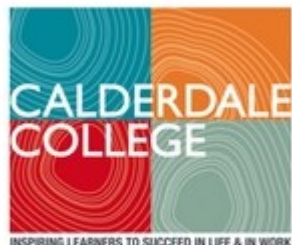




GREATER MANCHESTER EUROPEAN SOCIAL FUNDED TRAINING INFORMATION





SUMMARY

Who are we?

Alliance Learning is an award winning independent training provider based in Horwich, Bolton delivering Apprenticeships, Traineeships, Foundation Degrees and Training Courses throughout the North West.

We deliver a wide range of Apprenticeships including Business & Professional, Childcare and Engineering. We also offer a wide range of Health & Safety, Plant, Professional, First Aid and Engineering Training Courses.

We have recently been successful in securing funding through 'The ESF Skills Support for the Workforce.' This is a project that has been funded by the European Social Fund and we now have access to a £5m pot of funding for Greater Manchester businesses to use for training staff who want to improve the skills of their workforce and help ensure future business growth.

This funding is available for *priority sector companies based in Greater Manchester with less than 250 employees and employees must be 19 years old or over. Funding is also available for employees who are at risk of redundancy or candidates who have been unemployed for up to 6 months due to redundancy or the completion of a fixed term contract of 1 year or more.

Funding is available as follows:

- Functional Skills Maths & English
- NVQ units at Level 2

Priority Sectors:

- Advanced Manufacturing and Engineering
- Construction
- Health & Social Care
- Business & Professional Services
- Logistics
- Hospitality
- Retail
- Digital & Creative
- Low Carbon & Environmental goods/services

Please be aware other training providers are delivering funded training with the Greater Manchester area, if you have engaged with or are currently undertaking funded training with them then you will need to declare this to us as this may affect funded training with us and could incur costs for training.

BUSINESS ADMINISTRATION COURSE OFFERING

Learning Aim/Unit Title	Level	Duration
<u>Principles of Providing Administrative Services</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Principles of Business Document Production and Information Management</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Principles of Marketing Theory</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Principles of Customer Relationships</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Principles of Equality and Diversity in the Workplace</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks

CUSTOMER SERVICE COURSE OFFERING

Learning Aim/Unit Title	Level	Duration
<u>Understand Customers</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Principles of Customer Service</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 weeks
<u>Understand Employer Organisations</u> Learner to research and present a formal word processed assignment. 4 weeks: 1 initial coaching session of 1 ½ hours. Remote progress check at 2 weeks. Exit review at 4 weeks.	2	4 – 6 weeks



HEALTH AND SOCIAL CARE COURSE OFFERING

Learning/Physical Disability Specialist Units	Level	Duration
Understand the Context of Supporting Individuals with Learning Disabilities	2	1 - 4 Sessions
Principles of Supporting Individuals with a Learning Disability to Access Healthcare	2	1 - 4 Sessions
Introductory Awareness of Autistic Spectrum Conditions	2	1 - 4 Sessions
Principles of Supporting Young People with a Disability to make the Transition into Adulthood	2	1 - 4 Sessions
Understand Physical Disability	2	1 - 4 Sessions
Understand the Impact of Acquired Brain Injury on Individuals	2	1 - 4 Sessions
Introductory Awareness of Sensory Loss	2	1 - 4 Sessions
Introductory Awareness of Models of Disability	2	1 - 4 Sessions

General Practice Units	Level	Duration
Principles of Supporting Individuals to Maintain Personal Hygiene	2	1 - 4 Sessions
Stroke Awareness	2	1 - 4 Sessions
Understand the Benefits of Engaging in Activities in Social Care	2	1 - 4 Sessions

Palliative Care Unit	Level	Duration
Understand How to Work in End of Life Care	2	1 - 4 Sessions

Decontamination and Disease Prevention—Non Regulated	Duration
Prevention and causes of infection in the work-place	1 - 4 Sessions

Supporting with repositioning of Individuals—Non Regulated	Duration
This includes moving and handling of individuals with the inclusion of the safe use of equipment	1 - 4 Sessions

Principles of Dementia Care—Non Regulated	Duration
Prevention and causes of infection in the work-place	1 - 4 Sessions



CHILDCARE COURSE OFFERING

Learning Aim/Unit Title	Level	Duration
Contribute to the Support of Child and Young Person Development	2	4-6 weeks
Contribute to Children and Young People's Health and Safety	2	4-6 weeks
Contribute to the Support of Positive Environments for Children and Young People	2	4-6 weeks
Understand Partnership Working in Services for Children and Young	2	4-6 weeks
Introduction to Communication in Children's and Young People's settings	2	4-6 weeks
Introduction to Personal Development in Children's and Young People's Settings	2	4-6 weeks
Introduction to Equality and Inclusion in Children's and Young People's Settings	2	4-6 weeks
Child and Young Person Development	2	4-6 weeks
Safeguarding the Welfare of Children and Young People	2	4-6 weeks
Maintain and Support Relationships with Children and Young People	2	4-6 weeks
Support Children and Young People's Positive Behaviour	2	4-6 weeks
Contribute to the Support of Children's Communication, Language and Literacy	2	4-6 weeks
Contribute to the Support of Children's Creative Development	2	4-6 weeks
Introduction to Duty of Care in Children's and Young People's Settings	2	4-6 weeks
Support Children and Young People at Meal or Snack Times	2	4-6 weeks
Support Children and Young People with Disabilities and Special Educational Needs	2	4-6 weeks
Support Children at Meal or Snack Times	2	4-6 weeks

FUNCTIONAL SKILLS COURSE OFFERING

Learning Aim/Unit Title	Level	Duration
Maths Functional Skills	1	Subject to Individuals initial assessment results. Approx 8-12 weeks
Maths Functional Skills	2	Subject to Individuals initial assessment results. Approx 8-12 weeks
English Functional Skills	1	Subject to Individuals initial assessment results. Approx 8-12 weeks
English Functional Skills	2	Subject to Individuals initial assessment results. Approx 8-12 weeks
ICT Functional Skills	1	Subject to Individuals initial assessment results. Approx 8-12 weeks
ICT Functional Skills	2	Subject to Individuals initial assessment results. Approx 8-12 weeks

INFORMATION, ADVICE & GUIDANCE COURSE OFFERING

Learning Aim/Unit Title	Level	Duration
Support Clients to make use of the Advice and Guidance service	2	1 month
Interact with Clients using a range of media	2	1 month



BASIC STRAND OFFER

- Functional Skills Maths
- Functional Skills English
- Functional Skills ICT
- Telephone Techniques
- Vocational Short Courses (See enclosed units)
- Bespoke Packages line with the employer's needs (Depending on number of candidates)



REDUNDANCY OFFER

To be eligible for this funding employees must:

- Be at risk of redundancy
- OR have been made redundant in the last 6 months
- OR completed a fixed term contract of 1 year or more

We will offer advice and guidance sessions to individuals to create a bespoke package of training to meet their needs in the pursuit of their career goals. This could be a variety of interventions from:

- Short sessions on updating their CV
- Up/Re skilling individuals to improve employment opportunities
- Updating of vocational skills
- Pre-employment training to provide skills to enter a different sector/occupation
- Basic skills
- Employment and careers coaching, mentoring and self employment support

****Selections can be made from within this booklet, subject to eligibility****

Contact us

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