



# COURSES FOR EMPLOYERS



Newbury College

Est. 1948

**UCN** UNIVERSITY  
CENTRE  
NEWBURY

# FIND OUT HOW NEWBURY COLLEGE & UCN ARE CHANGING EDUCATION



**TOGETHER, WE ARE  
CHANGING EDUCATION  
IT'S ABOUT CAREERS,  
NOT COURSES!**

Our work-based curriculum is led by employers and designed to give students the best opportunities to gain the qualifications and skills they need for the career they want. We are preparing students for the workplace of tomorrow, creating a fully-immersive learning environment that blends hands-on, technical learning with underpinning knowledge. Find out more at...

**[www.newbury-college.ac.uk/  
careersnotcourses](http://www.newbury-college.ac.uk/careersnotcourses)**



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 Apprenticeships

# WELCOME

Welcome to our Courses for Employers Guide, showcasing our professional and bespoke programmes for employers looking to upskill and retain a talented workforce.

Designed to meet your training and development needs, we offer a wide range of professional qualifications and training programmes in Business, Accountancy and Management; Project Management (Prince2 and Agile); Digital Technology and Computing; Construction and Building Technology; and Engineering.

Our tutors all have extensive industry experience and are committed to ensuring that you receive the training you require with the high-quality service you expect.

This guide gives you a brief overview of the employer-focused programmes that we offer. More information on these programmes, including information about the units covered, delivery dates and costs, can be found on our website at [www.newbury-college.ac.uk](http://www.newbury-college.ac.uk)

We offer a range of different study methods including classroom-based sessions, practical workshops and online delivery. Some of our programmes have set delivery dates and durations to suit smaller employers or employers with limited training needs; however we are happy to provide bespoke delivery for employers with specific requirements, subject to availability and group size.



At Newbury College and UCN we focus on careers, not courses, and we work with employers across the region to develop programmes that meet the needs of modern business. If you are interested in a training programme that is not currently listed in this guide, please contact our Business Team on 01635 845229 or email [business@newbury-college.ac.uk](mailto:business@newbury-college.ac.uk)

We look forward to working with you.

**Dr Jo Houghton**  
Director of Business and Partnerships

## SIGN ME UP

We want to make signing up for our programmes as easy as possible, and we have a dedicated Business Team to support you throughout this process. You can either apply online for one of our fixed date courses or contact the team on 01635 845229 to discuss your requirements.

# BUSINESS, ACCOUNTANCY AND MANAGEMENT

## BUILDING BETTER RELATIONSHIPS THROUGH ASSERTIVENESS

1 DAY

SET DATES

BDT19206

Develop an understanding of the different types of behaviour, identify alternative options and make informed choices about how to respond to difficult situations. Assertive behaviour is a considered response to a situation which leaves both parties feeling respected and valued, forming the foundations for building effective relationships. Topics covered include:

- Different types of behaviour
- What assertiveness is and is not
- The Assertiveness Framework and its application
- Listening and questioning skills
- Learning through case studies to deal with criticism and saying 'no'



### DISCLAIMER AND DATA PROTECTION

Newbury College endeavours to provide a wide range of courses and learning programmes that meet the requirements of the local community. Some of the courses in this guide may still be awaiting approval from the awarding body and the majority of courses are subject to minimum enrolment numbers. For details please visit: [www.newbury-college.ac.uk/terms](http://www.newbury-college.ac.uk/terms)

Data protection: Newbury College stores and processes all student data in accordance with the provisions of the General Data Protection Regulation (GDPR).

## BUILDING HIGH PERFORMANCE TEAMS THROUGH COACHING

1 DAY

SET DATES

BDT19203

Examine how effective teams form and then work productively, how they can be encouraged to adapt to change, and to solve the problems they face. The workshop will help you understand how a team differs from a group, and be able to define, build and develop a high-performing team. You will be introduced to practical techniques to encourage the team to adapt to change and to solve problems.

