



Training Courses 18/19

Learning that works for you

www.dundeeandangus.ac.uk/business

DA
DUNDEE AND ANGUS
COLLEGE

FOLLOW YOUR FOCUS

Dundee and Angus College offers a wide range of courses so you can find something to suit you, whether you want to study from home, online or at college . . .

Highers

If you missed out on achieving Highers at school, or would like to add to the Highers you've already got, you can study on a part-time basis, either on campus or online.

Higher National Qualifications

The college offers a wide range of HNC and HND courses. These are SQA qualifications which will provide you with both the practical skills you need to do a job and the theoretical knowledge your employer will expect you to have. Some HNCs allow direct

entry into the second year of a degree qualification at university and some HNDs allow direct entry into third year.

Vocational Qualifications

Available for a wide range of occupations and offered at SVQ levels 1-5. Some are work-based, some delivered in college and others through a mix of college attendance and work-based training.

Modern Apprenticeships

MAs offer anyone aged over 16 paid employment combined with the opportunity to train for jobs across a wide range of sectors. You will be employed from the very start of your training and receive a wage from your employer.

Professional Development Awards

PDAs are designed for those already in a career or vocation and are ideal for developing your skills, as well as for CPD (Continuing Professional Development), so employers can use them to support the enhancement of employees' skills.

Work-related Training

Many of our courses are eligible for funding and can last for as little as half a day tasters up to professional qualifications that may take up to two years to complete on a part-time basis.

Our long established links with employers and industrial training bodies ensure that your studies will be relevant to current and emerging employment opportunities.

Find out if you are eligible for funding at www.myworldofwork.co.uk and/or www.saas.gov.uk

More info: www.dundeeandangus.ac.uk/business
Call: **01382 834874**

Dundee and Angus College is the first college in Scotland to offer accredited training in Service Design.

All the awards are delivered online and through flexible study pathways. The comprehensive training that underpins these qualifications is designed to equip learners with the knowledge and skills to initiate and lead Service Design projects.

Service Design events include masterclasses and seminars, taster days and boot camps, as well as the annual Global GovJam.

See our **Service Design Training** on **page 19**.

Find out more at www.sda.ac.uk



Accounting

AAT Level 6 - Intermediate Diploma in Accounting

27/08/18 - 17/05/19 13:00 - 18:00
Gardyne Campus £1,250

AAT Level 8 - Advanced Diploma in Accounting

27/08/18 - 17/05/19 09:00 - 18:00
Gardyne Campus £1,500

Sage Financial Accounting

22/11/18 - 21/02/19 18:00 - 21:00
Gardyne Campus £360

Sage Payroll

07/03 - 06/06/19 18:00 - 21:00
Gardyne Campus £355

Assessment & Verification

PDA Internal Verification of Workplace (L&D 11)

Flexible Offsite £695

PDA Workplace Assessment Using Direct and Indirect Methods

Flexible Offsite £695

Automotive

MOT CPD Training

15/01/19; 22/01/19; 29/01/19; 05/02/19; 12/02/19; 19/02/19;
26/02/19; 05/03/19; 12/03/19; 19/03/19; 26/03/19; 16/04/19;
23/04/19; 30/04/19; 07/05/19; 14/05/19

16:00 - 17:00

Kingsway Campus

£60

MOT Testing Award (Training & Assessment)

Training: 03/09/18 - 06/09/18

Assessment: 07/09/18

Training: 01/10/18 - 04/10/18

Assessment: 05/10/18

Training: 05/11/18 - 08/11/18

Assessment: 09/11/18

Training: 03/12/18 - 06/12/18

Assessment: 07/12/18

Training: 04/02/19 - 07/02/19

Assessment: 08/02/19

Training: 04/03/19 - 07/03/19

Assessment: 08/03/19

Training: 13/05/19 - 16/05/19

Assessment: 17/05/19

Training: 03/06/19 - 06/06/19

Assessment: 07/06/19

Training: 09:00 - 16:00

Assessment: 09:00 - 12:00

Kingsway Campus

£795

Building Services & Gas

BPEC Ground Source Heat Pumps (Training & Assessment)

