

High Level Skills

Fully funded short courses and support for local businesses



European Union
European
Social Fund





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All courses are part funded by the European Social Fund (ESF).

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Professional short courses



There are a wide range of short courses to choose from, all taught by industry experts to help develop your professional skill set. The High Level Skills programme will support over 6000 people working for local SMEs to access vocational courses from entry level through to postgraduate level.



Business

Short courses aimed at increasing operational skills and knowledge across different business functions.

| Provider | Courses |
|--------------------------------|--|
| Derby College | IOSH Managing Safety (Level 3) Food Allergen Management in Catering (Level 3) Supervising Food Safety in Catering (Level 3) First Aid courses (Level 3) |
| Enable | Workplace Projects (Level 3) Costs and Budgets (Level 3) |
| Nottingham College | Project Management (Level 3) Project Management in STEM (Level 3) |
| Nottingham Trent University | Business Intelligence (non-accredited) Intellectual Property (non-accredited) Sustainable Practices for Food Businesses (Level 4) |
| University of Derby | Customer Relationships (Level 3) Single Sheet Business Plan (Level 3) Business Sustainability (Level 3) Responsible Finance (Level 4) |
| Vision West Nottingham College | Employability Award (Level 1) Health and Safety in a Practical Environment (Level 1) Retail Knowledge (Level 1) Time Management (Level 1) |

| Provider | Courses |
|--------------------------------|--|
| Vision West Nottingham College | Warehouse and Storage (Level 1-2) Working Safely (Level 1) Understanding Corporate Social Responsibility (Level 2) Monitoring Quality to Improve Outcomes (Level 3) Principles in Customer Care (Level 1) Customer Service Award (Level 2) Supporting the Delivery of Customer Service (Level 3) |





Construction

These construction-based courses are designed for everyone, from the beginner to the seasoned professional in the construction industry.

| Provider | Courses |
|-----------------------------|--|
| Nottingham Trent University | <ul style="list-style-type: none"> Introduction to Sustainability in Construction (Level 4) MS Excel for the Construction Professional (Level 4) Introduction to Heritage and Conservation (Level 4) Introduction to BIM for the Construction Professional (Level 4) Energy Management for Sustainable Construction (Level 4) AutoCAD 2D for the Construction Professional (Level 4) |