## DELIVERING MOTIVATIONAL APPRAISALS

1 DAY

SET DATES

BDT19204

The performance appraisal is a powerful tool for reviewing, retraining, motivating and developing employees - when used correctly. It forms part of the work structure as much as anything else but the temptation to 'put it off' can be enormous and when under pressure to perform immediately it can seem so easy to simply not do it! The effectiveness of appraisals is determined by an appropriate place for the appraisal, a structured interview, communication skills, performance discussion and action planning.

This course will explore how performance management fits within the overall management process; identify the powerful benefits of effective performance management; establish how to prepare for a performance review interview; review performance; and develop a personal action plan.

## DEVELOPING LEADERSHIP AND MANAGEMENT SKILLS FOR THE 21ST CENTURY

1 DAY

SET DATES

BDT19205

This course will benefit anyone in a leadership and management position who needs to be at the forefront of their marketplace or is often perplexed by resistance to, or the sheer pace, of change. Leaders and managers who need time to think, to reflect on current practice and create solutions to new ways of working in order to be fit for the future. Topics covered include:

- The future of work – volatile, uncertain, complex and ambiguous (VUCA)
- Values – identifying the right ones and embedding them in the everyday
- Leadership styles – how they serve and limit us
- Communication Skills for the future – less is more . . .
- Time to think

*“We are facing dramatic changes in the world of work. Technology is opening up new forms of organisation and social expectations of work are evolving rapidly... whatever the size of organisation, leaders cannot avoid the oncoming tsunami of changes facing them in the immediate future.”*

*- Michelle Bailey et al, The Future of Work, Practical People Strategies for Business Leaders 2019*

## TIME MANAGEMENT

1 DAY

SET DATES

BDT19208

Good Time Management features highly in the strength of a team to ensure tasks are completed effectively. It can be the key to success and many managers will be conscious that 'Time is Money!' We often hear that 'there is not enough' time, however in reality we are not utilising the time available in the best way and could benefit from a more planned and controlled approach. Managing time means getting more control over how we spend it and there are simple techniques that can be applied.

Essentially Time Management is about conditioning our environment rather than the reverse and to prevent time pressures to build up from the interruptions, questions or demands of others. The objective for this course is to enable you to plan time effectively in order to increase productivity.

## EMERGENCY FIRST AID AT WORK

1 DAY

SET DATES

EFAW

The Emergency First Aid at Work course is designed to train individuals and company staff that require Health and Safety Executive approved first aid at work training to meet the requirements of the First Aid at Work Regulations.

This course will provide all the required first aid skills necessary to manage a patient that is not breathing normally, is unconscious, bleeding or is ill or injured prior to the arrival of the emergency services.

## INTRODUCTION TO MANAGEMENT

1 DAY

BESPOKE

TBC

Tailored around giving new or aspiring managers an insight into key management tools, theories and practices. Designed as an enabler for developing managerial skills and styles giving you the confidence to grow not only yourself, but also your business organisations. Topics covered include:

- Introducing the effective manager
- Managements tools
- Dealing with problems
- Case studies
- Managing people
- Coaching and Mentoring
- Ethical standards and patterns of behaviour
- Effective meetings/presentations/negotiations
- Legal obligations and corporate responsibility
- Risk and Change Management
- Recruitment

## COMMUNICATING FOR INFLUENCE USING NLP

1 DAY

SET DATES

BDT19209

Enhance your communication skills to help you become more effective in your interactions with others. By increasing your understanding of key communication skills and how NLP techniques can be applied, this workshop is designed to give you a greater sense of your own self-awareness, improve your ability to influence others, gaining their co-operation through building rapport and improving working relationships.



## DELIVERING EXCELLENCE IN CUSTOMER SERVICE

1 DAY

SET DATES

BDT192011

Thriving businesses today have several key elements that collectively contribute to their success. Whether it's an innovative idea, outstanding products, great people or value for money, the overwhelming common theme is the ability of the business to make their customers feel special and to deliver outstanding service on a consistent basis.

