

FLEXIBLE WORKFORCE DEVELOPMENT FUND 2021-22



TRAINING COURSES FOR APPRENTICESHIP LEVY PAYERS AND SMALL AND MEDIUM-SIZED ENTERPRISE EMPLOYERS

More employers across Scotland can now apply for funding to provide **upskilling and reskilling opportunities** for their staff.

The Flexible Workforce Development Fund (FWDF) helps businesses to invest in their workforce and is available for all of Scotland's employers subject to the UK Government's Apprenticeship Levy.

The fund is now available for **both levy payers and SMEs, across the private, public and third sectors.**

Levy Payers can access up to £15,000 and SMEs can access up to £5,000 of training.

The course list is not exhaustive and West Lothian College will work with you to help meet your training needs.

Category	Course Title
SCOTTISH VOCATIONAL QUALIFICATION (SVQ)	Management at SCQF level 7
	Business and Administration SCQF level 8
	Business Improvement Techniques at SCQF level 5
	Business Improvement Techniques at SCQF level 6
	Warehousing, Storage and Distribution SCQF level 5
	Warehousing, Storage and Distribution SCQF level 6
	Diploma in Digital Marketing SCQF level 6
	Procurement SCQF level 6
DEVELOPMENT AWARD - MANAGEMENT	Organisational Change
	Organisations Leadership and Development
	Managing Projects & Business Processes
	Managing Self and Work of Others
	Support Develop & Coach Individuals
DEVELOPMENT AWARD - BUSINESS AND ADMINISTRATION	Develop & Deliver Presentations
	Research, Collate & Organise Data
	Analyse & Report Data using Spreadsheets
	Administer HR Records & Recruitment
	Using Collaborative Technology for Improving Productivity

Category	Course Title
DEVELOPMENT AWARD – CUSTOMER SERVICE	Develop, Analyse & Report Customer Service using Social Media
	Apply Technology to Promote and Improve Customer Service
	Support Customers using On-line services and Social Media
	Plan and Maintain Customer Service using Electronic Platforms
MANAGEMENT QUALIFICATIONS	ILM SCQF level 9 ONLINE Certificate in Leadership & Management
	ILM SCQF level 9 Certificate in Leadership & Management
	ILM SCQF level 6 ONLINE Award in First Line Leadership and Management
	ILM SCQF level 6 Certificate in First Line Leadership and Management
HUMAN RESOURCES	CIPD Associate Diploma in People Management
MANAGEMENT SKILLS	Leading and Motivating Teams
	Essentials of Management
	Supervisory Skills
	Change Management
	Strategy Development and Business Planning
	Dealing with Disciplinary and Grievance Issues
	Creating a Positive Working Culture
	Holding Difficult Conversations
	Managing Meetings
	Managing for Excellent Performance
	Delegation
	Selection Interviewing
	Appraisal Interviewing
ICT	Microsoft Office Excel / Word / Power point Beginner / Intermediate / Advanced Digital Skills including MS Office, Teams, Zoom etc

Category	Course Title	
SECTOR SPECIFIC	City & Guilds 2382 18th Edition	
	IOSH Working Safely	
	IOSH Managing Safely	
	Emergency First Aid at Work	
	First Aid at Work	
	Mental Health Awareness	
	PDA Health and Social Care Supervision	
	Food Hygiene Elementary	
	Business Waste Disposal	
	Waste in the Circular Economy	
	Sustainability Cluster Sustainability - 4 hours Sustainability and Environmental Issues - 2 hours Climate Change - 20 mins	
	Level 2&3 Combined Award in Hybrid Electric Vehicle Repair and Replacement	
	PERSONAL DEVELOPMENT & EFFECTIVENESS	Train the Trainer
		Social Media Skills
Facilitation Skills		
Stress Management		
Unconscious Bias		
Team Building		
Presentation Skills		
Coaching Skills		
Problem Solving and Decision Making		
Emotional Intelligence at Work		
Time Management		
Effective Meetings		
Sales Skills		
Assertiveness Skills		
Customer Service		
Communication Skills		
Managing and Leading Others Remotely		
Managing Projects Remotely		
Managing Yourself as a Remote Worker		

**FOR FURTHER INFORMATION
PLEASE CONTACT**
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