



LC Partnership Ltd

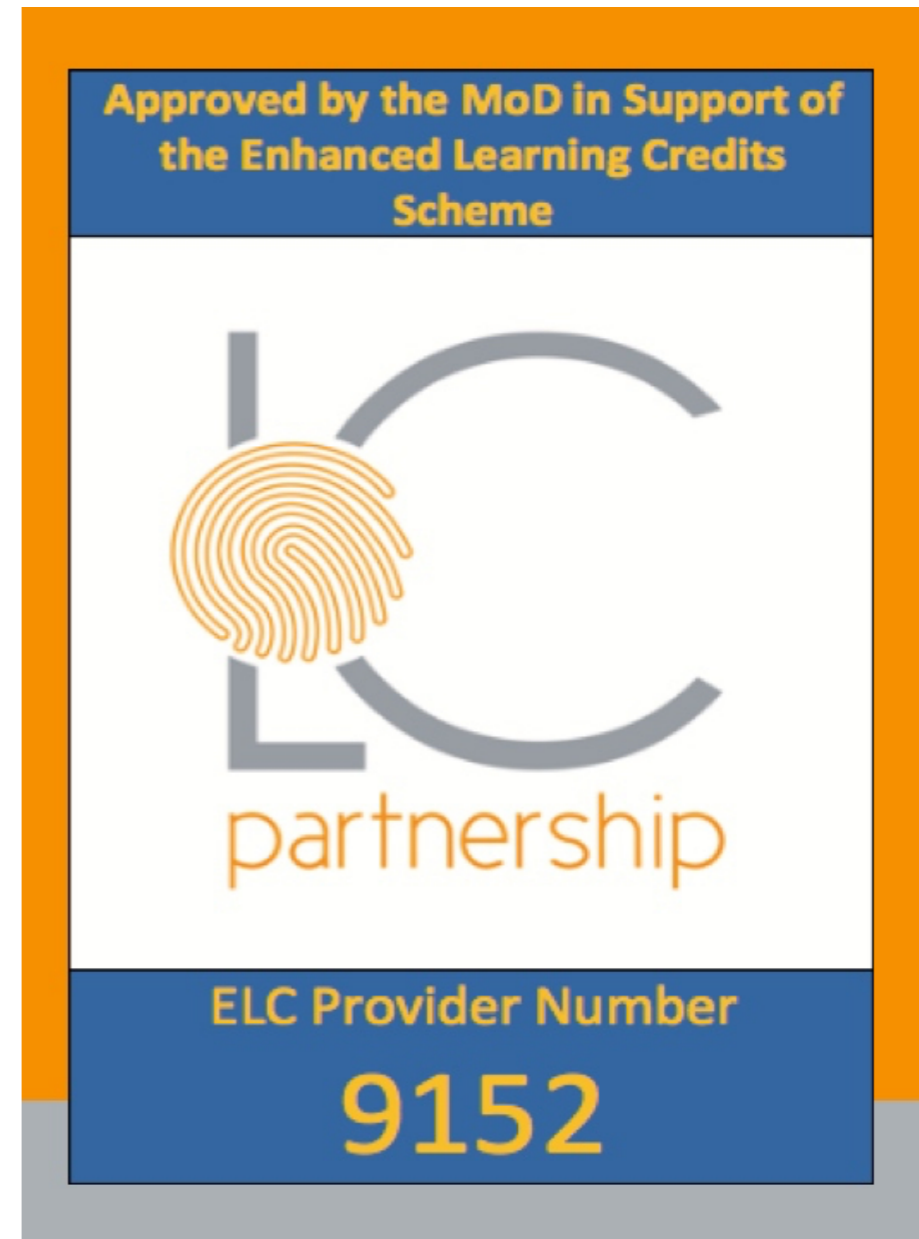
**ELC Course
Information**





Employer
Recognition
Scheme

SILVER AWARD 2018



LC Partnership Ltd

LC Partnership (LCP) are based in the North East of England and offer a wide range of qualifications that can be delivered locally and nationally using a wide range of tools. Using a holistic approach our delivery is focused on the learner and employer whilst having a mixture of ex-service and civilian tutors we are able to help bridge the gap between military and civilian terminology.

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Introduction

If you've had a military career, you already have a wealth of valuable skills that employers are looking for in their candidates. However, in order to progress your career outside of the military, you will need to certify these skills with industry-recognised qualifications, and LC Partnership Ltd (LCP) can help you to do this.

LCP (9152) is an approved Enhanced Learning Credits (ELC) provider and a signatory of the Armed Forces Covenant. In addition to this LCP also hold the Bronze and Silver Awards for the Defence Employer Recognition scheme which recognises military friendly organisations. Having a strong background working with and employing veterans LCP developed a successful Employer Transition Programme (ETP) in order to assist service leavers in their transition from military to civilian life. Our delivery style contextualises your background within the military and translates into "civvy" in order to bridge the gap between the two worlds.

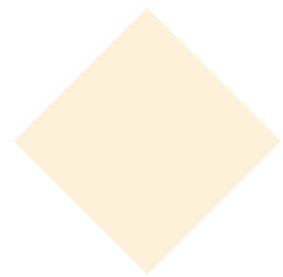
Learning to us is much more than attending a course or sitting an exam, it is about recognising and giving credit for the knowledge and skills gained from experiences within the workplace. Moreover, it is about developing this knowledge to help both learners and businesses reach their potential, creating a tangible and long-lasting positive impact for everyone we work with.

Most of the skills service leavers and veterans have are often overlooked, and these can be easily mapped to current nationally recognised qualifications, through Recognised Prior Learning (RPL). We take an innovative approach to learning and assessment and make the best use of technology available. This ensures a more cost effective, creative and more efficient delivery, ensuring a good 'Return on Investment' (ROI) for business and a positive experience for our learners. Using our unique iLearner platform we can deliver distance-learning courses globally. We recognise the training that service leavers and veterans receive in service systematically covers these key areas.



LC004

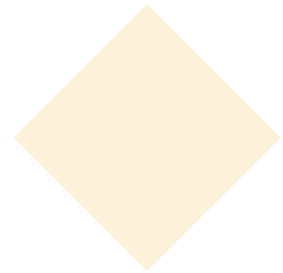
Level 3 Certificate in Principles of Business and Administration



Business Administration Skills



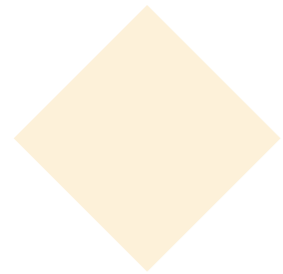
Remote or Classroom delivery



Decision Making



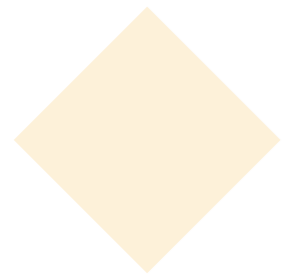
Advice, Guidance and Support continues after achievement at no cost



Report Writing Skills



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Managing an Office



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is to provide learners with an introduction to the occupational knowledge, skills and attitudes that are required for employment in roles within the business and administrative sector

What is the content of the course?

This qualification comprises of four mandatory units and an extensive choice of option units. The mandatory units may comprise of principles of working with and supervising other people, project management and budgets

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

This qualification is made up of units that will develop your knowledge and understanding required to work in a business administration role

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

This qualification is suitable for you if you are planning to work in the administration sector as an:

- Administrator
- Senior Administrator
- Personal Assistant
- Office Supervisor
- Business Development Executive
- Project Manager

You may be able to progress onto a number of other occupational specific qualifications.



LC005

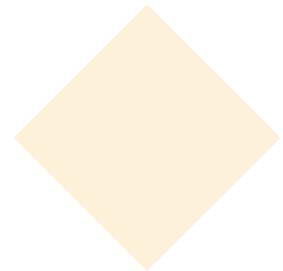
Level 3 Certificate in Contact Centre Operations



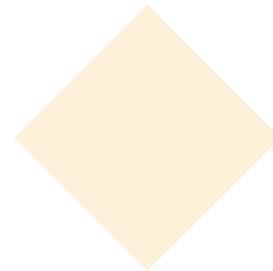
Leading a Sales Team



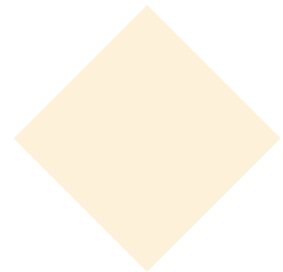
Remote or Classroom delivery



Sales Activities



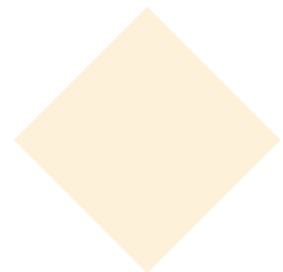
Advice, Guidance and Support continues after achievement at no cost



Managing Conflict



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Customer Service



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is to provide you with the knowledge to work in a Contact Centre role, for example as a Contact Centre Team Leader or Contact Centre Manager, Sales Team Leader, Customer Service Team Leader, Product Specialist Supervisor or Support Analyst

What is the content of the course?

