

DAbusiness

train • grow • collaborate



How to access training and support for your business

The Business Partnership Team

Your organisation has **ambitions** for **growth** and **achieving** its **potential**.

D&A Business
can get you there.

With our industry accredited training, first-class facilities, curriculum collaborations and access to world-class expertise.

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Does any of this sound familiar?

“I would love to upskill my team, but **I keep getting caught in the day to day operations of the business**, and never get round to organising it all...”

“I’ve got a development plan for the business, but **I never quite get the chance** to implement it...”

“**I can see a skills gap emerging** in the business but I’m not quite sure how to address the problem...”

“There are so many management levels and departments in our business – **creating a cohesive and consistent approach to learning and development** feels like an uphill battle...”

“I don’t even know **what training and funding options are available** to us...”

How we can help

Step 1



Contact the Business Partnership Team to arrange a meeting

Step 2



Undergo a **FREE** training needs analysis

Step 3



We identify the gaps and provide you with a bespoke training programme – identifying any funding opportunities

Step 4



Complete the training and watch your business grow!

Training and development we provide

Bespoke Training Programme

Using our team of specialists we can design, develop and deliver a programme that is bespoke to your business and your staff.

We can work with any size of business across any sector and taking into consideration your business goals we will work with you to ensure you have the right skills to drive your business forward.

Modern Apprenticeships

With a vast range of apprenticeship qualifications available across key sectors we can support you to access early talent and give your employees an industry-recognised vocational qualification whilst they work for you.

If your employee is aged between 16 and 24 the apprenticeship qualification will be fully-funded. If your employee is over the age of 24 a top-up fee may be required.

FREE Online Skills Boost Programmes

To support the recovery of the local economy we are offering a bigger and better suite of fully-funded short online courses designed to encourage people to re-skill or up-skill in subjects linked to key growth sectors.

These free short online courses will help boost your skills to get you into work, or progress in your job. They can be started at any time and studied flexibly to fit in with your life.

Commercial Short Courses

Industry-recognised qualifications including:



Funding available

Small to Medium Businesses

 Under **250** employees

Funding opportunities up to **£5,000** 

Large Businesses

 Over **250** employees
with a **£3m+** annual wage bill

Funding opportunities up to **£15,000** 





Example course areas

Electric Vehicle Training School



Electric and Hybrid vehicles now account for around 30% of all car and van sales, and new skills are required to safely work around these vehicles.

We provide short 1-2 day courses covering awareness, safety, routine maintenance and vehicle system repair and replacement.

Ideal for vehicle mechanics, first responders, valets, electric fleet users.

Net Zero & Carbon Accounting



Only 11% of UK businesses currently measuring their carbon footprint, one in five businesses (22%) do not fully understand the term 'Net Zero', and almost one third have yet to seek support in developing a Net Zero roadmap.

We have teamed up with Net Zero experts and carbon accounting specialists Imperium to create three programmes of varying levels so that businesses can understand and take action on the implications of impending legislation requiring them to reduce and report their carbon emissions.

An overview of our course expertise

Business

Accounting, Business Administration, Project Management, Leadership & Management Skills, Marketing, Conference & Event Management, Customer Services

Care

Children & Young People, Older Adults including Palliative and Dementia Care, Social Services, Management in Care

Qualifications recognised by the Scottish Social Services Council (SSSC)

Computing

Digital Marketing, Cyber Security, Programming

Sport, Health & Wellbeing

Personal Training, Fitness Class & Gym Instruction, Coaching & Development, Lifeguard Qualifications, Sports Nutrition, Mental Health Awareness, Mindfulness, First Aid at Work, Paediatric First Aid

Housing

Chartered Institute of Housing (CIH) qualifications in Housing

Construction, Building & Environment Services

Carpentry & Joinery, Gas Certifications, OFTEC Oil Training, IOSH Health & Safety, BPEC, CCN1, 18th Edition

Engineering & Motor Services

E/HV Vehicles, MOT Testing, Engineering, Industrial Automation

Languages & Communication

ESOL, British Sign Language (BSL)

Hair, Beauty & Complementary Therapies

Hairdressing, Beauty Therapies

Tourism

Eco-Tourism, Visitor Experience, Tour Guiding, Sustainable Tourism

Did you know ?

We also can create courses in collaboration with industry partners just like yourself so that it is completely tailored to your requirements.



