

Short Course Calendar

September 2017 – December 2018

Cardiff & Vale College brings you a wealth of business and professional courses designed to equip individuals in your workforce with the understanding and knowledge in core business skills and specific areas to help improve staff development and enhance your organisational performance, from one day short courses to accredited and nationally recognised professional qualifications.

Course	Dates	Price/Person	Awarding Body/ Certificate
Leadership & Management Skills			
The Team Leader 3 days ILM Level 3 Award	16 th January 2018 13 th February 2018 13 th March 2018	From £131.00 *	ILM
	2 nd October 2018 30 th October 2018 27 th November 2018		
Introduction to Leadership and Management 3 days ILM Level 3 Award	20 th September 2017 18 th October 2017 15 th November 2017	From £131.00 *	ILM
	1 st May 2018 29 th May 2018 26 th June 2018		
The Performance Manager 3 days ILM Level 3 Award	23 rd January 2018 20 th February 2018 20 th March 2018	From £131.00*	ILM
	4 th October 2018 1 st November 2018 29 th November 2018		
People Manager 6 days ILM Level 5 Award	31 st Jan & 1 st Feb 2018 26 th & 27 th Feb 2018 15 th & 22 nd March 2018	From £243.00*	ILM
	26 th & 27 th September 2018		

To book or for more information

Contact us on 02920 250 350 or email commercial@cavc.ac.uk

*Funding available

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	24th & 25th October 2018 21st & 22nd November 2018		
Project Manager 6 days ILM Level 5 Award	27th & 28th September 2017 25th & 26th October 2017 22nd & 23rd November 2017 28th & 29th March 2018 25th & 26th April 2018 23rd & 24th May 2018	From £243.00*	ILM
Coaching and Mentoring in Leadership and Management 3 days ILM Level 5 Award	7th & 8th February 2018 7th March 2018 19th & 20th September 2018 17th October 2018	From £140.00*	ILM
Effective Leadership 8 days ILM Level 5 Award	11th & 12th April 2018 9th & 10th May 2018 6th & 7th June 2018 4th & 5th July 2018 12th & 13th Sept 2018 10th & 11th October 2018 7th & 8th November 2018 5th & 6th December 2018	From £324.00*	ILM
Business & Professional			
Introduction to Meetings and Minute Taking ½ day	27th September 2017 28th February 2018	£75.00	CAVC
Developing Yourself and Others			

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Level 3 Award in Education & Training 4 days Level 3 Award in Education & Training 4 days EAT	4 th & 5 th October 2017 11 th & 12 th October 2017	£480.00	C&G
	8 th & 9 th November 2017 15 th & 16 th November 2017		
	6 th & 7 th December 2017 13 th & 14 th December 2017		
	10 th & 11 th January 2018 17 th & 18 th January 2018		
	7 th & 8 th February 2018 14 th & 15 th February 2018		
TAQA Level 3 Award Training, Assessment and Quality Assurance From 3 - 12 months	Dates arranged on application	From £750.00	City & Guilds
ILM Level 3 Award in Coaching 3 days	31 st January 2018 1 st February 2018 1 st March 2018	£695.00	ILM
IT			
Intermediate Word 1 day Risual Academy	22 nd November 2017	£125.00	CAVC
Advanced Word 1 day Risual Academy	13 th September 2017	£125.00	CAVC
Basic Excel	26 th October 2017	£125.00	CAVC

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1 day Risual Academy			
Intermediate Excel 1 day Risual Academy	TBC	£125.00	CAVC
Advanced Excel 1 day Risual Academy	17 th January 2018	£125.00	CAVC
Health and Safety			
Asbestos Awareness ½ day	TBC	£65.00	CAVC
Legionella Awareness ½ day	TBC	£65.00	CAVC
HABC Emergency First Aid 1 day	15 th January 2018 23 rd April 2018	£65.00	HABC
HABC First Aid at Work 3 days	13 th November 2017 14 th November 2017 15 th November 2017 12 th March 2018 13 th March 2018 14 th March 2018	£250.00	HABC
IOSH Managing Safely 4 days	26 th & 27 th October & 2 nd & 3 rd November 2017 5 th & 6 th February & 12 th & 13 th February 2018	£495.00	IOSH

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NEBOSH National General Certificate 10 days plus exam day	w/c 23 rd October 2017	£1295.00	NEBOSH
	w/c 23 rd April 2018		
Catering and Hospitality			
HABC Level 2 Award in Food Safety 1 day	9 th October 2017	£65.00	HABC
	13 th November 2017		
	4 th December 2017		
	15 th January 2018		
	5 th February 2018		
	5 th March 2018		
	16 th April 2018		
	14 th May 2018		
	11 th June 2018		
	2 nd July 2018		
HABC Level 3 Award in Food Safety 3 days	20 th November 2017	£295.00	HABC
	27 th November 2017		
	5 th December 2017		
	10 th April 2018		
	17 th April 2018		
	24 th April 2018		
Welsh Language			
Beginners Welsh Language 10 weeks	Every Thursday 17:30 – 19:30 beginning 21 st September 2017	£95.00	CAVC

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	*Excluding Half Term (02/11/17)		
Intermediate Welsh Language 10 weeks	Every Thursday 17:30 – 19:30 beginning 11 th January 2017	£95.00	CAVC

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