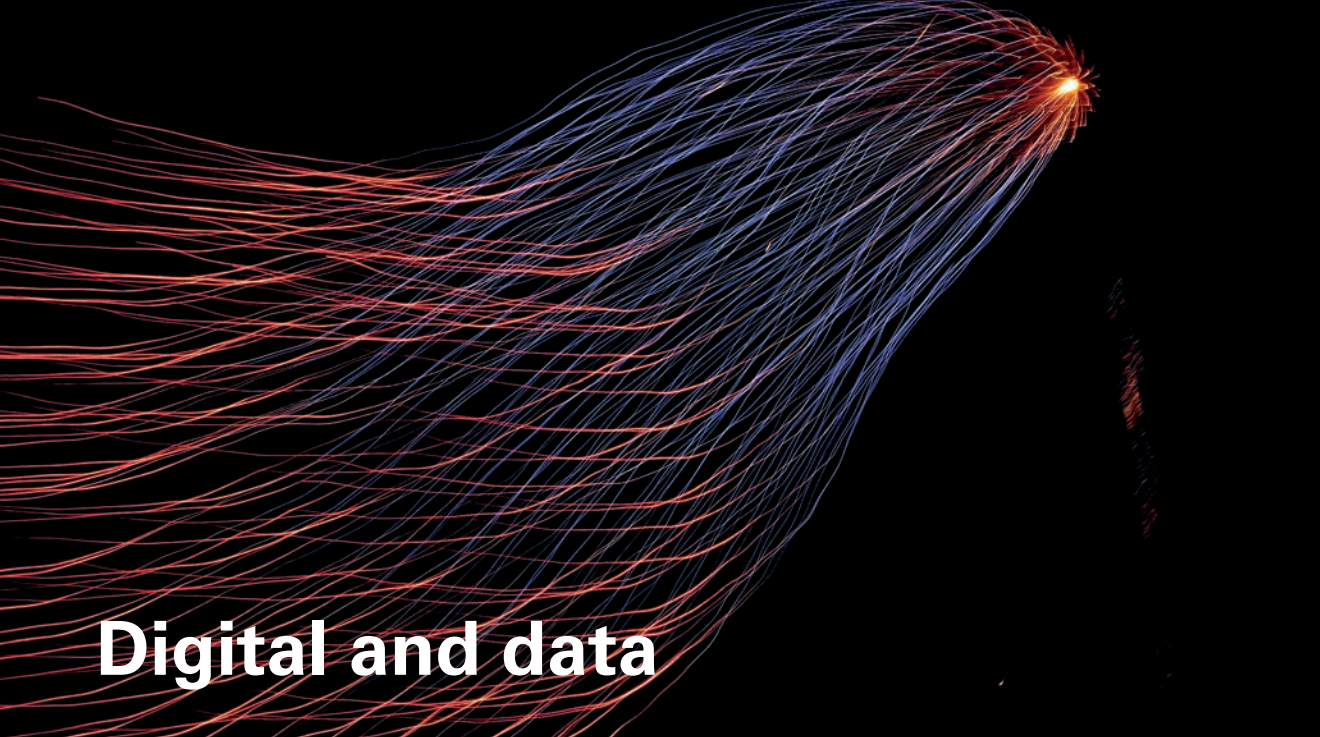
Diversity and inclusion

The following courses give you an opportunity to understand diversity, recognise the strengths it can bring to your business, and learn how to effectively create an inclusive and welcoming environment.



| Provider | Courses |
|--------------------------------|---|
| Enable | Diversity in the Workplace (Level 2) |
| Nottingham Trent University | <ul style="list-style-type: none"> Diversity & Inclusion Introduction (non-accredited) Diverse Leadership Development (Level 7) Inclusive Recruitment (non-accredited) |
| University of Derby | <ul style="list-style-type: none"> Inclusive Leadership (Level 4) Workplace Wellness (Level 4) |
| Vision West Nottingham College | Principles of Equality, Diversity and Inclusive Working Practice (Level 3) |





Digital and data

Being digitally-savvy is crucial for the majority of jobs in this current climate. This selection of courses are brilliant for anyone looking to learn the basics, or build on existing knowledge.

| Provider | Courses |
|----------|---|
| Enable | Database Software (Level 2 & 3) Digital Editing and Publishing (Level 2) e-Safety (Level 2) IT Security for Users (Level 2 & 3) Presentation Software (Level 2) Spreadsheet Software (Level 2 & 3) |
| Inspire | Organising and Analysing Data (Level 2) Formulas, Analysis and Publishing Data (Level 3) Certificate in Coding (Level 3) Internet Marketing for Business (Level 3) |

| Provider | Courses |
|--------------------------------|--|
| University of Derby | Getting to Grips with Data (Level 1 - 7) Storing, Gathering and Cleaning Data (non-accredited) Keeping on the Right Side of the Law (non-accredited) Processing and Analysing Data (non-accredited) Visualising Data (non-accredited) Can We Trust Our Data? (non-accredited) The Impact of Insights on Data (non-accredited) How Businesses can Gain Value from Artificial Intelligence (non-accredited) Understanding Business Data (non-accredited) Business Predictions using Data (non-accredited) |
| Vision West Nottingham College | Cyber Security Awareness for Business (Level 2) Protecting your Business Against Cyber Crime and Fraud (Level 2) |



“ I had only considered data in the context of GDPR; I hadn’t thought about how data management could improve my business offering too. The workshops made me see data as more of an opportunity rather than a restriction. I also learned more about data analysis and the online communities that I could learn from.”

Nadia Saleh, Entrepreneur and author (University of Derby participant)



Functional skills

English



Whatever your background or education level, it's never too late to improve your basic skills. Functional skills courses are the perfect place to start. We have a great selection of English courses that use practical and logical situations to strengthen your reading, writing, listening and speaking skills.

| Provider | Courses |
|--------------------------------|--|
| Enable | Functional English Skills (Level 1 & 2) |
| Derby College | Grammar, Punctuation and Spelling (Level 1) Planning and Organising Writing (Level 1) |
| Vision West Nottingham College | Reading (Entry Level 3 & Level 1) Speaking and Listening (Entry Level 3 & Level 1) Writing (Entry Level 3 & Level 1) |

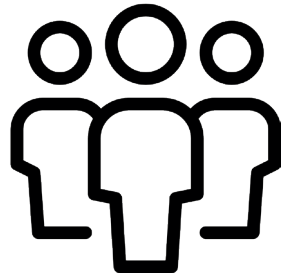
Maths

Maths skills are crucial in day to day life, and apply to all sorts of careers. Functional skills go further than just maths - they help boost confidence, unlock motivation and professional progression.



| Provider | Courses |
|--------------------------------|--|
| Derby College | Fractions, Ratios and Proportions (Level 1) Money, Time and Temperature (Level 1) |
| Enable | Functional Skills in Maths (Level 1 - 2) |
| Inspire | Functional Skills in Maths (Level 1 - 2) |
| Vision West Nottingham College | Addition and Subtraction (Entry Level 3) Decimals (Entry Level 3 & Level 1) Fractions (Entry Level 3 & Level 1) Handling Data (Entry Level 3 & Level 1) Measure, Shape and Space (Entry Level 3 & Level 1) Multiplication (Entry Level 3) Whole Numbers to 1,000 (Entry Level 3) Percentages (Level 1) Positive and Negative Numbers (Level 1) |