Who are the Business Partnership team



Caryn Gibson

Caryn's interest in business initially began when she worked as administration support in the Economic Development Team at Dundee City Council. She then became a Support Coordinator at Business Gateway followed by various advisor roles, completing business support qualifications along the way. Next Caryn headed to Perth as Business Growth Accelerator Manager before moving into the role of Operations Manager at Business Gateway Tayside where she modernised the service to ensure entrepreneurs were supported throughout the life of their business.



Heather McDonald

Heather has a commercial background, although the last 10 years of her career have been in education. She has worked in account management in Utilities, Occupational Health, Broadcast and Call Centre Outsourcing.

Heather's last role involved working with large companies and SMEs to pull together funded training programmes to allow them to develop their staff and their businesses. She uses these skills and experiences to support other businesses within the Tay Cities area to address their current training needs and to help them to plan for their further aspirations.



Ann Kerr

Ann's career began locally at publisher DC Thomson in its advertising department. Since then she has worked in financial services dealing with a variety of companies from many sectors. Prior to joining D&A College in 2021, Ann spent six years as a Business/HR Advisor with Business Gateway providing support to Tayside's business community and delivering the Women into Business events calendar.



Elaine Donnachie

Elaine's journey in the world of business support began as a start-up business adviser in the Business Gateway Tayside team. Elaine quickly progressed onto working with existing businesses with higher growth aspirations. She found herself assisting businesses that were scaling rapidly, facing unique challenges, and seizing opportunities to expand their influence in this role. Her experience as a business adviser sparked her joy for helping her clients and collaborating with the wider support system available here in Tayside.

Tel: 01241 432 724

Email: business@dundeeandangus.ac.uk

Recruitment Academies

Liaising with our employability partners we can work with you to train unemployed individuals with the skills that you require for your workforce.

We will work with you to shape a recruitment academy lasting 6 weeks and along with mandatory training such as health and safety, and industry-specific training.

Learners will develop key skills including:

- Communication and presentation skills
- Digital skills
- Team working and problem-solving
- Growth mindset and resilience



D&A College Facilities

Across the three D&A Campuses we have a number of modern, state of the art facilities that can be hired for private use.

- A training restaurant and kitchen
- A fully-equipped gym
- 25m swimming pool
- Gym halls of varying sizes
- Outdoor pitch
- Dance studio
- Theatre
- Classroom space
- Meeting Rooms
- Training Rooms

With free car parking just outside the building, the venues are such a convenient location to bring your team together for training or team building, why not entertain clients or prospects at a showcase event.

Availability is usually freely available within college holiday periods, but there is often availability in term time too.



Gym Memberships

Corporate and personal memberships are available at Gardyne Sports Centre



Case study: Remploy

“The course exceeded my expectations as I thought it would be more time consuming than it was. The flexibility of the course was terrific, I managed to work it around my work and lifestyle...”

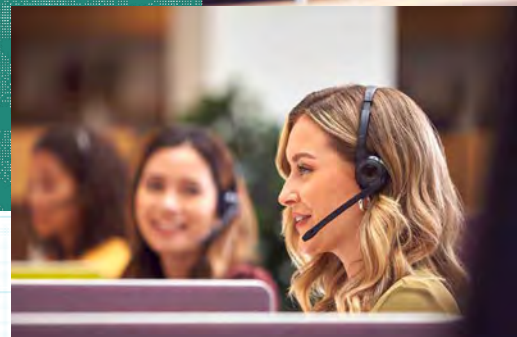
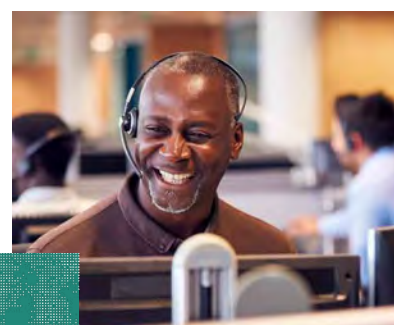
As the UK's leading provider of specialist employment and skills support services for disabled people and those with health conditions, Remploy understands the need to provide its own staff with training to excel in their role of helping those with barriers to employment.

The company offers its employees funded courses to not only develop their credentials and skills but to build a stronger team that can help its clients create sustainable employment opportunities and lasting careers.