By attending this workshop, delegates will gain a better understanding of how to confidently deliver an outstanding customer service experience and become ambassadors of service, with the skills and knowledge to mentor other team members within the organisation.

## MANAGING CONFLICT THROUGH BUILDING EMOTIONAL INTELLIGENCE

1 DAY

SET DATES

BDT19207

Conflict is often seen as a negative fight or struggle that many choose to avoid, however the cause is often a difference of opinion that can be resolved. If managed in a constructive way, addressing conflict can form the foundations for a stronger, more effective working relationship with others. Emotional Intelligence plays a key role in managing conflict positively and the effectiveness of an organisation's productivity. Successful teams need to be able to communicate well with each other and work professionally with difficult people or situations whilst maintaining their own motivation.

## MANAGING DIFFICULT PEOPLE AND CHALLENGING SITUATIONS

1 DAY

SET DATES

BDT19202

As a result of attending this workshop students will develop a range of tools and techniques which will help them deal effectively with difficult people and challenging situations to earn respect, gain co-operation and maintain high standards of performance.

The workshop is for anyone who needs to achieve results through other people. Topics covered include:

- Action-Centred Leadership as a model to gain respect and co-operation from others
- Typical situations encountered in the workplace; what works and what doesn't
- Techniques to achieve win/win results
- Positive influencing
- Case studies
- Identifying good practice in building effective relationships
- Review of the practical implications of the programme

## PEOPLE MANAGEMENT - NEW TO MANAGEMENT

1 DAY

SET DATES

BDT19201

People management is, at the same time, the most challenging and the most rewarding of all management functions. It is inherent in everything a manager does - every day. If management is “getting things done through other people” then gaining your team’s co-operation, commitment and loyalty is key to your success.

This course will introduce delegates to the nature of the manager’s role, identifying people’s similarities and differences and will look at how to get the best from your team.

Delegates will develop an understanding of the nature of people management. Its complexities and challenges and will learn key techniques and tools to help manage people successfully. The course will break down the role of the manager to examine how to get the best out of people, communication skills and delegation.

## PRESENTATION SKILLS

1 DAY

SET DATES

BDT192010

This workshop is designed to help individuals improve their ability to confidently address a group of people, whether that is your colleagues, your team of staff, senior board members or clients. Delivering a high-quality presentation is an increasingly essential tool in the modern business world to build and maintain successful relationships both internally and externally. Although many individuals can find presenting an extremely daunting experience, with the use of simple techniques you can ensure your staff maximise their own effectiveness in presentations to play a crucial role in this process.

This workshop will provide you with the knowledge to prepare and deliver targeted, effective and professional presentations. An inclusive approach is taken to presenting, looking at the interaction of content and delivery to create a clear, individual and organisational message.

## PROJECT MANAGEMENT COURSES

Newbury College are delighted to be partnering with QA to deliver these excellent Project Management Courses in West Berkshire

- APMG Agile Project Management Foundation and Practitioner - AgilePM®
- PRINCE2 2017 Foundation & Practitioner
- PRINCE2 Agile Foundation and Practitioner Certificates in Agile Project Management

Find out more at [www.newbury-college.ac.uk/prince2](http://www.newbury-college.ac.uk/prince2)





# DIGITAL TECHNOLOGY AND COMPUTING

## MICROSOFT OFFICE: EXCEL

10 WEEKS

SET DATES

99056

Start using spreadsheets or improve your existing skills. This course is designed for people who use Microsoft Excel or similar spreadsheet packages and would like to know how to get more from the programmes. Topics covered include:

- Working with dates, times and currencies
- Using basic formulas and functions (inc. SUM, AVERAGE and COUNT)
- Using advanced formulas and functions (inc. IF, VLOOKUP)
- Managing multiple worksheets
- Managing and analysing data using pivot tables
- Using advanced formatting techniques

## MICROSOFT OFFICE: WORD

10 WEEKS

SET DATES

99057

Discover how to make dynamic documents or improve your existing skills. This course is designed for people who use Microsoft Word or similar word processing packages and would like to know how to get more from the programmes. Topics covered include:

- Text and Paragraph Editing
- Advanced Printing
- Document Layout
- Graphics & Drawing
- Referencing
- Creating & Modifying Templates.
- Collaborative Editing
- Document Security
- Mail Merge: Editing a Data Source, Sorting a Data Source and Using Various Data Sources.