This qualification comprises of 3 mandatory units and an extensive choice of option units. The mandatory units cover personal and organisational effectiveness, H&S, evaluating performance.

The optional units may include systems and technology, communication, selling, customer service, performance management, resource planning

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn the knowledge required to work in a Contact Centre role



How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

This qualification shows you have gained Level 3 knowledge in Contact Centre Operations. It may help you to achieve promotion to higher level roles such as:

- Senior Contact Centre Manager
- Team Leader

You may be able to progress onto other occupational specific qualifications such as Level 4 Diploma in Management

LC003

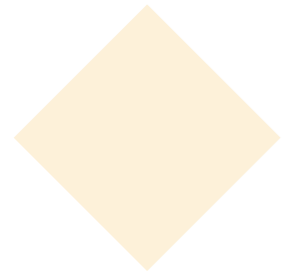
Level 3 Certificate in Customer Service



Customer Service Skills



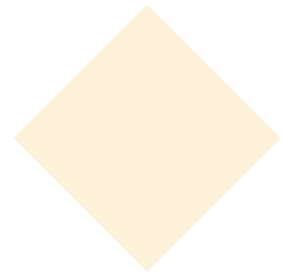
Remote or Classroom delivery



Conflict Management



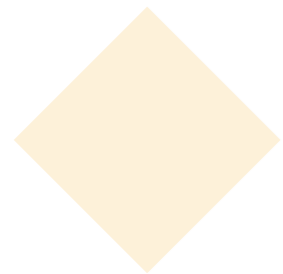
Advice, Guidance and Support continues after achievement at no cost



Communication Skills



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Business Marketing and Growth



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is to provide learners with the underpinning knowledge that is required by employers to work in a range of different environments within a customer service role

What is the content of the course?

This qualification comprises of two mandatory units which are: communicate in customer service language and following the rules to customer service. Learners can work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn to develop essential knowledge of the principles and practices of providing effective customer service, including customer retention, resolving customer complaints and problems and understand how customer service delivery affects customer expectations

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based.

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Learners who achieve this qualification could progress onto higher level qualifications within customer service such as the Level 3 or Level 4 diploma in customer service. This qualification will be useful in the following sector areas:

- Travel and Tourism
- Sport, Leisure and Recreation
- Retail
- Health Public Service and Care
- Engineering and Manufacturing technologies
- Arts, Media and Publishing



LC007

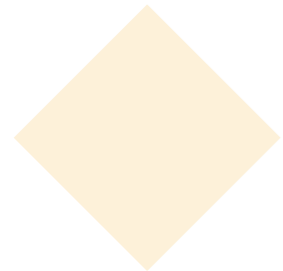
Level 3 Diploma in Business Administration



Principles of Business



Remote or Classroom delivery



Administration



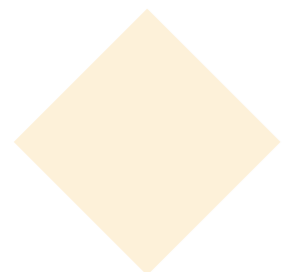
Advice, Guidance and Support continues after achievement at no cost



Communication Skills



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Financial Management and Budgeting



Approx 126 days to complete course (could be less depending on your experience and military qualifications)

£1,900

Is this course for me?

This qualification has been designed to recognise learners' skills, knowledge and overall competence of complex administrative functions and activities. It accredits learners' abilities to carry out a range of non-routine administrative tasks in a senior role and has been designed to accredit their achievements in a modern, practical way that is relevant to the work context and aids career progression.

What is the content of the course?

This qualification comprises of five mandatory units which are: principles of business, principles of business communication and information, personal and professional development, communicate in a business environment and principles of administration. Learners must also choose 2 other mandatory units from group B and 1 each from groups C and D. Learners can work with LCP to find the best-fit from the units offered within these groups.

What is the duration of the course?

The duration of the course is approximately 126 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

The qualification is designed to provide work-based training, development and new learning opportunities, to develop your knowledge and skills within the workplace. Every business needs effective administration and that need remains whatever else changes in terms of new products and services, new technologies and new organisational structures.

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based.



What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

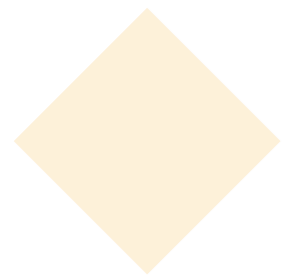
Where can this qualification take me?

Learners who achieve this qualification could progress onto higher level qualifications within business administration such as the Level 4 NVQ diploma in business administration. This qualification will be useful in the following job roles:

- Administration officers / executives
- Team leaders
- PA's and secretarial
- Legal and medical secretaries

LC002

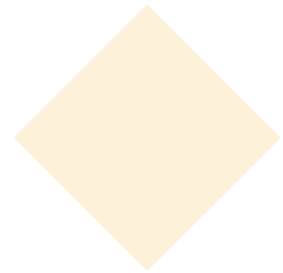
Level 4 NVQ Diploma in Business and Administration



Advanced Business Administration Skills



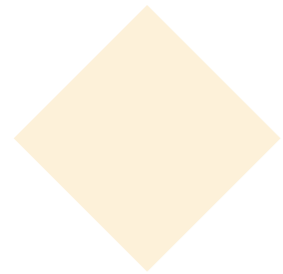
Remote or Classroom delivery



Business Development



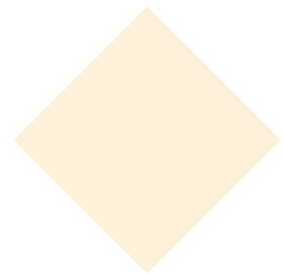
Advice, Guidance and Support continues after achievement at no cost



Administration, Communication Skills



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Management Skills



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£1,900

Is this course for me?

The purpose of this qualification is for learners who work in, or who want to work in Business Administration, in roles such as office manager, project manager, business development manager

What is the content of the course?

This qualification comprises four mandatory units and a minimum of 4 optional units from an extensive choice. The mandatory units are: resolve administrative problems, manage the work of an administrative function, manage personal and professional development and communicate in a professional environment

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

The purpose of this qualification is to enable you develop the specific types of knowledge to underpin learner's competence as well as the wider sector-related knowledge related to business administration

roles such as office manager, project manager, business development manager. This includes the knowledge related to the management of an administrative function, business communication models, systems and processes and aids in developing technical skills and behaviours

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based



What are the entry requirements to access the course?

No prior knowledge, understanding, skills or qualifications are required before learners register for this qualification; however, it is likely that they will already be working within the business administration sector, or they may already be employed in a cross-sector role or function that involves responsibility for defined business-related activities with an area of responsibility

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you to enter the business administration sector or a job role similar to those below:

- Manager
- Senior Manager
- Director
- Head of Department

LC006

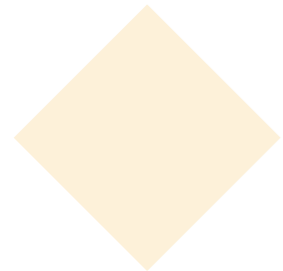
Level 4 NVQ Diploma in Customer Service



Advanced Customer Service Skills



Remote or Classroom delivery



Managing Change



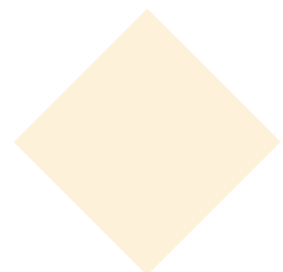
Advice, Guidance and Support continues after achievement at no cost



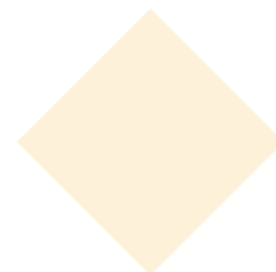
Monitoring Targets and KPI's



Suitable for all serving personnel regardless of rank but especially useful for those working in an administrative capacity



Championing Customer Service



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£1,000

Is this course for me?