Training: 22 & 23/10/18 Assessment: 24/10/18
 09:00 - 16:30
 Kingsway Campus £450

BPEC Solar Domestic Hot Water (Training & Assessment)

Training: 10 & 11/09/18 Assessment: 12/09/18
 09:00 - 16:30
 Kingsway Campus £385

BPEC Unvented Hot Water (Training & Assessment)

Training: 22/10/18 Assessment: 24/10/18
 Training: 15/04/19 Assessment: 17/04/19
 Training: 09:00 - 12:15 Assessment: 09:00 - 16:30
 Kingsway Campus £210

BPEC Water Byelaws (Training & Assessment)

Training: 15/10/18 Assessment: 17/10/18
 Training: 09:00 - 12:15 Assessment: 09:00 - 16:30
 Kingsway Campus £195

Training: 18/03/19 Assessment: 20/03/19
 Training: 17:00 - 21:00 Assessment: 09:00 - 16:30
 Kingsway Campus £195

CCN1/App (Training & Assessment)

Training: 26/09 - 28/09/18	Assessment: 01/10 - 04/10/18
Training: 31/10 - 02/11/18	Assessment: 05/11 - 08/11/18
Training: 05/12 - 07/12/18	Assessment: 10/12 - 13/12/18
Training: 16/01 - 18/01/19	Assessment: 21/01 - 24/01/19
Training: 13/02 - 14/02/19	Assessment: 19/02 - 22/02/19
Training: 20/03 - 22/03/19	Assessment: 25/03 - 28/03/19
Training: 01/05 - 03/05/19	Assessment: 07/05 - 10/05/19
Training: 29/05 - 31/05/19	Assessment: 03/06 - 06/06/19
Training: 09:00 - 16:30	Assessment:
	Mon & Tue: 09:00 - 18:00
	Wed & Thu: 09:00 - 16:30
	Fri: 09:00 - 12:15

Kingsway Campus

CCN1 - £515

CCN1 + 1 App - £550

CCN1 + 2 Apps - £600

CCN1 + 3 Apps - £650

CENWAT 1 (Training & Assessment)

Training: 27/09/18	Assessment:
	arranged between: 01/10 - 04/10/18
Training: 01/11/18	Assessment:
	arranged between: 05/11 - 08/11/18
Training: 06/12/18	Assessment:
	arranged between: 10/12 - 13/12/18
Training: 17/01/19	Assessment:
	arranged between: 21/01 - 24/01/19
Training: 14/02/19	Assessment:
	arranged between: 18/02 - 21/02/19
Training: 21/03/19	Assessment:
	arranged between: 25/03 - 28/03/19
Training: 02/05/19	Assessment:
	arranged between: 07/05 - 10/05/19
Training: 30/05/19	Assessment:
	arranged between: 03/06 - 07/06/19
Training: 13:15 - 16:30	
Kingsway Campus	£180

City & Guilds 18th Edition Wiring Regulations Amendment

05/09/18; 12/09/18; 19/09/18; 26/09/18; 03/10/18; 17/10/18;
 24/10/18; 31/10/18; 07/11/18; 14/11/18; 21/11/18; 28/11/18;
 05/12/18; 12/12/18; 19/12/18

09:00 - 16:30 (Assessment: 14:00 - 16:00)

Kingsway Campus £190

**City & Guilds Inspection and Testing
(Training & Assessment)**

Please contact us for dates for 2018/19.

09:00 - 16:30 (Assessment: 14:00 - 16:00)

Kingsway Campus £600

City & Guilds PAT Testing

Please contact us for dates for 2018/19.

09:00 - 16:30 (Assessment: 14:00 - 16:00)

Kingsway Campus £250

CKR1 (Training & Assessment)

Training: 27/09/18 Assessment:
 arranged between: 01/10 - 04/10/18

Training: 01/11/18 Assessment:
 arranged between: 05/11 - 08/11/18

Training: 06/12/18 Assessment:
 arranged between: 10/12 - 13/12/18

Training: 17/01/19 Assessment:
 arranged between: 21/01 - 24/01/19

Training: 14/02/19 Assessment:
 arranged between: 18/02- 21/02/19

Training: 21/03/19 Assessment:
 arranged between: 25/03 - 28/03/19

Training: 02/05/19 Assessment:
 arranged between: 07/05 - 10/05/19

Training: 30/05/19 Assessment:
 arranged between: 03/06 - 07/06/19

Training: 13:15 - 16:30
 Kingsway Campus £175

HTR1 (Training & Assessment)