Leadership and management



Whether you are an aspiring leader or work in a management position - there is always more you can learn to reinforce your team. Invest time in a course to improve productivity and strategic thinking within your business.

| Provider | Courses |
|-----------------------------|---|
| Derby College | Leadership and Team Award (Level 2) Team Leading Principles (Level 2) |
| Enable | Change in the Workplace (Level 2) Conflict Management (Level 3) Effective Team Working (Level 2) Improving Performance of the Work Team (Level 2) Innovation and Change (Level 3) Leading Effective Meetings (Level 3) Negotiation and Networking (Level 3) |
| Nottingham College | Coaching and Mentoring in the Workplace (Level 2) Leadership and Team Skills (Level 2) |
| Nottingham Trent University | Apprenticeship Mentoring and Skills Development (non-accredited) Effective Change Management (Level 7) STEM Women in Leadership (Level 7) Sustainability and Inclusive Leadership (Level 4) Women in Leadership (Level 7) |

| Provider | Courses |
|--------------------------------|--|
| University of Derby | Developing Your Inner Leader (Level 4) Leadership Through Challenge and Change (Level 4) Mentoring and Coaching (Level 4) |
| Vision West Nottingham College | Being a Team Leader (Level 2) Building Work Relationships (Level 2) Communicating with a Team (Level 2) Personal Development as a Team Leader (Level 2) Managing a Team to Achieve Results (Level 3) Managing Own Personal and Professional Development (Level 3) Managing Volunteers (Level 3) Presenting for Success (Level 3) Principles of Management and Leadership (Level 3) |



"I can honestly say that this course has easily had the biggest impact on me, both career-wise and also on a personal development level. It has surpassed my expectations. I've already made a lot of changes, focusing more on the long-term and maintaining more of a growth mindset."

Sara Slack, Marketing Manager at Exposure Ninja (Women in Leadership participant)



Marketing

Due to the nature of marketing, what it means to have a good marketing strategy is constantly changing. These courses are ideal for people who wish to develop their knowledge and skills in marketing, so you create effective marketing strategies for your business.

| Provider | Courses |
|--------------------------------|--|
| Nottingham College | Introduction to Digital Marketing (Level 3) |
| Nottingham Trent University | Digital Fundamentals (Level 3) Practical Marketing Skills (Level 3) |
| Vision West Nottingham College | Digital Marketing (Level 2) |
| University of Derby | Digital Marketing (Level 4) |



“Now I can hire a marketing team to sit with me and it is thanks to this course and the networking. Because it is practical and you’re working with businesses, we are the students, but we are all businesses so its real-life instances. I have got so much out of it’s brilliant.”

Kristina Causer, Marketing Manager at Baxter Freight (Digital Fundamentals participant)

Eligibility

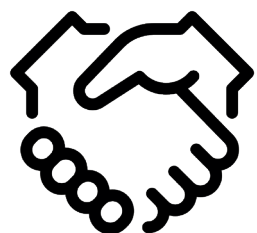


If you're employed at a small or medium sized enterprise (SME) in the Derby, Derbyshire, Nottingham or Nottinghamshire (D2N2) area, you may be eligible for a fully funded place on one of our professional short courses.





Accessing Talent



If you're an SME based in the Derby, Derbyshire, Nottingham or Nottinghamshire area (D2N2), you may be able to access advice, support and funding to grow your business.

The **GRADS for D2N2** project provides SMEs with a comprehensive package of free and subsidised support to help you connect with students, graduates and apprentices. This project can help you plug skills gaps, achieve more, and grow your business, by utilising:

- Student internships
- Graduate placements
- Apprenticeships

If you're looking to access talent in the D2N2 area, please get in touch to explore how your SME can benefit from this support.

Be the next success story

This programme has assisted **over 800 SMEs** to recruit graduates, access apprenticeships and put their voice at the heart of our curriculum through co-design.

By the end of the project, we will have helped over 1000 SMEs, using the funded support available.



"Since joining the business, our apprentice has made a really positive contribution and it's now down to us both to make the most of the opportunity. It's still early days but our experience to date of working with NTU has been overwhelmingly positive."

Graeme Blakey from Realm Projects on the apprenticeships support provided to his business.



Contact us

This brochure is not a comprehensive list of all the courses and support on offer. If you'd like to learn more about the programme from one of our partners, please scan the QR code or contact the relevant partner below.



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