

...first for all your training needs!

GRADE ONE **OUTSTANDING** PROVIDER



Nationally recognised Qualifications for Business

Business

Level 2 NVQ Certificate **OR** Level 2 Apprenticeship in Business and Administration
 Level 3 NVQ Diploma **OR** Level 3 Advanced Apprenticeship in Business and Administration
 Level 2 NVQ Certificate **OR** Level 2 Apprenticeship in Customer Service
 Level 3 NVQ Diploma in Customer Service
 Level 1 Certificate for IT Users (ITQ)
 Level 2 NVQ Certificate **OR** Level 2 Apprenticeship for IT Users (ITQ)
 Level 3 Certificate for IT Users (ITQ)
 Level 2 NVQ Diploma in Business Improvement Techniques (Administration)
 Level 3 NVQ Diploma in Business Improvement Techniques (Administration)
 Level 2 Apprenticeship in Accounting AAT
 Level 3 Advanced Apprenticeship in Accounting AAT
 Level 4 Advanced Apprenticeship in Accounting AAT
 Level 2 Apprenticeship in Payroll.

Management

Level 2 NVQ Certificate **OR** Level 2 Apprenticeship in Team Leading
 Level 3 NVQ Certificate in Management
 CMI Level 3 Diploma in First Line Management*
 CMI Level 5 Diploma in Management and Leadership*
 (*Can be broken into accredited units or taken as a whole qualification).

Manufacturing, Distribution & Logistics

Level 2 NVQ **OR** Level 2 Apprenticeship in Performing Manufacturing Operations
 Level 2 NVQ Performing Engineering Operations
 Level 2 NVQ Business Improvement Techniques (Manufacturing)
 Level 3 NVQ Business Improvement Techniques (Manufacturing)
 Level 2 NVQ Food Manufacturing
 Level 2 Waste Management
 Level 2 NVQ **OR** Level 2 Apprenticeship in Warehousing and Storage
 Level 3 NVQ Logistics Operations
 Level 2 NVQ **OR** Level 2 Apprenticeship in Driving Goods Vehicles
 Level 3 NVQ Driving Goods Vehicles
 Level 2 NVQ Carry & Deliver Goods.

Automotive & Engineering

Level 2 Apprenticeship in Motor Vehicle Maintenance and Repair
 Level 3 Advanced Apprenticeship in Motor Vehicle Maintenance and Repair
 Level 2 Engineering Production or Maintenance.

Construction

Level 2 NVQ **OR** Level 2 Apprenticeship in Construction Operations
 Level 3 NVQ Diploma **OR** Level 3 Advanced Apprenticeship in Site Supervision
 Level 2 NVQ **OR** Level 2 Apprenticeship in Trowel Occupations
 Level 3 Advanced Apprenticeship in Trowel Occupations
 Level 3 Advanced Apprenticeship in Electrotechnical Services
 Level 2 Apprenticeship in Painting and Decorating
 Level 2 Apprenticeship in Plumbing
 Level 3 Advanced Apprenticeship in Plumbing
 Level 2 NVQ in Plant Operations
 Level 2 NVQ in Horticulture
 Level 2 NVQ in Erection of pre-cast concrete
 Level 2 NVQ in Steel Fixing
 Level 2 NVQ in Formwork
 Level 2 NVQ in Wood Operations
 Level 2 Apprenticeship in Carpentry and Joinery
 Level 3 Advanced Apprenticeship in Carpentry and Joinery

Hospitality

Level 2 NVQ Diploma **OR** Level 2 Apprenticeship in Pro Cookery
 Level 3 NVQ Diploma **OR** Level 3 Advanced Apprenticeship in Pro Cookery
 Level 2 NVQ Diploma **OR** Level 2 Apprenticeship in Hospitality Services
 Level 3 NVQ Diploma **OR** Level 3 Advanced Apprenticeship in Hospitality Supervision & Leadership Skills
 Level 2 NVQ Diploma **OR** Level 2 Apprenticeship in Housekeeping
 Level 2 Apprenticeship in Front of House Reception
 Level 2 Apprenticeship in Food Production and Cooking
 Level 2 Diploma **OR** Level 2 Apprenticeship in Food & Beverage Service.

Health, Social Care & Early Years

Level 2 NVQ Diploma **OR** Level 2 Apprenticeship in Children's & Young People's workforce
 Level 3 NVQ Diploma **OR** Level 3 Advanced Apprenticeship in Children's & Young People's workforce
 Level 2 NVQ **OR** Level 2 Apprenticeship in Teaching Assistants.

Hairdressing

Level 2 Apprenticeship in Hairdressing
 Level 3 Apprenticeship in Hairdressing.

Call **The Business First Team NOW** for more information on the above courses on **(01793) 498404** or email **businessfirst@swindon-college.ac.uk**