The purpose of this qualification is to enable you to evidence the key skills, knowledge and competence that employers would expect of someone operating in a senior role with Customer Service as a primary focus. It is appropriate for you if you want to evidence the skills, knowledge and competence in such a customer service role

What is the content of the course?

This qualification comprises of three mandatory units covering: managing customer service operations, championing customer service and managing personal and professional development. The optional units allow for contextualisation to the requirements of your intended job role. These include: reviewing the quality of customer service, developing a customer service strategy, gathering and analysing customer feedback, initiating operational change, designing a business process and managing team performance

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous

work and military history, this could be less



What will I learn from the course?

The primary purpose of this qualification is to confirm that you are competent in a specific job role. It will enable you to undertake a learning programme to confirm competence in a specific customer service job role. It targets the key skills, knowledge and competence that employers would expect of someone operating in a role with Customer Service as a primary focus

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to confirm that you are competent in a specific job role such as:

- Customer Service Team Leader/Manager
- Customer Complaints Supervisor
- Customer Liaison Manager
- Business Development Leader
- Client Services Leader
- Quality Assurance Manager

Alternatively, this qualification supports progression to further learning. You could progress to other qualifications suitable to your level of experience, such as:

Level 5 in Management and Leadership courses

LC015

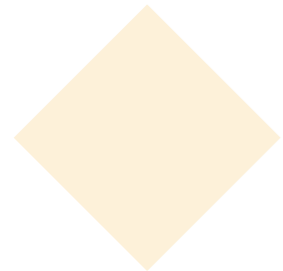
Level 3 Certificate In Introduction to Principles of Management



Intermediate Management Principles



Remote or Classroom delivery



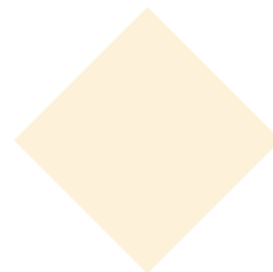
Coaching



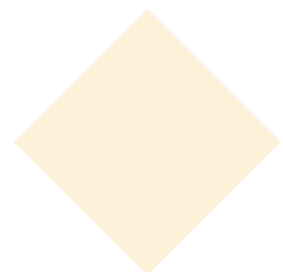
Advice, Guidance and Support continues after achievement at no cost



Delegation



Suitable for all serving personnel in a management or leadership role



Conflict



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is aimed at practising or aspiring managers who will supervise or manage a team to achieve clearly defined outcomes. They will set and monitor goals and objectives by providing instruction, direction and guidance. Day to day operational and project activities are a key part of their role

What is the content of the course?

This qualification comprises of three modules focused on principles of leadership, managing performance and personal and professional development. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn to develop knowledge and understanding in business performance, measurement and performance

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required



to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you for a management role similar to those below:

- Team Leader
- Supervisor

This could also prepare you for undertaking Level 4 and 5 qualifications within management

LC008

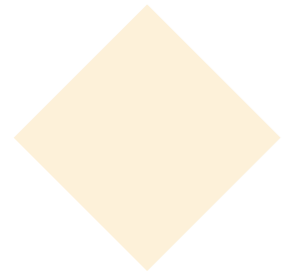
Level 3 Certificate in Management Principles



Understanding Management and Leadership Principles



Remote or Classroom delivery



Finance



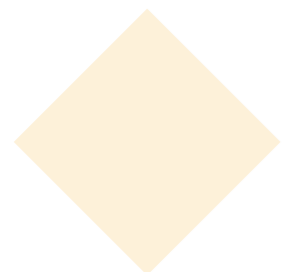
Advice, Guidance and Support continues after achievement at no cost



People Management



Suitable for all serving personnel regardless of rank



Negotiation Skills



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this course is designed to provide the essential skills, knowledge and understanding to those with a responsibility to carry out first-line supervisory or management activities. This qualification also aims to give learners an opportunity to develop their management performance, become more effective and to progress in their career

What is the content of the course?

Learners undertake two mandatory units covering the key principles of management and leadership and the improvement of their own management and leadership performance, following which they can choose from a wide variety of management-specific activities such as project management, financial management, resource management and other related management topics

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn the key principles of

management and leadership and the improvement of your own management and leadership performance

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

This course provides an opportunity for those learners wishing to gain a nationally recognised management-specific qualification in order to enter employment in management, or to progress to further management qualifications, such as the Level 3 Diploma in Management (RQF) or the Level 5 Diploma in the Principles of Management and Leadership (RQF)



LC009

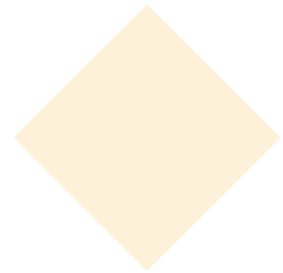
Level 3 Diploma in Management



Business Innovation



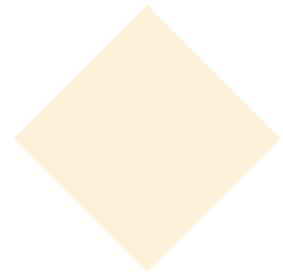
Remote or Classroom delivery



Leadership



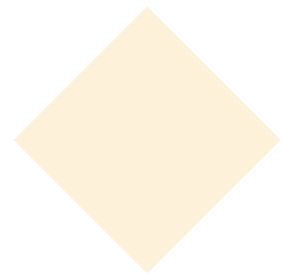
Advice, Guidance and Support continues after achievement at no cost



Stakeholder Management and Relationships



Suitable for all serving personnel regardless of rank



Project Management



Approx 126 days to complete course (could be less depending on your experience and military qualifications)

£2,100



Is this course for me?

The Level 3 Diploma in Management is ideal for individuals looking to take their first step into line management and for those who already have some management responsibilities. This combined knowledge and competency-based qualification will build and develop new skills to enhance their management career

What is the content of the course?

Learners take five mandatory units in this qualification. The first unit looks at personal and professional development, helping the learner to identify their own development needs and plan how to fulfil

them. The second unit develops practical team management skills. The three remaining units of this section delve into the theory behind people management, leadership and business

What is the duration of the course?

The duration of the course is approximately 126 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn all of the essentials to develop your portfolio of essential management skills

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

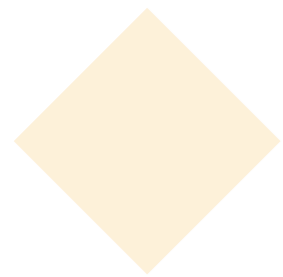
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you to enter the workplace and hone your skills as a manager: This qualification can be a stepping stone to a higher-level qualification such as Level 4 in Management

LC012

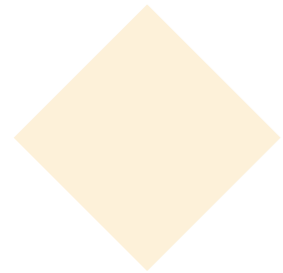
Level 4 Diploma in Management and Leadership



Cross-business Collaboration



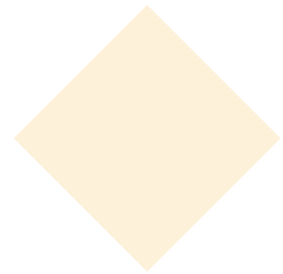
Remote or Classroom delivery



Product Procurement



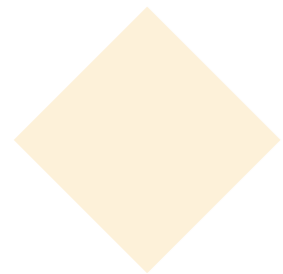
Advice, Guidance and Support continues after achievement at no cost



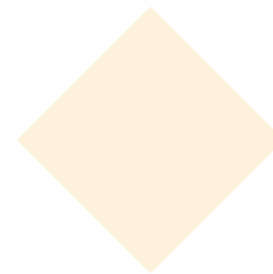
Change Management



Suitable for all serving personnel in a management or leadership role



Operational Change



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£2,000

Is this course for me?

The purpose of this qualification is designed for junior managers, and designed to develop personal management capabilities, and grow professional management skills including decision-making, managing team dynamics and delegation capability

What is the content of the course?

