



# Business & Development Training



## Who We Are

Based in Dumfries our team is made up of a group of professionals who between them share years of knowledge and experience in business and social care, this is utilised to provide our learners with a professional service for training, professional development awards and SVQs at all levels.

We are an approved centre for SQA, SDS Individual Training Account, CIEH and REHIS.

We are also a Living Wage Employer and a Carer Positive Organisation.

## What We Do

CTC currently provides training, SVQs and Professional Development Awards across Scotland.

## SVQ's/PDAs

Scottish Vocational Qualifications give you a focused, on-the-job context for training and developing your staff. They are an excellent way of making sure that your staff development programmes and your business strategy go hand-in-hand.

To gain an SVQ in care the learner will be assessed in their normal work place performing familiar tasks to the required standards.

**SVQ 2 in Team Leading**

**SVQ 3 in Management**

**SVQ 4 in Management**

**PDA in Management**

**PDA in Leadership**

**PDA in Leadership and Management of the Work of Others**

**PDA in Planning and Implementing Change**

**PDA in Leading Change**

**Custom training can be arranged at a time and a place to suit your requirements**

## Training

Please feel free to contact us to discuss any training requirements you have. CTC can also deliver bespoke training at a time and a place to suit your needs.

## Courses

- Appraisals
- Assertiveness
- Basic IT Skills
- Chairing a Meeting
- CIEH First Aid at Work
- Confidence Building
- First Aid
- Health & Safety at Work
- Leadership Styles
- Management Skills
- Manual Handling of Objects
- Minute Taking
- Personal Development
- Positive Customer Care
- REHIS Food Hygiene
- Risk Assessment and Management
- Stress Management
- Supervisory Skills
- Team Leadership
- Team Leading
- Training for Trainers

## E-Portfolio Qualifications

We use Learning Assistant for our SVQ's. Learning Assistant is an online system where learners can build their portfolios of evidence online, at a time and place to suit them. Access has never been easier for all involved. Learning Assistant can be used on tablets and smartphones.



## Individual Training Account

Skills Development Scotland (SDS) Individual Training Accounts (ITAs) are for people who are 16 or over, living in Scotland and either in low paid work or actively seeking work. You must have an income of £22,000 a year or less, or be on certain benefits to be eligible to get up to £200 towards the costs of learning or training. You can apply for an ITA if you are not undertaking any secondary, further or higher education, SDS funded training or participating on the Community Jobs Scotland programme.

ITAs are available if you are interested in learning something new or developing an existing skill to support you in work. There is a wide range of courses to choose from and you can study with any ITA approved learning provider, including learning centres, local colleges, universities and private training providers.

To find out more or to apply, visit [myworldofwork.co.uk](http://myworldofwork.co.uk)

## Part-time Fee Grant

The part-time free grant gives help each year towards the cost of your tuition fees. To qualify for the Part-time Fee Grant you must have an individual income of £25,000 a year or less and be studying at SCQF levels 7-10.

The level of tuition fee SAAS can pay will depend on the number of credits you do and the qualification you are studying. The maximum fee grant SAAS can award for courses at private providers is £1,195.

**To apply visit [www.saas.gov.uk](http://www.saas.gov.uk)**

### **The Care Training Consortium**

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The Care Training Consortium is a Scottish Charitable Incorporated Organisation SC036101