Training: 27/09/18	Assessment: arranged between: 01/10 - 04/10/18
Training: 01/11/18	Assessment: arranged between: 05/11 - 08/11/18
Training: 06/12/18	Assessment: arranged between: 10/12 - 13/12/18
Training: 17/01/19	Assessment: arranged between: 21/01 - 24/01/19
Training: 14/02/19	Assessment: arranged between: 18/02 - 21/02/19
Training: 21/03/19	Assessment: arranged between: 25/03 - 28/03/19
Training: 02/05/19	Assessment: arranged between: 07/05 - 10/05/19
Training: 30/05/19.	Assessment: arranged between: 03/06 - 07/06/19
Training: 13:15 - 16:30 Kingsway Campus	£180

LPG (Training & Assessment)

Training: 13/09/18	Assessment: 17/09/18
Training: 11/12/18	Assessment: 17/12/18
Training: 31/01/19	Assessment: 04/02/19
Training: 18/04/19	Assessment: 22/04/19
Training: 09:00 - 12.15 Kingsway Campus	Assessment: 09:00 - 16:30 £320

OFTEC (Training & Assessment)

Training: 24 & 25/09/18	Assessment: 26 & 27/09/18
Training: 10 & 11/12/18	Assessment: 12 & 13/12/18
Training: 11 & 12/02/19	Assessment: 13 & 14/02/19
Training: 29 & 30/04/19	Assessment: 01 & 02/05/19
Training: 09:00 - 16:30 Kingsway Campus	Assessment: 09:00 - 16:30 £595

OFTEC Oil Re-Assessment

Please contact us for dates for 2018/19.
09:00 - 16:30 Kingsway Campus £290

Business, Administration & Management

Change Management - Change and how to deal with it

29/11/18; 02/05/19

09:30 - 16:30

Gardyne Campus £200

Effective Stress & Time Management

25/10/18; 13/12/18; 21/02/19; 29/05/19

09:30 - 16:30

Gardyne Campus £200

First Line Management Skills for Supervisors I

04/10/18; 07/02/19; 18/04/19; 29/05/19

09:30 - 16:30

Gardyne Campus £250

Management Skills for Supervisors II

06/09/18; 01/11/18; 14/03/19; 23/05/19; 20/06/19

09:30 - 16:30

Gardyne Campus £250

Managing Difficult Conversations

06/12/18; 28/02/19; 23/05/19

09:30 - 16:30

Gardyne Campus £200

Negotiation Skills - Tools & Techniques That Deliver Results

20/12/18; 07/03/19

09:30 - 16:30

Gardyne Campus £200

The Minute Taker's Workshop - Effective Note and Minute Taking

28/11/18; 26/02/19; 28/05/19 09:30 - 13:30

Gardyne Campus £70

Care

Autism Awareness - An Introduction

Please contact us for dates for 2018/19.

09:00 - 15:00

Gardyne Campus £65

Child Protection -

Online Training or Bespoke Child Protection Training

Please contact us to discuss your requirements.

Dementia Awareness

04/12/18

13:00 - 16:00

Gardyne Campus £60

Moving and Handling for the Care Sector

30/01/19

09:00 - 16:00

Gardyne Campus £120

REHIS Control of Infection for the Care Sector

20/02/19

09:00 - 16:00

Gardyne Campus £90

Customer Service

Critical Elements of Customer Service

15/11/18; 28/03/19; 30/05/19

09:30 - 16:30

Gardyne Campus £200

Customer Service - Telephone Skills

18/10/18; 21/03/19

09:30 - 16:30

Gardyne Campus £200

Introduction to the Role of the Professional Taxi and Private Hire

Please contact us to discuss your requirements.

