

## Luminate Education Group – Innovative Working

### 1. Managing Safely IOSH Certificate

**Description:** Managing Safely is designed for managers and supervisors in any sector, and any organisation worldwide. They won't suddenly become safety experts – but they'll get up to-speed on the practical actions they need to take, and gain the knowledge and tools to tackle the safety and health issues they're responsible for. Importantly, Managing Safely makes a powerful case for safety and health being an integral part of day-to-day management and business.

**Course delivery method:** Classroom

**Course length:** Three days – block release

### 2. Fire Safety and Risk Management NEBOSH National Certificate

**Description:** The NEBOSH National Certificate in Fire Safety and Risk Management qualification provides the underpinning knowledge required by people with fire safety responsibilities at work. It is particularly relevant for those who contribute to or review fire risk assessments within low to medium risk workplaces. The NEBOSH National Certificate in Fire Safety and Risk Management covers the following key topics:

- Managing health and safety
- 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 fire
- Fire safety risk assessment

**Course delivery method:** Classroom

**Course length:** Five weeks – day release

### 3. Occupational Health and Safety NEBOSH National Certificate

**Description:** Relevant to every workplace, the NEBOSH National General Certificate is ideal for managers, supervisors and anybody with health and safety management responsibilities. It's also perfect for those embarking on a health and safety career and gives you a stepping stone to success. It can help to:

- Minimise workplace injuries and illness.
- Boost employee wellbeing.
- Demonstrate your commitment to health and safety, which can win business.

With in-depth focus on the things that matter, the NEBOSH National General Certificate covers:

- How to effectively manage health and safety
- How to identify and control common workplace hazards
- How to measure if you've been successful
- The UK's key legal requirements

**Course delivery method:** Classroom

**Course length:** 12 weeks – day release

### 4. Construction Health and Safety NEBOSH National Certificate

**Description:** This qualification is designed for people working in construction, civil engineering, utilities, facilities, broadcasting, property management and more. It is particularly suitable for managers, supervisors, principal designers and principal contractors who require the right level of skills and know-how to fulfil their health and safety responsibilities. The National Construction Certificate covers the main legal requirements relating to health and safety in UK construction work, including an understanding of the Construction (Design and Management) Regulations 2015. It includes identification and control of construction workplace hazards, and the practical application of this knowledge.

Crucially, the practical element of the course also ensures that participants can carry out, unaided, a safety inspection of a construction workplace and complete a report to management regarding the inspection with recommendations

**Course delivery method:** Classroom

**Course length:** 14 weeks – day release

## 5. Environmental Management NEBOSH Certificate

**Description:** Around two thirds of health and safety practitioners now have environmental management as part of their overall day-to-day responsibilities at work. The knowledge and understanding gained from the NEBOSH Certificate in Environmental Management can help you if you have these responsibilities. The qualification covers the practical issues of managing environmental risk. The syllabus takes a risk management approach, based around best practice and international industry standards, including:

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

**Course delivery method:** Classroom

**Course length:** Five weeks – day release

## 6. Occupational Health & Safety NEBOSH National Diploma (Unit A)

**Description:** The NEBOSH National Diploma is one of the most recognised and respected professional qualifications for health and safety practitioners. It encourages holders to take a pragmatic approach to managing risk. An employee with a NEBOSH National Diploma has a proven set of high-level skills and knowledge that bring real value to the modern workplace.

NEBOSH Diplomates assist employers in protecting against injury and loss of life. This helps to maintain a healthy workforce, avoiding prosecution, litigation, absence costs and loss of reputation. The NEBOSH National Diploma in Occupational Health and Safety provides core health and safety knowledge that is applicable across all sectors. When combined with understanding and appropriate application, it underpins the competent performance of an Occupational Health and Safety Practitioner.

**Course delivery method:** Classroom

**Course length:** 17 weeks – day release

## 7. Occupational Health & Safety NEBOSH National Diploma (Unit B)

**Description:** The NEBOSH National Diploma is one of the most recognised and respected professional qualifications for health and safety practitioners. It encourages holders to take a pragmatic approach to managing risk. An employee with a NEBOSH National Diploma has a proven set of high-level skills and knowledge that bring real value to the modern workplace.

NEBOSH Diplomates assist employers in protecting against injury and loss of life. This helps to maintain a healthy workforce, avoiding prosecution, litigation, absence costs and loss of reputation. The NEBOSH National Diploma in Occupational Health and Safety provides core health and safety knowledge that is applicable across all sectors. When combined with understanding and appropriate application, it underpins the competent performance of an Occupational Health and Safety Practitioner.