Learners take four mandatory units in this qualification. These units cover working relationships within organisations, managing personal and professional development, the principles of management and leadership within organisations, operational and HR planning. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

The qualification will give learners the opportunity to become competent in their



job roles and gain knowledge in leadership and management

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, the learner would benefit from holding a level 3 qualification or have experience working within a management role. You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you to enter a job role similar to those below:

- Business Manager
- Team leader
- Area Manager
- Business Improvement Manager

LC010

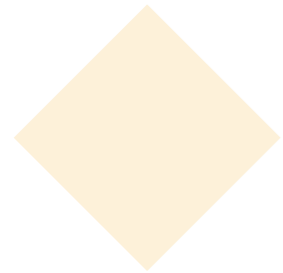
Level 4 NVQ Diploma in Management



Project Management



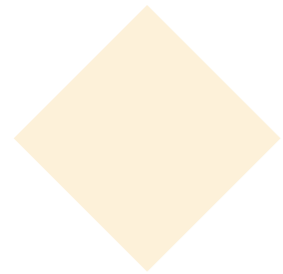
Remote or Classroom delivery



Strategic Risk and Planning



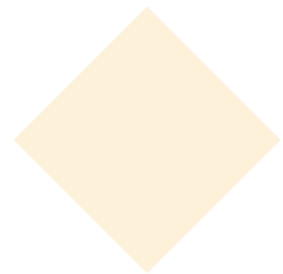
Advice, Guidance and Support continues after achievement at no cost



Manage Conflict



Suitable for all serving personnel regardless of rank



Prepare and Conduct Quality Audits



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£2,500

Is this course for me?

This qualification is intended for middle managers and supports the development of their ability to lead and manage individuals and teams. Achievement of the qualification confirms competence in an occupational role to the standards required

What is the content of the course?

Learners take four mandatory units in this qualification. The first unit looks at personal and professional development, helping the learner to identify their development needs and plan how to fulfil them. The second unit delves into the theory of leadership and also provides practical application of how to inspire and engage individuals. In the third unit learners develop and implement an operation plan. The final mandatory unit helps the learner to develop their working relationships with key stakeholders. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous

work and military history, this could be less

What will I learn from the course?

You will learn to develop your leadership skills, the skills to plan and implement an organisational operational plan



How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

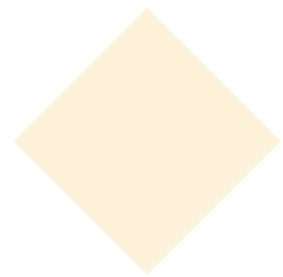
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

This qualification provides opportunities for progression to other qualifications at higher levels, which could also be work-based or more academically structured. The qualification also supports learners in meeting requirements for work and/or employment within all areas of management and leadership at this level. Specific qualifications that a Learner could progress to include: Level 4 in Management and Leadership, Level 5 in Management and Leadership

LC014

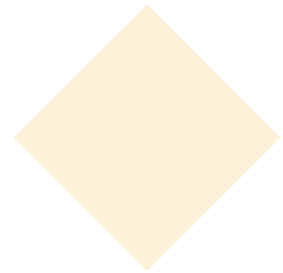
Level 5 Diploma in Management and Leadership



Strategic Management and Leadership



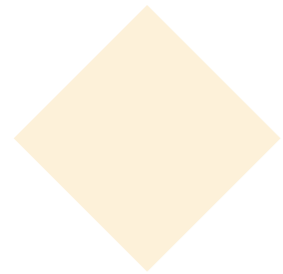
Remote or Classroom delivery



Business Planning



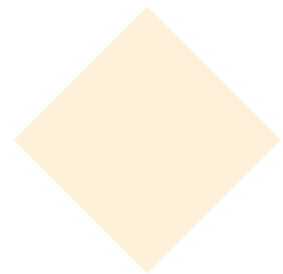
Advice, Guidance and Support continues after achievement at no cost



Managing Ideas and Innovation



Suitable for all serving personnel in a management or leadership role



Ethical Organisational Management



Approx 210 days to complete course (could be less depending on your experience and military qualifications)

£3,500

Is this course for me?

The purpose of this qualification is designed for practising middle managers such as a team leader / supervisor and those aspiring to senior management who want to develop their core management skills, such as managing resources, recruitment and information management

What is the content of the course?

This qualification comprises of six modules focused on Management and Leadership with a project focused environment. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 210 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn to develop skills in day to day management, leadership, motivation techniques and core management techniques



How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, the learner would benefit from a prior management qualification at a lower level or have experience working within a management role. You will need access to a PC/Laptop/ Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

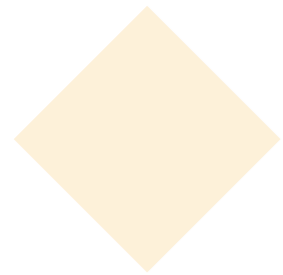
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you for a middle to senior management role within business. This qualification can be used to progress onto a Level 7 qualification

LC011

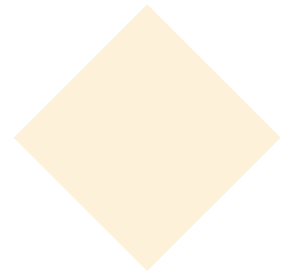
Level 5 NVQ Diploma in Management and Leadership



Change Management



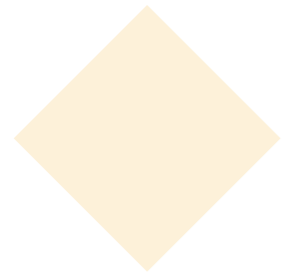
Remote or Classroom delivery



Strategic Management



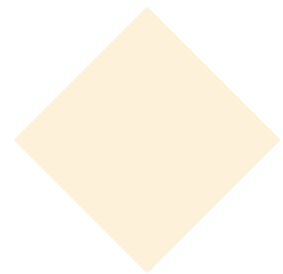
Advice, Guidance and Support continues after achievement at no cost



Recruitment and Selection



Suitable for all serving personnel in a management or leadership role



Budget Management



Approx 210 days to complete course (could be less depending on your experience and military qualifications)

£3,900

Is this course for me?

This qualification is aimed at middle managers with responsibility for substantial programmes and resources. It develops skills in strategic planning, strategic change and business process design alongside core leadership and management abilities such as inspiring colleagues and delivering results

What is the content of the course?

Learners take four mandatory units in this qualification. The first unit builds skills in strategy. The second unit looks at strategic planning and strategic change. The third unit looks at developing and evaluating business processes. The fourth unit develops further core skills in leadership and management. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 210 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn to develop your leadership skills; the skills manage strategic change

whilst developing skills in business processes that could improve your organisations effectiveness

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, the learner would benefit from a prior management qualification at a lower level or have experience working within a management role. You will need access to a PC/Laptop/ Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

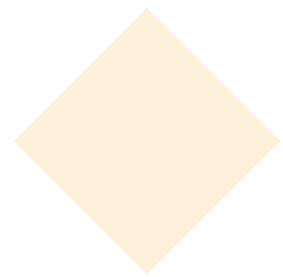
The purpose of the qualification is

to prepare you for a middle to senior management role within business. This qualification can be used to progress onto a Level 7 qualification



LC013

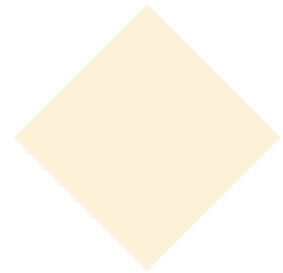
Level 7 NVQ Diploma in Strategic Management and Leadership



Strategic Management and Leadership



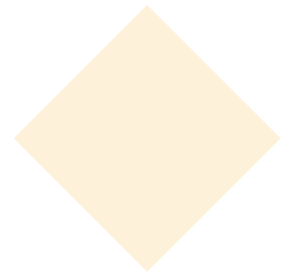
Remote or Classroom delivery



Strategic Information Management



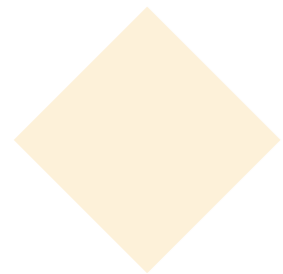
Advice, Guidance and Support continues after achievement at no cost



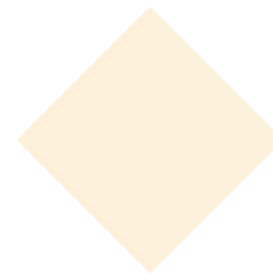
Organisational Strategy



Suitable for all serving personnel in a senior management or leadership role



Financial Planning



Approx 480 days to complete course (could be less depending on your experience and military qualifications)

£4,000

Is this course for me?

The Level 7 Diploma in Strategic Management and Leadership is ideal for senior managers or those about to take their first step into senior management. The qualification centres around developing the strategic leadership and management skills needed to succeed at this high level

What is the content of the course?

This qualification comprises of three mandatory units. The first two units work together: developing and then executing a strategic business plan within an



organisation. The third unit looks at the broader role of strategic leadership and direction, helping the learner to make a positive impact on their organisational objectives. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 480 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn to develop skills in strategic business planning; learn to lead strategically and evaluate impacts on organisations

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you are likely to be in or have been in a middle management role and aspiring to make the transition to a senior management role.

