

Awarding Body	Programme Type	Level	Qualification Type	GLH
TLM Ingot	Digital and Computer Skills - Improvers	Entry 3	Award	45
TLM Ingot	IT Skills for Employment	Level 1	Award	60
TLM Ingot	IT Skills for Employment	Level 1	Certificate	80
TLM Ingot	IT Skills for Employment	Level 2	Certificate	90
BCS	ECDL - Level 1	Level 1	Award	40
BCS	ECDL - Level 2	Level 2	Certificate	90
BCS	ECDL - Level 3	Level 3	Certificate	120
C&Gs	Book-keeping	Level 1	Award	30
C&Gs	Computerised Accounts Sage	Level 1	Award	30
C&Gs	Computerised Accounts Sage	Level 2	Award	30
Pearson	Customer Service	Entry 3	Award	30
Pearson	Customer Service	Level 1	Certificate	30
Pearson	Business Administration	Entry 3	Award	30
Pearson	Business Administration	Level 1	Award	40
Pearson	Business Administration	Level 2	Certificate	120
ABC	Business Start Ups	Level 1	Award	50
PeopleCert	PRINCE2 Foundation	Level 4	-	18
PeopleCert	PRINCE2 Practitioner	Level 5	-	12
PeopleCert	PRINCE2 Full qualification	Level 5	-	30
Pitman	Speedwriting	Level 2	-	20
Pitman	Successful Minutes & Meetings	Level 2	-	20
AAT	Book-Keeping	Level 1	Award	30
AAT	Accounting Software	Level 1	Award	30
Pitman	Microsoft Certified Solutions Associate (MCSA) status	Level 3		
Pitman	Microsoft Certified Solutions Expert (MCSE) status	Level 3		
Pitman	Microsoft Technology Associate (MTA) status	Level 3		

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Awarding Body	Programme Type	Level	Qualification Type	GLH
Pearson	* Working in a Team	Entry 3	Award	30
Pearson	Developing Resilience For Work	Entry 3	Award	10
Pearson	Literacy for the Workplace	Entry 3	Award	10
Pearson	Numeracy for the Workplace	Entry 3	Award	10
Pearson	Introduction to Health and Safety at Work	Entry 4	Award	10
Pearson	Personal Behaviour for Success	Entry 5	Award	10
	Paediatric First Aid	Level 2	Award	10
	Food Hygiene	Level 2	Award	10
* Range of Workskills units can be offered e.g. Solving work-related problems, Self-management skills				

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