World Host Principles of Customer Service24/09/18; 29/10/18; 26/11/18; 14/01/19; 11/02/19;
18/03/19; 29/04/19; 03/06/19

09:00 - 16:30

Kingsway Campus £90

Engineering & Welding

Abrasive Wheels

21/09/18; 23/11/18; 22/03/19; 24/05/19

09:00 - 13:00

Kingsway Campus £125

Appreciation of Non Destructive Testing

26/10/18; 29/03/19

09:00 - 16:00

Arbroath Campus £110

CAD for Beginners

19/09 - 12/12/18; 16/01 - 17/04/19

18:30 - 21:00

Arbroath Campus £200

Certified Welding

10/09 - 19/11/18; 14/01 - 25/03/19

18:30 - 21:00

Arbroath Campus £260

10/09 - 19/11/18; 14/01 - 25/03/19

18:00 - 20:30

Kingsway Campus £260

Compressed Gas Handling

19/04/19

09:00 - 13:00

Arbroath Campus £80

16/11/18

09:00 - 13:00

Kingsway Campus £80

Manual Handling Training (Engineering)

17/05/19

09:00 - 13:00

Arbroath Campus £110

09/11/18

09:00 - 13:00

Kingsway Campus £110

First Aid

QA Level 3 Award in Emergency First Aid at Work (RQF)

24/04/19

09:00 - 16:00

Arbroath Campus £90

06/12/18

09:00 - 16:00

Kingsway Campus £90

Qualsafe Level 3 Award in First Aid at Work

07/11, 14/11 & 21/11/18

09:00 - 16:00

Arbroath Campus £250

01/05, 08/05 & 15/05/19

09:00 - 16:00

Kingsway Campus £250

Qualsafe Level 3 First Aid at Work Requalifying

18/10 & 25/10/18

09:00 - 16:00

Arbroath Campus £160

07/03 & 14/03/19

09:00 - 16:00

Kingsway Campus £160

Qualsafe Paediatric First Aid

22/05 & 29/05/19

09:00 - 16:00

Kingsway Campus £160

Food Hygiene

REHIS Introduction to Food Hygiene (online)

Online £15

17/09/18; 22/10/18; 19/11/18; 17/12/18; 04/02/19; 11/03/19;
22/04/19; 27/05/19; 24/06/19

09:00 - 16:30

Arbroath Campus £90

REHIS Elementary Food Hygiene

10/09/18; 15/10/18; 12/11/18; 10/12/18; 28/01/19; 04/03/19;
15/04/19; 20/05/19; 17/06/19

09:00 - 16:30

Kingsway Campus £90

REHIS Elementary Food Hygiene (online)

Online £35

REHIS Intermediate Food Hygiene (online)

Online £250

REHIS Advanced Diploma in Food Hygiene

Please contact us to discuss your requirements.

£1,150

Health & Safety

CSCS Health, Safety and Environment Training including IOSH Working Safely

Training: 11/09/18	CSCS Test: 21/09/18
Training: 11/12/18	CSCS Test: 21/12/18
Training: 13/02/18	CSCS Test: 01/03/19
Training: 16/04/18	CSCS Test: 26/04/19"
09:00 - 12:15	
Arbroath Campus	£210

IOSH Managing Safely

25/09 - 28/09/18; 05/02 - 08/02/19
09:00 - 16:00 (13:00 finish on last day)
Arbroath Campus £460

04/12 - 07/12/18; 19/03 - 22/03/19
09:00 - 16:00 (13:00 finish on last day)
Gardyne Campus £460

IOSH Managing Safely (online)

Flexible £420

IOSH Working Safely

11/09/18; 11/12/18; 13/02/19; 16/04/19
09:00 - 16:00
Arbroath Campus £150

IOSH Working Safely

08/11/18; 07/03/19; 16/05/19
09:00 - 16:00
Gardyne Campus £150

IOSH Working Safely (online)

Flexible £114

NEBOSH General Certificate

29/10/18 - 03/11/18 & 19/11/18 - 23/11/18
& 03/12/18 - 05/12/18;
18/02/19 - 22/02/19 & 25/02/19 - 01/03/19
& 04/03/19 - 06/03/19;
29/04/19 - 03/05/19 & 20/05/19 - 24/05/19
& 03/06/19 - 05/06/19;

09:00 - 17:00

Arbroath Campus £1,250

Housing

CIH Level 2 Certificate in Housing Practice

26/09 - 19/12/18

Offsite £650

Housing CIH Level 3 Diploma in Housing Practice

01/08/18 - 30/07/19 (Flexible)

Offsite £1,500

Licensed Retail

SQA Refresher Licensing

Please contact us for dates for 2018/19.