You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

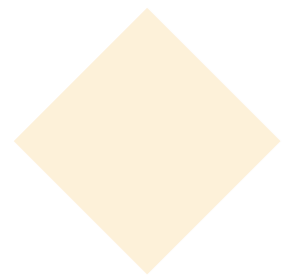
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to prepare you to enter a senior management role. Learners who achieve the Level 7 NVQ Diploma can progress to Higher Education qualifications such as an MBA or further professional management qualifications that specialise in particular areas of finance, marketing or management consultancy

LC016

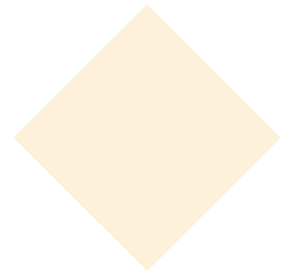
Level 3 NVQ Certificate in Advice and Guidance



Career Advice and Guidance



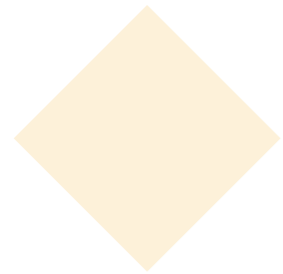
Remote or Classroom delivery



Communication



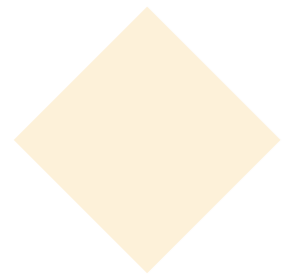
Advice, Guidance and Support continues after achievement at no cost



Client Support



Suitable for all serving personnel



Mediation



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£770



Is this course for me?

This qualification is ideal for anyone who wants to gain the skills, knowledge and competence to work in day to day roles that require you to give advice and guidance

What is the content of the course?

This qualification comprises four mandatory units covering communication with clients, supporting clients, reviewing contribution to the service, understanding legislation and procedures. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

On completion of this qualification you will be able to provide advice and guidance in a professional or voluntary role, you may also supervise and support other staff members

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

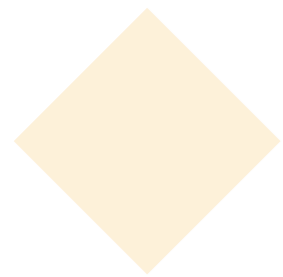
This qualification is for those working in advice and guidance settings, these roles can vary from business to business and incorporate many types of positions. It is designed for full or part time workers, paid, and voluntary, permanent or temporary. This qualification will provide progression routes to roles such as:

- Business adviser
- Citizens Advice Bureau staff member
- Advice provider within educational institutions
- Counselling provider
- Training and human resources personnel
- Receptionist
- Administrator

You can also progress onto higher level qualifications such as the Level 4 in Advice and Guidance

LC017

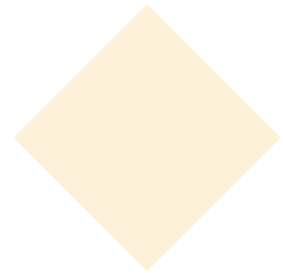
Level 4 NVQ Diploma in Advice and Guidance



Advanced Career Advice and Guidance



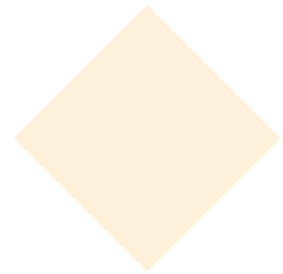
Remote or Classroom delivery



Manage Mediation



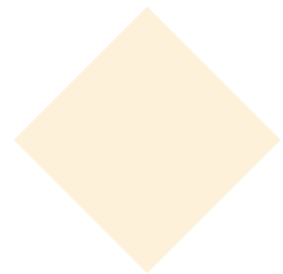
Advice, Guidance and Support continues after achievement at no cost



Managing Caseloads



Suitable for all serving personnel



Negotiation



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£2,100

Is this course for me?

The purpose of this qualification is to provide candidates with the skills, knowledge and understanding to work in advice and guidance

What is the content of the course?

This qualification comprises five mandatory units covering: interactions with clients, managing caseloads, evaluating and developing your contribution to the service, operating within networks, understanding legislation and procedures. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

This qualification is aimed at experienced practitioners and recognises the skills and competences of learners in the workplace who work directly with clients, disseminating information, advice, guidance and formal advocacy. Learners might also

have some managerial or training responsibilities

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based



What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work.

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

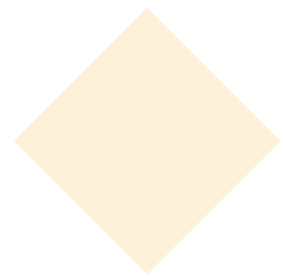
Where can this qualification take me?

The purpose of the qualification is to help support progression into a job role similar to those below:

- Business adviser
- Citizens Advice Bureau staff member

LC001

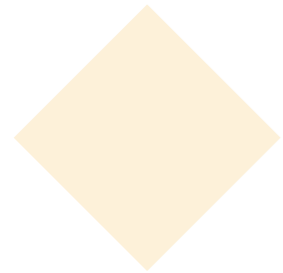
Level 3 Certificate for IT Users



Essential IT Skills



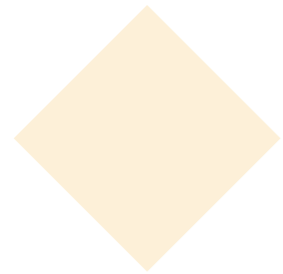
Remote or Classroom delivery



Microsoft Office - Word, Excel, Powerpoint



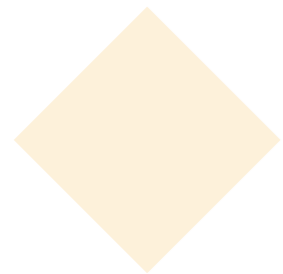
Advice, Guidance and Support continues after achievement at no cost



Presentation skills



Suitable for all serving personnel regardless of rank



Systems and Software knowledge



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is to enable you to confirm your competence and to progress within a range of occupations that require IT systems and software skills.

The qualification will develop your skills, competence and knowledge of systems and software. You will be assessed in the workplace and your day-to-day work role should require you to use a range of IT systems and software

What is the content of the course?

This qualification comprises one mandatory unit and an extensive choice of option units. The mandatory unit is Improving Productivity Using IT.

The optional units include audio, computerised accounting, database, drawing and planning, design, imaging, multimedia, desktop publishing, website, video, presentation, spreadsheet, word processing, set-up an IT system, IT user fundamentals, communication fundamentals and optimise IT systems

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn all of the essentials to IT that will enable you to be more than effective in the workplace

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based



What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and

internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

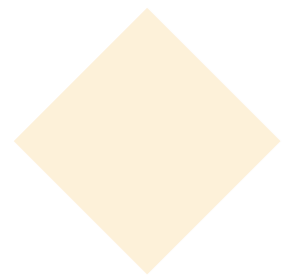
Where can this qualification take me?

The purpose of the qualification is to prepare you to enter the IT sector or a job role similar to those below:

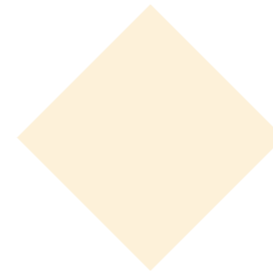
- Data entry clerk/supervisor
- Team lead: coaching staff in use of ICT
- IT Support desk: specific applications knowledge Business administrator
- Digital Marketer
- IT Sales
- Social Media Administrator
- Web Administrator

LC018

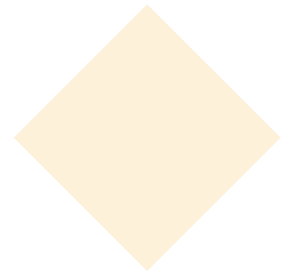
Level 3 NVQ Certificate in Sales



Selling Techniques



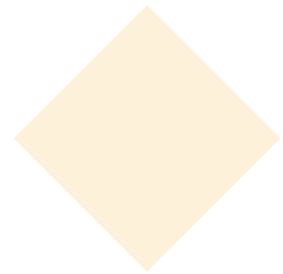
Remote or Classroom delivery



Negotiating Skills



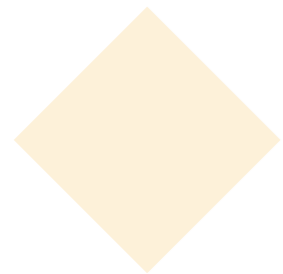
Advice, Guidance and Support continues after achievement at no cost



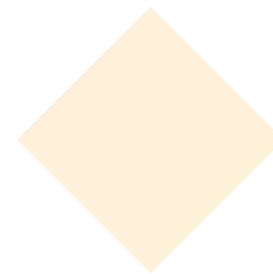
Legalities



Suitable for all serving personnel



Developing Sales Proposals



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£750

Is this course for me?