**Course delivery method:** Classroom

**Course length:** 11 weeks – day release

## 8. Occupational Health & Safety NEBOSH National Diploma (Unit C)

**Description:** The NEBOSH National Diploma is one of the most recognised and respected professional qualifications for health and safety practitioners. It encourages holders to take a pragmatic approach to managing risk. An employee with a NEBOSH National Diploma has a proven set of high-level skills and knowledge that bring real value to the modern workplace.

NEBOSH Diplomates assist employers in protecting against injury and loss of life. This helps to maintain a healthy workforce, avoiding prosecution, litigation, absence costs and loss of reputation. The NEBOSH National Diploma in Occupational Health and Safety provides core health and safety knowledge that is applicable across all sectors. When combined with understanding and appropriate application, it underpins the competent performance of an Occupational Health and Safety Practitioner.

**Course delivery method:** Classroom

**Course length:** 13 weeks – day release

## 9. Occupational Health & Safety NEBOSH National Diploma (Unit DNI)

**Description:** The NEBOSH National Diploma is one of the most recognised and respected professional qualifications for health and safety practitioners. It encourages holders to take a pragmatic approach to managing risk. An employee with a NEBOSH National Diploma has a proven set of high-level skills and knowledge that bring real value to the modern workplace

NEBOSH Diplomates assist employers in protecting against injury and loss of life. This helps to maintain a healthy workforce, avoiding prosecution, litigation, absence costs and loss of reputation. The NEBOSH National Diploma in Occupational Health and Safety provides core health and safety knowledge that is applicable across all sectors. When combined with understanding and appropriate application, it underpins the competent performance of an Occupational Health and Safety Practitioner.

**Course delivery method:** Bespoke

**Course length:** Bespoke

## 10. Supervising Food Safety Highfield Level Three Award

**Description:** The training of food handlers is a legal requirement, and the key to profitability and high standards of food safety is to train supervisors and managers and ensure their competency. Topics include:

- the importance of food safety management procedures and complying with the law
- the role of the supervisor in maintaining food safety
- ensuring that microbiological, chemical, physical and allergenic hazards are controlled
- ensuring good temperature control and stock rotation
- the importance of ensuring good personal hygiene and preventing contamination, including handwashing, protective clothing, cuts, training and reporting illness
- ensuring that work areas and equipment are kept clean and safe
- ensuring safe waste disposal and pest management
- implementing food safety management systems

**Course delivery method:** Classroom

**Course length:** Three days – block release

## 11. Managing Food Safety Highfield Level Four Award

**Description:** The training of food handlers is a legal requirement, and the key to profitability and high standards of food safety is to train managers and ensure their competency. Topics include:

- ensuring food safety businesses operate in compliance with the law
- understanding operational requirements, including managing good hygiene and safe working practices, supplier and stock control and premises maintenance.
- implementing food safety management procedures, allocating roles and responsibilities
- analysing and controlling the risks of microbiological, chemical, physical and allergenic hazards
- communicating food safety management information to staff, visitors and suppliers
- managing staff training and the maintenance of training records
- maintaining food safety management procedures
- maintaining a food safety culture

**Course delivery method:** Classroom

**Course length:** Six days – day release (two days per week)

## 12. Accounting AAT Level Two Certificate

**Description:** This qualification will prepare you for junior and entry level accounting roles. It delivers a solid foundation in finance administration as you learn about double entry bookkeeping, basic costing principles, and using accounting software. AAT accounting qualifications are universally respected and internationally recognised. You will gain the knowledge and skills to perform tasks demanded by accounting roles such as accounts clerk and financial manager.

**Course delivery method:** Combination

**Course length:** 24 weeks – day release

### 13. Accounting AAT Level Three Diploma

**Description:** AAT accounting qualifications are universally respected and recognised. While studying this qualification, you will master more complex accounting disciplines including financial processes, advanced bookkeeping, final accounts, and ethical practices for accountants. If you successfully complete this qualification, you can apply for AAT associate bookkeeping membership and achieve professional AAT status. You will gain the knowledge and skills needed for accounting roles such as accounts clerk and financial manager.

**Course delivery method:** Combination

**Course length:** 33 weeks – day release

### 14. Accounting AAT Level Four Diploma

**Description:** The AAT accounting qualifications represent the highest standards of professionalism with AAT qualified members being renowned for their knowledge, skills, diligence, and enthusiasm. In this qualification, you'll cover professional accounting tasks including drafting financial statements, managing budgets, and evaluating financial performance. You may also study optional specialist units including business tax, personal tax, external auditing, or credit.