12:30 - 16:30 £85

SQA Scottish Certificate for

Personal Licence Holders (SCPLH)

24/09/18; 29/10/18; 26/11/18; 14/01/19; 11/02/19; 18/03/19;
29/04/19; 03/06/19

09:00 - 16:30

Arbroath Campus £150

SQA Scottish Certificate for

Personal Licence Holders (SCPLH)

03/09/18; 01/10/18; 05/11/18; 03/12/18; 21/01/19; 25/02/19;
25/03/19; 13/05/19; 10/06/19

09:00 - 16:30

Kingsway Campus £150

Marketing

Marketing with Social Media

21/11/18; 13/02/19; 22/05/19

09:30 - 16:30

Gardyne Campus £200

Microsoft Training

Analysing Data for Business Decision Making Using MS Excel

07/11/18; 09/01/19; 04/03/19; 22/04/19; 20/06/19

09:30 - 16:30

Kingsway Campus £200

Microsoft Access 2010/13 (online)

Flexible £150

Microsoft Office Specialist - Access

Flexible £300

Microsoft Excel 2013/16 (online)

Flexible £150

Microsoft Office Specialist - Excel

Flexible £300

Microsoft Office Specialist - Excel (Expert)

Flexible £300

Microsoft Office Specialist - Outlook

Flexible £250

Microsoft Office Specialist - PowerPoint

Flexible £250

Microsoft Office Specialist - Word

Flexible £300

Microsoft Office Specialist - Word (Expert)

Flexible £300

Microsoft PowerPoint 2013/16 (online)

Flexible £150

Microsoft Project 2013/16

19/09/18; 16/01/19; 24/04/19

09:30 - 16:30

Kingsway Campus £250

Microsoft Project 2013/16 (online)

Flexible £150

Microsoft Project 2013/17

16/01/19

09:30 - 16:30

Kingsway Campus £250

Microsoft Project 2013/18

24/04/19

09:30 - 16:30

Kingsway Campus £250

Microsoft Word 2013/16 (online)

Flexible £150

Windows 10 (online)

Flexible £100

Windows 8 (online)

Flexible £100

Project Management

Project Management - An Introduction

26/09/18; 30/01/19; 12/06/19

09:30 - 16:30

Gardyne Campus £250

Project Management - Skills for Success

27/09 & 28/09/18; 24/01 & 25/01/19;

09/05 & 10/05/19; 20/06 & 21/06/19

09:30 - 16:30

Kingsway Campus £450

Service Design

Service Design Award

24/09/18 – 08/02/19; 07/01/19 – 31/05/19
Gardyne Campus £2,400

Service Design Award (online)

13/08/18 – 08/02/19; 07/01 – 31/05/19
£2,400

Service Design Bootcamp - Co-Design

11/12 & 12/12/18; 26/03 & 27/03/19
Gardyne Campus £400

Service Design Bootcamp - Tools and Methods

02/10 & 03/10/18; 15/01 & 16/01/19
Gardyne Campus £400

Service Design Bootcamp - User Research

06/11 & 07/11/18; 19/02 & 20/02/18
Gardyne Campus £400

Service Design Taster Day

16/10/18; 23/11/18
Gardyne Campus £200

Service Design Unit - Co-Design

03/12/18 – 11/01-19; 18/03/19 – 19/04/19
Gardyne Campus £600

Service Design Unit - Co-Design (online)

03/12/18 – 11/01/19; 18/03/19 – 19/04/19
£600

Service Design Unit – Tools and Methods

24/09/18 – 26/10/18; 07/09/18 – 08/02/19
Gardyne Campus £600

Service Design Unit – Tools and Methods (online)

24/09/18 – 26/10/18; 07/09/18 – 08/02/19

£600

Service Design Unit – User Research

11/02/19 – 15/03/19; 29/10/18 – 30/10/18

Gardyne Campus £600

Service Design Unit – User Research (online)