This qualification is aimed at learners who are working, or want to work, in a sales environment either in sales roles or performing sales functions, and who have direct contact with customers

What is the content of the course?

This qualification comprises two mandatory units covering negotiating, handling objections and closing sales, complying with regulatory and ethical requirements. Learners can then work with LCP to find the best-fit from the other units offered in the qualification



What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

The qualification covers a range of functions including developing a sales strategy, managing sales territories and teams and face-to-face and telephone selling

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

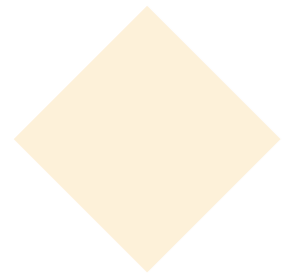
The purpose of the qualification is to prepare you to enter a job role similar to those below:

- Business development officer/executive
- Customer sales adviser
- Customer service adviser/team leader
- Junior sales executive/manager
- Customer relationship manager
- Membership sales adviser/consultant
- New business executive
- Telesales executive/professional
- Sales team leader
- Key account manager

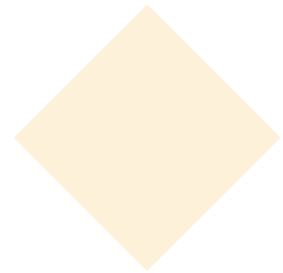
Other progression opportunities could relate to level 4/5 qualifications

LC019

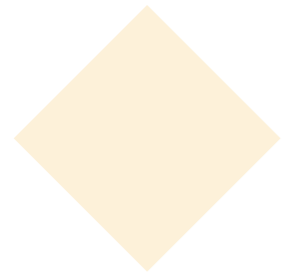
Level 3 NVQ Diploma in Sales



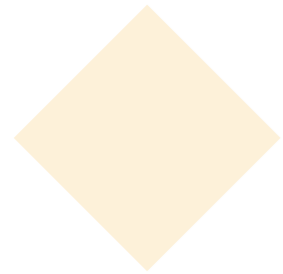
Selling Techniques



Presentations



Pricing



Lead and Manage Meetings



Remote or Classroom delivery



Advice, Guidance and Support continues after achievement at no cost



Suitable for all serving personnel



Approx 112 days to complete course (could be less depending on your experience and military qualifications)

£750

Is this course for me?

This qualification is aimed at learners who are working, or want to work, in a sales environment either in sales roles or performing sales functions, and who have direct contact with customers



What is the content of the course?

This qualification comprises two mandatory units covering negotiating, handling objections and closing sales, complying with regulatory and ethical requirements. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 112 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

The qualification covers a range of functions including developing a sales strategy, managing sales territories and teams and face-to-face and telephone selling

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be

assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

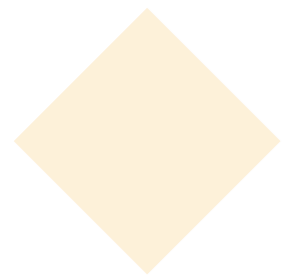
The purpose of the qualification is to prepare you to enter a job role similar to those below:

- Business development officer/executive
- Customer sales adviser
- Customer service adviser/team leader
- Junior sales executive/manager
- Customer relationship manager
- Membership sales adviser/consultant
- New business executive
- Telesales executive/professional
- Sales team leader
- Key account manager

Other progression opportunities could relate to level 4/5 qualifications

LC020

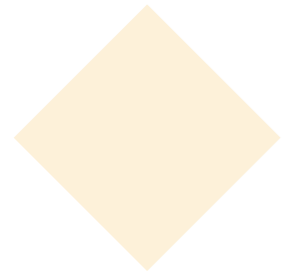
Level 3 Award in Work-skills



Career Transition from Military to Civilian



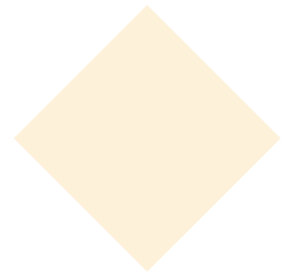
Remote or Classroom delivery



Negotiating Skills



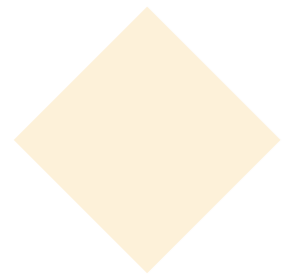
Advice, Guidance and Support continues after achievement at no cost



Critical Thinking



Suitable for all serving personnel



Softer Skills ie confidence building



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification is to help learners aged 16+ to develop the skills, abilities and personal qualities that optimise success in working life and further learning

What is the content of the course?

This qualification consists of optional units which upon discussion with LCP the best-fit for your circumstances will be selected. An example of the units could be strategies to improve job interview skills, confidence building, negotiating skills, critical thinking

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

This qualification provides an introduction to the skills, qualities and knowledge that may be required for employment in a particular vocational sector

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to harness some skills which will assist you to gain employment



LC024

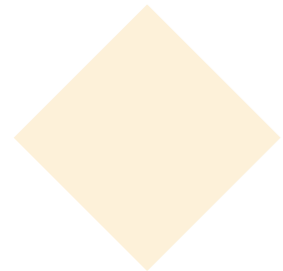
Level 3 Award in Understanding the Principles and Practices of Assessment



Understanding role of Internal Instructors



Remote or Classroom delivery



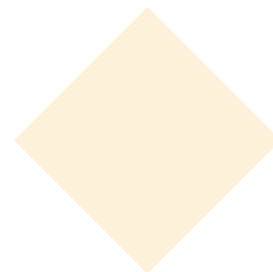
Understanding Assessment



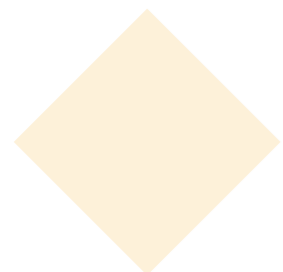
Advice, Guidance and Support continues after achievement at no cost



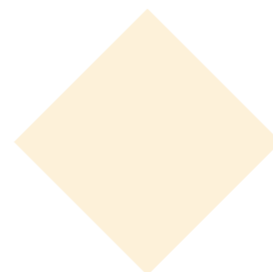
Assessment Concepts



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Employer Led Assessment Techniques



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£350

Is this course for me?

This qualification is intended for those who wish to understand the principles of assessment without the requirement to practice as an assessor

What is the content of the course?

This qualification consists of one unit: an understanding of the principles and practices of assessment without any requirement to practice as assessors

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn the theory of assessment practices

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required

to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

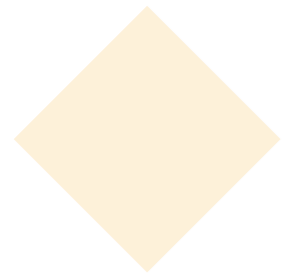
Where can this qualification take me?

The purpose of the qualification is to provide you with the knowledge of assessment practice which can help understand the role of the assessor within the workplace and classroom environments. This would be useful in certain managerial roles where the individual works alongside assessors on projects



LC021

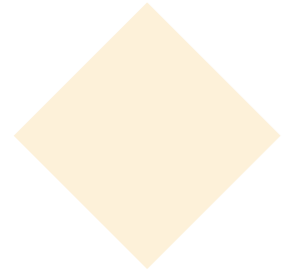
Level 3 Certificate in Assessing Vocational Achievement



Understanding role of Instructors in Vocational Achievement



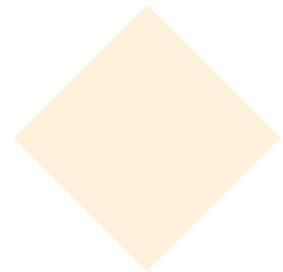
Remote or Classroom delivery



Assessing Skills, Knowledge and Understanding



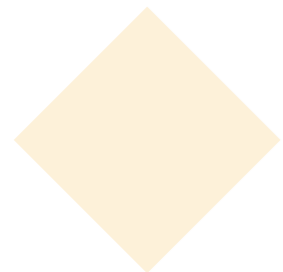
Advice, Guidance and Support continues after achievement at no cost



Workplace Assessor



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Classroom Assessor



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£770

Is this course for me?