**Course delivery method:** Combination

**Course length:** 76 weeks – day release

### 15. CICM Level Three Certificate

**Description:** The Chartered Institute of Credit Management (CICM) is the largest professional credit management organisation in Europe and this course is CICM accredited. It provides credit management techniques, management skills, and knowledge of accountancy, law, and business. You will cover at least four specialist areas including credit management (trade, consumer, and export), business law, business environment, and accounting principles.

**Course delivery method:** Combination

**Course length:** 33 weeks – day release

## 16. Procurement and Supply CIPS Level Three Certificate

**Description:** This CIPS advanced certificate is designed to help you develop the capability to carry out purchasing and supply tasks. It is ideal for those new to purchasing, or those who are currently in purchasing who lack formal qualifications. You will cover core topics such as procurement and supply environments, contract administration, team dynamics, and ethical procurement and supply. There will also be one additional topic, either socially responsible procurement or socially responsible warehousing and distribution.

**Course delivery method:** Combination

**Course length:** 25 weeks – day release

## 17. Procurement and Supply CIPS Level Four Diploma

**Description:** This CIPS diploma is for you if you currently have some experience in procurement and would like to gain additional specialist skills or an internationally recognised qualification. It focuses on how organisation procedures and processes perform in procurement and supply. You will study an array of topics such as commercial negotiating and contracting, supplier relationships, and ethical and responsible sourcing. You will also learn how to define business needs and put procurement and supply into practice.

**Course delivery method:** Combination

**Course length:** 30 weeks – day release

## 18. Procurement and Supply CIPS Level Five Diploma

**Description:** If you already have procurement experience and wish to gain additional skills and an internationally recognised qualification, this course is for you. It focuses on the expertise needed to improve organisation procurement and to fulfil organisational objectives. You will develop the knowledge base to reduce costs, improve quality, manage the supply chain, and deal with legal issues in an organisation. You will study three core management and supply modules with two additional modules selected from three options.

**Course delivery method:** Combination

**Course length:** 30 weeks – day release



### 19. Law and Practise CILEx Level Three Diploma

**Description:** Upskill your career in law with this introductory Chartered Institute of Legal Executives (CILEX) course. Practising fellows of the CILEX specialise in a particular area of law meaning the role of a chartered legal executive lawyer is similar to that of a solicitor. Across the two years of study you will cover a range of legal topics. You'll gain an introduction to law and practice before exploring criminal, contract, employment and land law, as well as law of tort. You'll also gain knowledge of civil and criminal litigation.

**Course delivery method:** Combination

**Course length:** 76 weeks – day release

### 20. Law and Practise CILEx Level Six Diploma

**Description:** Aimed at those who have acquired knowledge from the CILEX Law and Practice QCF Diploma Level 3, this qualification will advance your law and practice knowledge. This course spans two years and is delivered one night a week for four hours at Printworks Campus. Following this course, upon completion of a qualifying period of employment, you can apply for Fellow Membership of the Chartered Institute of Legal Executives (CILEX). You will deepen your knowledge of criminal, contract, employment and land law, as well as civil and criminal litigation.

**Course delivery method:** Combination

**Course length:** 76 weeks – day release

### 21. Law and Practise CILEx Level Six Fast-Track Diploma

**Description:** This course can help you become a legal executive lawyer instead of becoming a solicitor or barrister through the Legal Practice Course (LPC) or Bar Professional Training Course (BPTC). You will need a relevant law degree to be able to undertake this course. Designed as an alternative route to becoming a solicitor with you working in a law firm, this course covers civil litigation, practice of family law, and client care skills. Every effort is made to accommodate student demand for the subject areas covered.

**Course delivery method:** Combination

**Course length:** 31 weeks – day release

## 22. Microsoft Excel Essentials

**Description:** During this course you will learn essential Microsoft Office Excel skills for creating and editing worksheets and workbooks.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release

## 23. Microsoft Excel Intermediate

**Description:** During this course you will expand your use of Microsoft Office Excel by working with advanced formulas and tools to analyse and present data.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release

## 24. Microsoft Excel Advanced

**Description:** This Advanced Microsoft Excel course will provide you with highly specialist skills, such as automation, complex data analysis, and data import and export.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release

## 25. Microsoft Word Masterclass

**Description:** This Masterclass will teach you how to use formatting, tables and graphics or manipulate text. The course covers tools and functions for reference content, complex formatting and automation.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release

## 26. Microsoft PowerPoint Masterclass

**Description:** This Masterclass will support you to create high impact presentations, by learning about content organisation, visuals and formatting.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release

## 27. Microsoft Teams Masterclass

**Description:** If you're new, or just getting to grips with Microsoft Teams this masterclass will support you to effectively use the app, chats, channels and meetings.

This is a hands-on course, with walkthroughs and practical tasks incorporated into the training.

**Course delivery method:** Combination

**Course length:** One day – day release