# CONSTRUCTION AND BUILDING TECHNOLOGY

## 18TH EDITION WIRING REGULATIONS

**VARIES**

**ONLINE**

**AL3REI2**

The IEE Wiring Regulations BS7671: 2018 is the definitive standard for the electrical industry and concerns the design, erection and verification of electrical installations as well as additions and alterations to existing installations in respect of safe use and operation of electrical systems and equipment.

All practicing electricians who are working within the Electrotechnical Contracting Industry are required to be able to demonstrate that they are sufficiently skilled, qualified experienced and knowledgeable about electricity and the types of system to be worked on so that they can prevent danger from arising. Success in the 2382-18 qualification should help to ensure that each “Duty Holder” is able to maintain and evidence competent status.

### PORTABLE APPLIANCE TESTING C&G 2377

**3 DAYS**

**SET DATES**

**BDT192012**

PAT Testing or Portable Appliance Testing is the process by which electrical appliances are checked to see if they are safe. Under the Electricity at Work Regulations employers are required to inspect and test all portable appliances regularly.

This qualification is aimed at those undertaking practical inspection and testing of electrical equipment and will allow candidates to learn, develop and practise the skills required to test portable electrical appliances with the Code of Practice for In-Service Inspection and Testing of Electrical Equipment.



## INTRODUCTION TO ELECTRONICS

10 DAYS

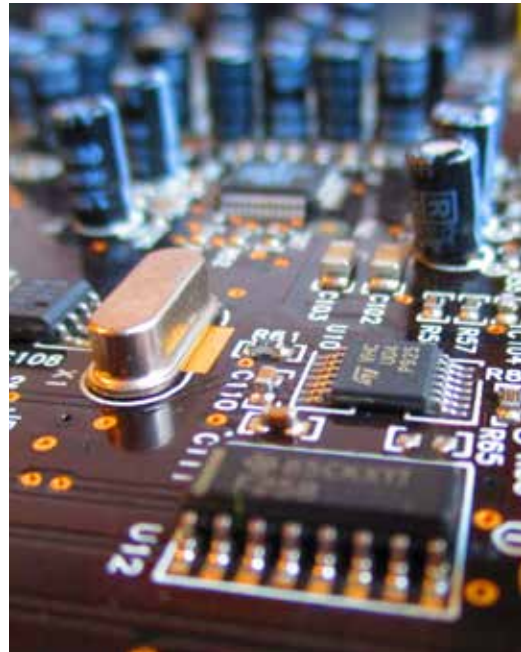
BESPOKE

TBC

This course equips participants with practical “Hands-On” skills relevant to the workplace and the theory required for understanding of the basic electronics.

Topics covered include:

- Introduction to Electronics
- Practical uses of commonly used components
- Construction, testing and fault finding popular basic circuits
- Test Equipment
- Printed Circuit Boards
- Health and Safety
- Sourcing component packaging data
- Components and associated circuitry
- Practical study of Digital I.C.s
- A-D and D-A converters
- Digital Displays
- Fault-finding techniques



## INTRODUCTION TO LEAN MANUFACTURING

1 DAY

BESPOKE

TBC

Designed to deliver the initial first steps towards the successful implementation of a sustained lean manufacturing environment, from initial concepts of the Toyota Production System through to tailoring a bespoke lean implementation plan for your business. Delivering a theoretical toolkit of Lean Manufacturing tools through industry experience, delivery and implementation, participants will gain an insight into many of the leading world class manufacturing environments.