This qualification is intended for those who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in environments other than the workplace (for example a workshop, classroom or other training environment)

What is the content of the course?

This qualification comprises three mandatory units. The mandatory units are understanding the principles and practices of assessment, assessing occupational competence and assessing vocational skills, knowledge and understanding

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

Anyone achieving this award will enable them to perform assessment activities in a working environment and classroom, workshop or other training environment

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based



What are the entry requirements to access the course?

There are no formal entry requirements to access this course however, learners may find it helpful to have already achieved a previous level 3 qualification. You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to provide valuable opportunities for individuals to develop skills, underpinning knowledge and understanding and demonstrate competence in the workplace or provide progression to the Level 4 Internal Quality Assurance of Assessment Processes and Practice

LC022

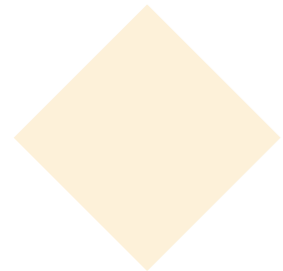
Level 3 Award Assessing Competence in the Work Environment



Understanding role of Instructors in Workplace



Remote or Classroom delivery



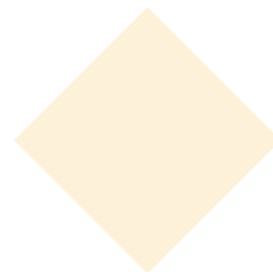
Assessing in the Workplace



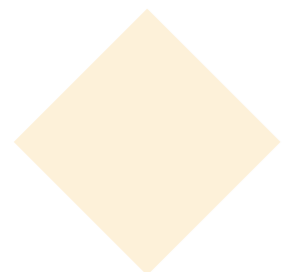
Advice, Guidance and Support continues after achievement at no cost



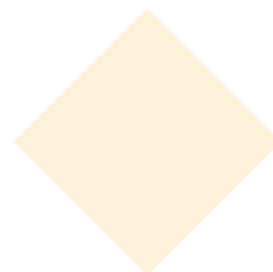
Managing Information



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Assessment Planning



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£600

Is this course for me?

This qualification is intended for those who assess both occupational competence in the work environment and knowledge and understanding in environments other than the classroom

What is the content of the course?

This qualification consists of two units: the theory unit, and it includes an ability for individuals to demonstrate assessment in the practical unit

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

This will provide the ability for individuals to demonstrate assessment performance using a wide range of assessment methods within the workplace

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Anyone achieving this award will enable them to perform assessment activities within a work environment and licence to practice as a vocational assessor and this qualification provides progression to the Level 4 Internal Quality Assurance of Assessment Processes and Practice



LC023

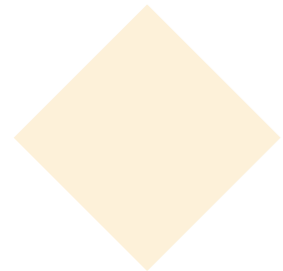
Level 3 Award in Assessing Vocationally Related Achievement



Understanding role of Instructors in Vocational Achievement



Remote or Classroom delivery



Assessing in the Classroom



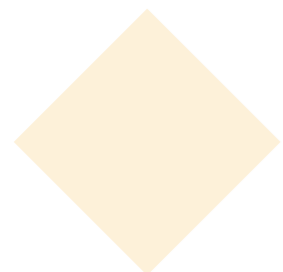
Advice, Guidance and Support continues after achievement at no cost



Legal and Good Practice



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Assessment Decision Making



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£600

Is this course for me?

This qualification is intended for those who assess both occupational competence in the classroom and knowledge and understanding in environments

What is the content of the course?

This qualification consists of two units: the theory unit, and it includes an ability for individuals to demonstrate assessment in the practical unit

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

This will provide the ability for individuals to demonstrate assessment performance using a wide range of assessment methods within the classroom

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will

need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Anyone achieving this award will enable them to perform assessment activities within a work environment and licence to practice as a vocational assessor and this qualification provides progression to the Level 4 Internal Quality Assurance of Assessment Processes and Practice



LC032

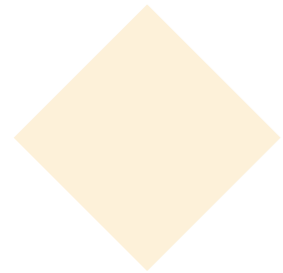
Level 3 Award in Education and Training



Motivation Techniques



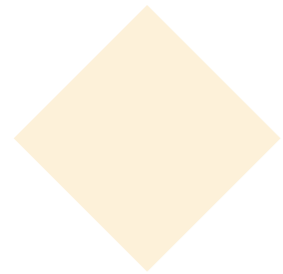
Remote or Classroom delivery



Assessment Techniques



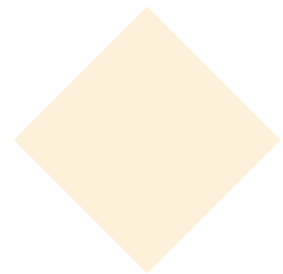
Advice, Guidance and Support continues after achievement at no cost



Understanding Teaching Techniques



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Understanding Teaching Theory



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£670

Is this course for me?

This course is designed for people who have no prior experience of teaching or don't hold a teaching Qualification in Adult and Further Education

What is the content of the course?

This qualification comprises three mandatory units: understanding roles responsibilities and relationships in education and training, understanding and using approaches in education and training, understanding assessment in education and training

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less.

What will I learn from the course?

You will learn skills relating to teaching

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

You will be required to hold a Level 3 qualification in the area you are wanting to

teach in and literacy and numeracy at Level 2. You will need access to a PC/ Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Entry onto the Level 4 Certificate in Education and Training providing you have 30 hours of teaching organised (paid or voluntary)



LC029

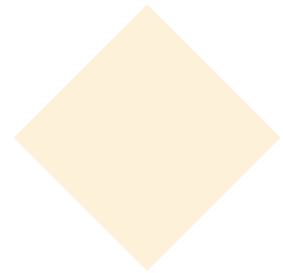
Level 3 Certificate in Learning and Development



Learning and Development Skills



Remote or Classroom delivery



Reflective Learning



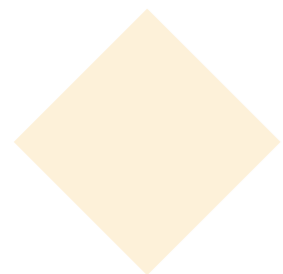
Advice, Guidance and Support continues after achievement at no cost



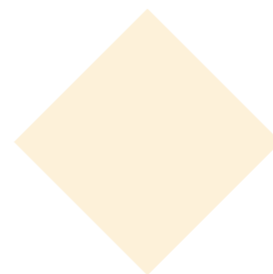
Managing Learning and Development



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Employer Led Techniques



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

This qualification is aimed at practitioners with learning and development as a significant part of their role. It is suitable for in-house trainers and training managers, external trainers, assessors, IQA's, workplace managers or supervisors, and staff with responsibility for colleagues' learning and development



What is the content of the course?

Learners take two mandatory units in this qualification. The first unit looks at the principles and practices of learning and development. The second unit reflects on

your own practice in learning and development. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will develop knowledge and skills in delivering effective learning and development provision and/or carrying out assessment and assessment-related quality assurance activities for an organisation

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

The purpose of the qualification is to help provide a platform to enter the learning and development sector or a job role similar to those below:

- Manager
- Trainer
- Supervisor / Team Leader

LC027

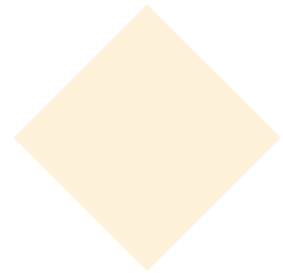
Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice



Understanding role of External Assessment



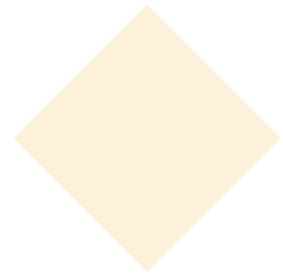
Remote or Classroom delivery



Understanding Principles and Practices



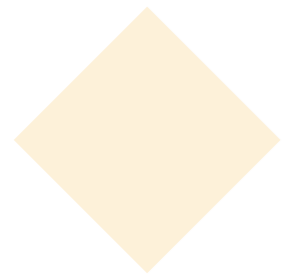
Advice, Guidance and Support continues after achievement at no cost



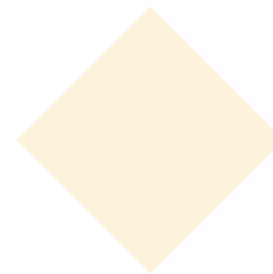
Plan, Allocate and Monitor work



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Employer Led Techniques



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£450

Is this course for me?

