for a replacement card. There will be a fee to replace and issue new cards.

Certificates for the ADR are issued direct to successful candidates by the DVLA about 4 - 6 weeks after the examination.

If you wish to do this course but already hold an ADR Certificate and have more than 12 months validity left, you will only receive a certificate for classes you are not already qualified for; they will also be back dated to the date of passing your core module. However, if you have under 12 months validity left then you will receive a new certificate valid for 5 years.

### Employment Opportunities

If you are going to drive LGV over 3.5 tonnes and/or carry dangerous goods then you are qualified to do so hence any driving employment opportunities are open to you.

TOP

### Eligibility

Anyone wishing to attend the DCPC/ADR course should have passed their LGV tests prior to 10 September 2009. If you attained your LGV licence after this date you will not be able to complete your 35 hours of periodic training (Driver CPC) **unless** you have completed parts 2 and 4 of your initial LGV driver training or passed your car test before Sep 1997. This is due to military exemptions. If in doubt, please speak with your Career Consultant.

### Course Duration

This course is classroom based and tutor led, the course lasts for 7 days in total. The ADR is 5 days long with 3 days counting towards the Driver CPC (21 Hours). Drivers **need 35 hours to gain the Driver CPC (5 Days) hence it is** legislated that the extra 2 days tuition will make up the shortfall, making the course 7 days.

**Course held at:** RRCs Catterick, Cottesmore, Rosyth, Tidworth and the Colchester Centre

### Course Fees

This is a contract-funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination Fees

Fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Be aware that the Exam and Registration fees are to be **PAID SEPARATELY** by debit/credit card by phone in advance of the course start date. Please **DO NOT ADD THESE FEES** to the notional Contract-Funded cost on your JPA application.

**FOR ALL FEES PLEASE CLICK HERE.**

### Funding

For all funding advice please speak to your SRA.

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## Warehouse and Distribution Supervisor Level 3

### Aim of the Course

**This course is aimed at current or aspiring warehouse and distribution supervisors/team leaders.** The course is designed to provide aspiring or junior managers or supervisors with an introduction to commercial warehouse supervision and health and safety within the industry. Successful candidates will achieve two Level 3 Awards (one each from CILT and CIEH detailed below) and it will be delivered over a period of 10 days.

### Course Content

#### Level 3 CILT Award in Warehousing

- Managing Warehouse Receiving and Storing Operations
- Managing Order Picking and Despatching Goods
- Managing the Provision and Care of Warehouse Resources.

This part of the course will be assessed by assignment.

#### Level 3 CIEH Award in Health & Safety in the Workplace

- Introduction to health and safety
- Legislation
- Accidents in the workplace
- Ill health in the workplace
- Health and safety organisation and Management
- The role of supervisors.

This part of the course will be assessed by multiple choice examinations.

### Qualifications Awarded

- Level 3 CILT Award in Warehousing
- Level 3 CIEH Award in Health and Safety in the Workplace.

### Employment Opportunities

The Logistics industry remains a growth area and is expected to be so for the foreseeable future. There are many employment opportunities for warehouse and or distribution supervisors and team leaders throughout the UK.

For further information on the Logistics industry and current employment opportunities visit [www.logisticsmanager.com](http://www.logisticsmanager.com)

TOP

### Eligibility

Whilst there are no pre requisites for Service leavers wishing to attend this course, candidates should be numerate and literate to at least level 2 (GCSE Maths & English at A-C) in order to be able to cope with the demands of the assessment and examination criteria.

### Course Duration

10 days

### Course held at:

RRC Cottesmore is delivered in association with Global Horizon Skills Ltd

### Course, Examinations and Associated Fees

This course is delivered by Right Management and sits outside the MOD contract-funded training programme and therefore, Service leavers are required to fund the course before attendance. The fees to be **paid direct to the Course Booking & Information Centre** in advance as soon as possible after course booking or your place maybe re-allocated. Payment to be made by credit/debit card over the phone.

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### Funding

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# CTP Training Management Course Descriptions Aspiring School Business Manager

## Aim of the Course

This course is aimed at individuals who intend to become a School Business Manager (SBM) or Bursar. The need for SBMs in all types of schools is increasing with the demand for recognised training and qualifications becoming essential for applicants. This course consists of the SBM Partnership's recognised 'Aspiring SBM' introduction and the ILM Level 4 Accredited Certificate in SBM module on finance.

Few professions have risen so far so fast as that of the School Business Manager (SBM) in the last decade, and the importance of the role is only set to grow as schools become more autonomous.

As a result there is an increasing need for new SBMs in both state maintained schools and the private sector and across primary, secondary and special schools. Schools increasingly require SBMs to be working towards, or to have gained the Level 4 Diploma for School Business Managers. This course and accreditation contributes towards that.

## Course Content

It begins with two consecutive face-to-face days during which participants will learn about the SBM role and the education sector followed by an introduction to the ILM Managing School Finance unit. Participants will be required to undertake some research overnight (no more than 2 hours work) before joining the second of the face-to-face days. Participants will then begin their online studies of the Managing School Finance unit which includes:

- basic principles of school financial management
- key sources of funding for schools
- how to plan and manage the budget
- school financial procedures with probity
- principles of cash management
- processes for the management of debtors and creditors
- value for money from procurement activities
- monitoring the school's financial transactions.

The full programme takes up to 10 weeks to complete.

In order to successfully complete a CSBM unit, participants usually require the support of a local school. Participants in this course will access SBM Partnership's virtual school which will provide them with the support and information required to complete the Managing School Finance unit.

## Qualifications Awarded

On completion, Service leavers will have the recognised background knowledge recognised by schools and, for those that elect accreditation, an ILM Level 4 accredited module of the Diploma in SBM. All Service leavers who complete the course will receive a certificate of attendance from the SBM Partnership that schools will recognise.

## Employment Opportunities

This is an expanding sector with many opportunities across a range of educational establishments.

## Further Information

**For further information, please [click here to download the course Fact Sheet](#).**

TOP

### Eligibility

This is open to all Service leavers but the ability to study to Level 4 and a high level of numeracy is required.

### Course Duration

The course consists of 2 days' attendance at the RTC Aldershot followed by up to 10 weeks of supported distance learning.

### Course held at:

RTC Aldershot and supported self-study.

### Course Fees

This is a contract funded course, no money is required for course fees but the IRTC grant reduces by 5% (currently £26.70) for each days training.

### Examination and Associated Fees

The ILM Level 4 Accredited 'Managing School Finance' unit assessment fee is £108 (inc VAT). Service leavers are advised to read the supporting information in the article accessed via the link above before booking to enrol for this accreditation.

**[FOR ALL FEES PLEASE CLICK HERE.](#)**

### Funding

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