Topics covered include:

- People, roles and responsibility
- What is expected of a manager in a lean manufacturing environment?
- Accountability and ownership
- How to bring about a lean environment by effective communication
- How to create a lean culture with self-managing, empowered teams
- Initiating Kaizen activities- making it work for your business
- Breaking down cross functional barriers
- Dealing with objections from other parties
- Getting the 'cynics' on board the programme
- Knowing where to start

## INTRODUCTION TO METAL MACHINING

10 DAYS

BESPOKE

MACHINE

In the 10 week introduction to metal machining course students will learn how to read and draw by hand, technical engineering drawings. Be introduced to the world of threads including how to recognise, measure and make. Learn how to read measuring equipment and spend time on the centre lathes and milling machines making two projects from a drawing to a tolerance. One of the projects they make is a hammer with interchangeable heads, the projects are theirs to keep at the end of the course.

They will gain the basic machining skills needed to then safely operate a centre lathe, milling machine and other metal workshop equipment including a surface grinder, drill press, bench grinders and hand tools. All skills that will be taken away with them to use in their workplace or at home.

Topics covered include:

- Vernier Calliper and Micrometre
- PPE
- Tool Store
- Machine inductions
- Threads
- Files
- Hacksawing
- Drills
- Milling Machining
- Metal Lathe Turning
- Technical Drawing
- Formulas
- Trigonometry

## INTRODUCTION TO WELDING

BESPOKE

BESPOKE

WELDING

This course gives a basic understanding of the welding processes through practical applications and is ideal for graduate engineers and anyone wishing to gain an understanding and practical skills before entering workshops. It is possible to tailor this course to a particular employer need.

Topics covered include:

- Health and safety in the use of welding equipment.
- Select appropriate welding equipment for the job i.e. MIG TIG etc.
- Select appropriate welding consumables to enable the weld to be carried out.
- Construct the required welded joint for the application and carry out the weld.
- Inspect welded joints for simple weld faults and weld quality.

# TAKE TRAINING HIGHER

Higher education opportunities are available as part of our University Centre Newbury (UCN) offer, an employer-led partnership of local universities and education providers.

UCN provides a range of engineering, business, care, creative and other programmes from HNC/HND to degree level and post-graduate. Most are available as apprenticeships or standalone qualifications.

To find out more visit [www.ucn.ac.uk](http://www.ucn.ac.uk)

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# APPRENTICESHIPS

Employers can offer apprenticeships to new entrants or use them to grow talent from among current employees.

Employers are not required to pay National Insurance Contributions for apprentices under the age of 25 on earnings below the higher tax rate of £827 a week (£43,000 a year). There is also £1,000 payment to the employer training a 16 to 18-year-old.

If you're an employer with a pay bill over £3 million a year, you will be paying an apprenticeship levy. This money can be used to pay for your apprentice's training. Employers with a pay bill of less than £3 million a year will not need to pay the levy, and the government will pay 95% of the cost of your apprentice's training.

Newbury College can provide support in using levy funds to maximise your investment in skills training.

We currently offer apprenticeships in:

- Accounting
- Adult Social Care
- Beauty Therapy
- Business Administration
- Carpentry and Joinery
- Child Care
- Customer Services
- Electrical Installation
- Engineering
- Hairdressing
- Human Resources
- Leadership and Management
- Plumbing
- Professional Cookery
- Digital Technology (Coming Soon)

If you are considering recruiting an apprentice or offering the opportunity to an existing member of staff, we will work with you to identify the most appropriate apprenticeship and recruit the best candidate. Call 01635 845229 to speak to our Business Team.

# UCN OFFERS MORE

Opening in September 2020, University Centre Newbury (UCN) will bring additional higher education opportunities to West Berkshire. Funded by Newbury College, with key investments from local business and other foundation partners, UCN will provide a solution for the community that sees an expansion of the current higher education provision. This will enable greater opportunities for young talent to remain in the area and study university-level qualifications alongside their chosen career.