11/02/19 – 15/03/19; 29/10/18 – 30/10/18

£600

Sport & Fitness

Indoor Group Cycling

23/11/18; 19/04/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £120

Level 2 Fitness Instructor - Gym - Class

05/09, 03/10, 14/11 & 21/11/18; 23/01, 20/02, 20/03 & 27/03/19;

09:30 - 17:00

Saltire Leisure Centre, Arbroath £495

Level 2 Fitness Instructor - Gym - Intensive

27/05, 28/05, 29/05, 30/05, 12/06 & 19/06/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £535

Level 2 Instructing Kettlebell

05/12/18; 08/05/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £130

Level 3 Exercise Referral

06/02/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £370

Level 3 Personal Training

26/09, 24/10, 28/11/18 & 09/01/19; 30/01, 27/02,
13/03 & 24/04/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £1,050

Level 3 Pre and Post Natal Exercise

15/05 - 12/06/19

09:30 - 17:00

Saltire Leisure Centre, Arbroath £250

National Pool Lifeguard Qualification

08/10 - 13/10/18; 01/04 - 06/04/19; 27/05 - 01/06/19

09:00 - 16:30

Gardyne Campus pool £230

Wellbeing

Workplace Mindfulness Training

23/10 - 27/11/18

17:30 - 18:45

Gardyne Campus £85



WHAT YOU SAID ABOUT ... BUSINESS TRAINING

D&A College business advisors work with various companies on the Flexible Workforce Development Fund, available to levy paying organisations to upskill and reskill their existing workforce.

Here's what retailing and distribution company CJ Lang had to say . . .

“The fund allowed us to get the training we had been looking for in a variety of areas, from Project and Change Management to Customer Relations and Negotiation Skills. We are already looking at how we can utilise the funds in the next round and very much look forward to working with Dundee and Angus College again. The whole process was a very professional and highly beneficial experience.”

“Engaging all the way through. It really made me focus on how I communicate with customers.”

“Well-paced and very informative. Definitely time well spent.”

“The content was excellent and allowed the team to focus on areas of the business they would like to see improved.”

SPONSOR THE COLLEGE

Dundee and Angus College is renowned for innovation and business development. D&A staff constantly work with business partners to help train young people – the workforce of the future.

Local businesses help in many ways: through project-based learning, mentoring, placements and support for students.

One route to partnership with D&A is through our sponsorship opportunities which provide valuable business services that can be tailored to suit you. By sponsoring the college you will make a valuable social difference to our region and it may also entitle you to certain tax benefits.

Email: sponsorship@dundeelandangus.ac.uk

Call: **01382 834874**





Hire a venue

We have some of the best and most competitively priced venues for hire in the East Coast of Scotland.

Our professional, well-appointed and thoughtfully designed accommodation is available in three different locations in Dundee and Arbroath and can cater for any occasion from meetings and training events to large conferences. Each venue features free parking, wi-fi, full catering facilities and reception support.

For more information:

www.dundeeandangus.ac.uk/business/venue-hire

DA SPORTS & FITNESS

Keep fit and healthy

Our Gardyne Sports Centre in Dundee boasts state-of-the-art equipment with easy access to cardiovascular, resistance and free weight areas.

It has one of the biggest swimming pools in the area at 25 metres in length and depth from 0.9 metres up to 3 metres. There's plenty on offer from holiday sports activities, public and family memberships plus a Learn To Swim programme.

More details at:

www.dundeeandangus.ac.uk



Pamper yourself

On-site hair and beauty salons at our Arbroath and Kingsway Campuses are open during term-time for students, staff and members of the public to receive quality treatments at affordable prices. Why not try a new hairstyle or treat yourself to a massage or manicure?

Make an appointment: **Arbroath 01241 432614**
or **Kingsway 01382 834836**.

See our price lists online:
www.dundeeandangus.ac.uk

Tempt your tastebuds

We have student-run cafes/restaurants at our Arbroath and Kingsway Campuses where delicious food is prepared and served by students.

For a quick coffee, bistro lunch or a three-course dinner, 56 and KC are open to all during term-time.

Find out more:
www.dundeeandangus.ac.uk