

Training For Success

Qualifications Offered

Administration:

OCR Level 1 Certificate in Administration
OCR Level 2 Award in Administration
OCR Level 1 NVQ in Business and Administration
OCR Level 2 NVQ in Business and Administration

Call Handling:

C&G Level 2 Certificate in Contact Centre Skills

Customer Service:

OCR Level 1 NVQ in Customer Service

Hairdressing:

C&G Level 1 Certificate in Salon Services
C&G Level 2 Diploma in Hairdressing
C&G Level 1 NVQ in Hairdressing
C&G Level 2 NVQ in Hairdressing

I.T:

OCR Level 1 Certificate for IT Users (New CLAiT)
OCR Level 2 Certificate for IT Users (CLAiT Plus)
OCR Level 1 NVQ for IT Users
OCR Level 2 NVQ for IT Users

Retail:

EDI Level 1 Certificate of Introduction to Retailing
C&G Level 2 Certificate in Retailing
C&G Level 2 NVQ in Retailing

Warehousing and Storage:

C&G Level 1 NVQ in Warehousing and Storage
C&G Level 2 NVQ in Warehousing and Storage
C&G Level 3 NVQ in Logistics Operations Management
(Awaiting Approval)

In Addition

Essential Skills:

C&G Entry Level Certificate in Essential Skills – Adult Literacy
C&G Entry Level Certificate in Essential Skills – Adult Numeracy
C&G Level 1 Certificate in Essential Skills – Communication
C&G Level 2 Certificate in Essential Skills – Communication
C&G Level 1 Certificate in Essential Skills – Application of Number
C&G Level 2 Certificate in Essential Skills – Application of Number
C&G Level 1 Certificate in Essential Skills – Information & Communication Technology
C&G Level 2 Certificate in Essential Skills – Information & Communication Technology

Employability Skills:

C&G Entry Level Award in Employability and Personal Development – Entry 2

C&G Entry Level Certificate in Employability and Personal Development – Entry 2

C&G Entry Level Award in Employability and Personal Development – Entry 3

C&G Entry Level Certificate in Employability and Personal Development – Entry 3

C&G Level 1 Award in Employability and Personal Development

C&G Level 1 Certificate in Employability and Personal Development

Personal development:

Citizenship

Basic Food Hygiene

Health & Safety

I.T Short courses

...and much more