Upon opening, UCN will offer opportunities in the following areas:

- Business and Finance
- Leadership & Management
- Digital Technologies
- Engineering
- Graphic Design
- Health and Social Care
- Children's Development and Learning
- Construction

Foundation partnerships that support UCN include Vodafone, RoC Technologies, Xtrac, Micro Focus, AWE and Sovereign Housing. The centre aims to address the needs of local employers and ensure training is relevant and specific, not only for new employees but also to increase the opportunities to upskill existing staff.

Students enrolling with UCN will be able to build upon their professional development up to postgraduate degree

level, through partnerships with Bucks New University and the University of Reading, without the need to relocate.

The centre will also offer a considerable array of flexible learning options to suit the needs of businesses and the community.

The first students of the University Centre will begin their studies in dedicated facilities within the Newbury College building in September 2020, before moving into the iconic new building once it is completed. The centre will have digital labs, teaching rooms and study space equipped with the technologies for flexible digital learning to enable the successful delivery of the programmes.

As well as running degree courses, UCN will play host to a variety of Professional short Business & Engineering courses aimed to help employers upskill their staff and improve areas of their business.

To find out more about any of the courses we offer or how we can help achieve the qualification that you want, please visit [www.ucn.ac.uk](http://www.ucn.ac.uk) or email us at [info@ucn.ac.uk](mailto:info@ucn.ac.uk).



# UCN

UNIVERSITY  
CENTRE  
NEWBURY

## ACHIEVE YOUR DEGREE **LOCALLY**

University Centre Newbury (UCN) is bringing more higher education opportunities to West Berkshire from September 2020.

- Study up to postgraduate degree level with nationally recognised qualifications from our university partners and awarding bodies.
- Save on expensive tuition fees\* and the cost of relocation.
- Fast-track your career progression with hands-on, vocational learning developed in partnership with employers.



## FIND OUT MORE



\*When studied as part of an apprenticeship.

# SPACES TO HIRE AT NEWBURY COLLEGE



## CLASSROOMS AND MEETING ROOMS

We have over 40 spacious classrooms and fully equipped IT suites, complete with interactive whiteboards along with our Hart room for a formal boardroom style meeting.

## SPORTS HALL

Popular with local groups such as martial arts, football, cricket, RC car clubs and more, the Sports Hall is available for hire throughout the year, even on evenings and weekends.



## FORUM

The Forum is a unique performance space with a sprung floor and mirrored wall that make it ideal for our popular dance courses. The area also opens out into an amphitheatre, ideal for live performances and shows. For conferences, exhibitions or training seminars, the space can be transformed with seating for up to 120 people.

## THE RESTAURANT

Our restaurant is open to the public for lunches on Wednesdays and Fridays email: [restaurantbookings@newbury-college.ac.uk](mailto:restaurantbookings@newbury-college.ac.uk)  
The space can also be hired or booked for functions and events.



**Campus features include:** Wi-Fi, free parking, catering services\*, excellent transport links, fully accessible site, printing facilities\*, interactive whiteboards and more.

\*additional charges apply



## ENGINEERING SOLUTIONS LAB

Our high-tech Engineering Solutions Lab features a fully-equipped CAD Suite and CNC Machining Workshop including:

- Fusion 360
- Autodesk Inventor
- AutoCAD
- Solidworks
- DMG Mori Ecoline CNC machines (mill and lathe)
- 3D printers with Maker BOT software
- Faro Arm and scanning head
- Laser cutter



To make a booking or view the spaces please email:

[roomhire@newbury-college.ac.uk](mailto:roomhire@newbury-college.ac.uk) or contact Room Hire on 01635 845000

# FIND US

## BY ROAD

Newbury College is easily accessible from the M4, A34 and A339, providing easy access from London, Oxford, Reading, Swindon and the South Coast. Our campus has free on-site parking and benefits from regular bus services to and from the town centre.

## BY RAIL

Trains to Newbury are operated by First Great Western and provide services from London Paddington, Reading, Thatcham, Hungerford and Bedwyn. Newbury Bus Station is a short walk from the Train Station and offers connecting buses on the 103 route.

**SAT NAV POSTCODE:** RG14 7TD



# Newbury College

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