

Business

Sage Computerised Accounts	3	18
Assessor/Verifier Awards	3	Flexible

Business Languages

Arabic, Chinese, French, German, Polish, Russian, Spanish	2	15
---	---	----

Catering and Hospitality

Food Preparation and Cooking	1, 2, 3	30
Food and Drink Service	1, 2, 3	30

Construction

Brickwork	2, 3	30
Carpentry and Joinery	2, 3	30
Painting and Decorating	2	30

Engineering

Abrasive Wheel Regulations	2	6
17th Edition Electrical Regulations	3	24
Electrical Appreciation	1	15
Portable Appliance Testing	2	6
Engineering Technologies	2	50

Motor Vehicle

Vehicle Maintenance and Repair	1, 2, 3	30
--------------------------------	---------	----

Land Based

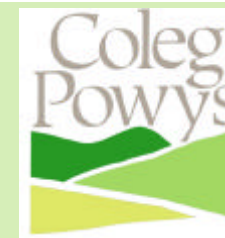
Chainsaw	2	12
Manual Handling	2	12
Sheep Dips	2	12
Telescopic Handler	2	12
Tractor Driving	2	12
Tractor Mounted Hedge Trimmer	2	12
Brush Cutting and Strimmers	2	12
ATV Usage	2	12

Hairdressing, Beauty and Complementary Therapy

Hairdressing	2	30
Nail Treatments	2	30
Ear Piercing	2	30
Cosmetic Make-up	2	30
Wax Depilation	2	30
Swedish Massage	3	30
Indian Head Massage	3	30

Sport and Fitness

Sports Leadership	2	30
Fitness Instructing	2, 3	30
Personal Training	3	30



Employment Training Opportunities at Coleg Powys

Offering a range of short courses for
employers and individuals

Contact Susan Roberts on
0845 4086 266 or
susan.roberts@coleg-powys.ac.uk

www.coleg-powys.ac.uk

Brecon

Llandrindod Wells

Newtown

Ystradgynlais

Coleg Powys delivers education and training programmes to over 8,000 individuals each year. The majority of these learners study part-time either in College, in their workplace or at home.

This booklet provides information on a range of courses that can be delivered over a short period and may lead to a qualification if required. Please note that these are indicative only and they do not provide a comprehensive list of all that we can provide. The booklet does, however, identify some of the specific areas that may be of interest to individuals or employers seeking training or retraining. The Welsh Assembly Government is making available a number of support packages which are generally linked to training and may provide funding for these courses.

The College's Directions prospectus (www.coleg-powys.ac.uk/directions) provides details of further courses that are on offer. It contains several hundred learning opportunities that lead to full qualifications in most occupational areas and many of these can be made available at different times, in different locations and through several modes of study.

If you don't see what you require, then please contact us and we will do all that we can to help you. All bespoke programmes will, of course, be dependent upon the level of demand.

Enquiries should be directed in the first instance to **Susan Roberts**, Business Services Manager, by emailing **susan.roberts@coleg-powys.ac.uk** or telephoning **0845 4086 266**.

Welsh version available on request

*Hours indicate an estimate of the minimum time that a learner would need to engage in classroom, workshop or practical activity to benefit from the training. This is not necessarily the same as the time required to complete an external qualification.

Programme Title	Level	Hours*
Skills for the Workplace		
Improving Assertiveness and Decision Making	1	16
Developing Customer Service Skills	1 & 2	16
Communication in the Workplace	1	16
Developing Personal Career Portfolio	2	16
Personal Career Planning	2	16
Negotiation Skills	2	16
Adapting to Change at Work	2	16
Preparation for Work	2	16
Understanding Employment Opportunities	2	16
Welfare at Work	2	16
Understanding Stress and Stress Management	2 & 3	16
Leadership Skills	3	16
Delegation Skills	2	6
Time Management	2	6
Team Leadership	2	6
Effective Meetings	2	6
Health, Safety and Hygiene		
Award in Health and Safety Management	2	7
Principles of Manual Handling	2	4
Introduction to COSHH Assessment	1	6
Emergency First Aid	1	6
First Aid at Work Certificate	2	24
Risk Assessment	2	7
National Certificate for Personal Licence Holders	2	9
Award in Food Safety	2	7
Essential Food Hygiene	2	6
Key Skills and Basic Skills		
Communications	E, 1, 2, 3	Flexible
Application of Number	E, 1, 2, 3	Flexible
English for Speakers of Other Languages (ESOL)	E, 1, 2	Flexible
Information Technology		
Computers Don't Bite	1	15
Word Processing	2	15
Spreadsheets	2	15
Databases	2	15
Desktop Publishing	2	15
Presentations (using PowerPoint)	2	15
Email	2	15
Web Applications	2	15
Digital Photography	2	15