Remploy is able to provide these courses to its Scottish branches through the Flexible Workforce Development Fund (FWDF), funding from the Scottish Government that is used to develop bespoke training programmes, enabling employers to prioritise capabilities and address any skill gaps in their workforce. Through this funding, Remploy offered a selection of courses to its Tayside based employees through its partnership with Dundee & Angus College. One of these was the Chartered Management Institute (CMI) Management and Leadership Level 5 Diploma, a course that Claire McGuigan, the National Strategy Manager of Employer Services at Remploy, decided to undertake.

Claire already had a wealth of leadership and management experience throughout her career and felt that this CMI course available through D&A College, was the perfect opportunity to gain a qualification to fine-tune her expertise. “I have been managing teams for over 20 years however have nothing on paper to say that I can, which is why I thought the CMI qualification would be the right one for me,” notes Claire.

At first glance, Claire expected the course to be weighty as it cited that it would take 18 months to complete the 7 units to gain the diploma. She would also be undertaking it whilst working full-time, juggling home life as a mother, and continuing her commitments to her volunteering work. Despite its length, Claire was determined to finish the course sooner considering it is a flexible, work-based qualification.





Using examples at work as evidence and content for her coursework, Claire began to steam ahead through her modules, submitting units earlier than expected. “There was a group of 4 learners from Remploy undertaking the course including Claire. As the others were continuing through the course, Claire had completed and submitted all her work for the diploma in 8 months,” states Mina Welsh, the CMI assessor and trainer who ran the course.

“It was so helpful that the course was online and flexible.”

“It was so helpful that the course was online and flexible,” says Claire. “Everything was explained well and there was no class time. As long as you knew what the assignment was and when it was due, it was up to you to complete the work and manage your time effectively. I began to break away from the study group as I didn’t want them feeling they were under pressure to keep up with me. Even though I was ahead of my group, we were still a support network for each other. I would join the online calls for sections I already covered to help my colleagues and was able to get one-to-one meetings with Mina as my next module started. Mina was brilliant to work with, she is a very good mentor as she is approachable and a great support to have in the background as you continue through your coursework. She was so quick to come back to me with any questions I had and was always reassuring.”

As the course was not prescriptive, Claire was able to dedicate her time and get into an excellent routine to focus on her studies: “The course exceeded my expectations as I thought it would be more time consuming than it was. The flexibility of the course was terrific, I managed to work it around my work and lifestyle really well by setting myself little challenges to complete, doing a couple of hours on set days.” Claire was disciplined and effective with her time which allowed her to complete the course so early. “It is essential that we ensure the wellbeing of our students by being able to provide the flexibility they need to complete their studies,” explains Mina.

With the CMI Management and Leadership course, learners can benefit from online sessions or face-to-face meetings if they need that extra bit of encouragement to give them motivation and to keep them engaged. Candidates are able to speak to the assessor for support at any time as the staff prioritise helping students with anything they need.

“It was totally unexpected to win the award... I was never a top student at secondary school but it was my experience in life and career that gave me the skillset to complete the course”

“The evidence I used in my coursework was all from my work with Remploy and how I manage individuals and teams day-to-day, from conducting one-to-one meetings to organising Personal Development Programmes (PDPs) and looking at gaps in performance,” cites Claire. It was during the course that Claire was promoted to a national role within the company. “The course helped me look at my work in a new perspective which aided me in my new position as National Strategy Manager of Employer Services.”

Having lectured and worked within the college for 25 years in various teaching and management roles, Mina found Claire to be one of the best students on the CMI course. Due to Claire’s hard work and dedication, the Dundee & Angus College team nominated Claire for her outstanding performance, and she was awarded the Dundee & Angus College CMI student of the year. “Claire was an exemplary student and I am delighted that she was awarded and recognised for her work. It is important that we recognise these achievements as it is no easy feat to undertake a course whilst also working full-time and balancing your home life,” states Mina.

“It was totally unexpected to win the award,” adds Claire. “I couldn’t believe it; I was really pleased. I found I was never a top student at secondary school but it was my experience in life and career that gave me the skillset to complete the course. Some people won’t consider doing a course like this as they are already in employment or don’t have any formal education but that doesn’t matter. I found it a really enjoyable experience and encourage anyone to do learning like this that relates to their role at work, particularly if it is funded by your employer like it was by mine.”



Claire McGuigan
National Strategy Manager of
Employer Services at Remploy



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