This qualification is intended for those who wish to gain an understanding of the principles and practices of External Quality Assurance without any requirement to practice

What is the content of the course?

This qualification comprises one mandatory unit which covers the principles and practices of externally assuring the quality of assessment

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn the theory behind the role of EQA.

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based



Where can this qualification take me?

The purpose of the qualification is to provide you with the knowledge of EQA practice which can help understand the role of EQA within the workplace and classroom environments

What are the entry requirements to access the course?

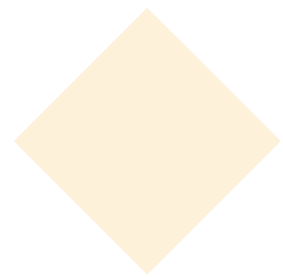
There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

LC026

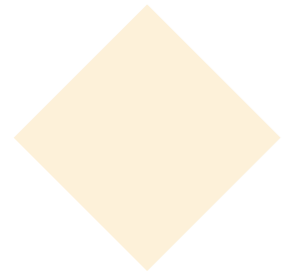
Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice



External Quality Assurance Practices



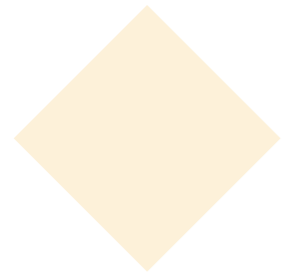
Remote or Classroom delivery



Managing Performance



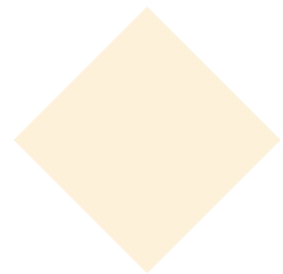
Advice, Guidance and Support continues after achievement at no cost



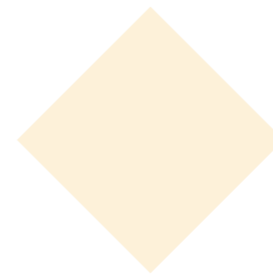
Leading a Team



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Stakeholder Engagement



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£800



Is this course for me?

This qualification is intended for those who lead a team of people responsible for assuring the quality of assessment from outside an organisation or assessment centre, usually on behalf of an Awarding Organisation. It also provides a national benchmark of good practice, capturing the skills, knowledge and experience needed to perform the key activities of internally quality assuring assessment

What is the content of the course?

This qualification comprises three mandatory units which cover the

principles and practices of externally assuring the quality of assessment, plan, allocate and monitor work and externally assure the quality of assessment

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn how to lead a team of people responsible for assuring the quality of assessment from outside an organisation or assessment centre

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

You will already be a qualified assessor and IQA to access this course. You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

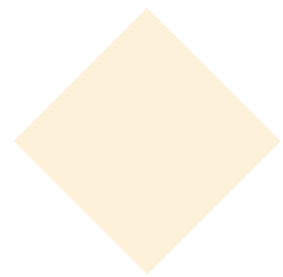
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Learners who achieve this qualification have a wide range of qualification progression opportunities, for example the teaching in the lifelong learning sector suite of qualifications such as Level 4 Education and Training, Level 5 Education and Training

LC025

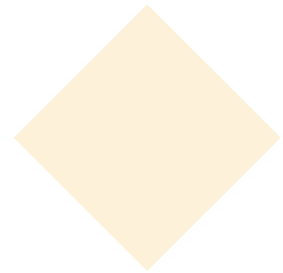
Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice



Understanding Internal Quality Assessment Practices



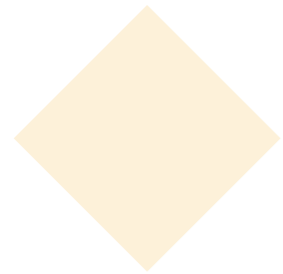
Remote or Classroom delivery



Understanding Internal Quality Assessment



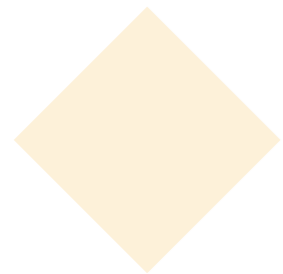
Advice, Guidance and Support continues after achievement at no cost



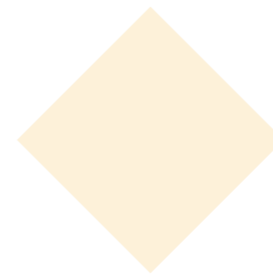
Assessment Evaluation



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Employer Led Techniques



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£450



Is this course for me?

The purpose of this qualification is aimed at learners who either want to have an understanding of the responsibility of the internal quality assurer

What is the content of the course?

This qualification consists of one unit: an understanding of the principles and practices of internal quality assurance, without any requirement to practice as an IQA

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous

work and military history, this could be less

What will I learn from the course?

You will learn the theory of IQA

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

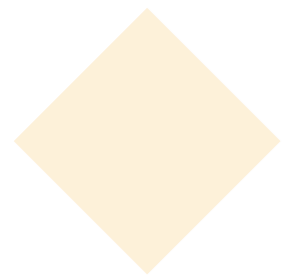
Where can this qualification take me?

The purpose of the qualification is to provide you with the knowledge of IQA practice which can help understand the role of IQA within the workplace and classroom environments. This would be

useful in certain managerial roles where the individual works alongside IQA's on projects

LC028

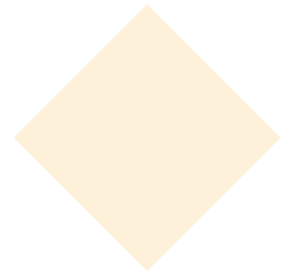
Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice



Internal Quality Practices



Remote or Classroom delivery



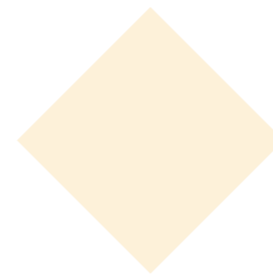
Plan and Monitor Assessments



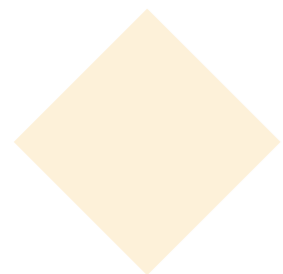
Advice, Guidance and Support continues after achievement at no cost



Manage Internal Assessors



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Performance Reviews



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£670

Is this course for me?

The purpose of this qualification is for individuals who want to become a fully qualified IQA and licensed to practice



What is the content of the course?

This qualification comprises of two mandatory units, one being a theory unit on the principles and practices of IQA and a practical unit where you are required to IQA at least 2 assessors

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous

work and military history, this could be less

What will I learn from the course?

You will learn the role of IQA and be able to quality assure within your organisation

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

You will be required to have successfully completed either Level 3 Certificate in Assessing Vocational Achievement, Level 3 Award in Assessing Vocationally Related Achievement, or Level 3 Award Assessing Competence in the Work Environment. You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

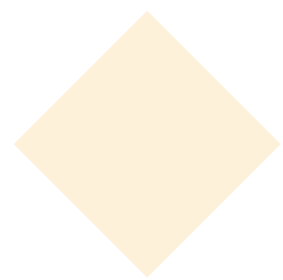
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

Once completed you will be a qualified IQA and be able to practice

LC03 I

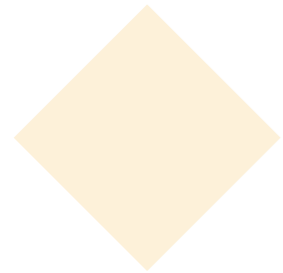
Level 4 Certificate in Education and Training



Delivering Education and Training



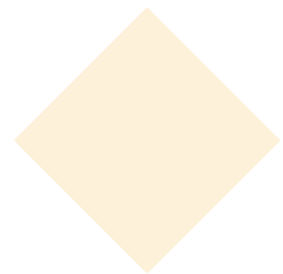
Remote or Classroom delivery



Assessing Learners in Education



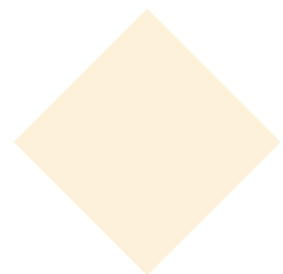
Advice, Guidance and Support continues after achievement at no cost



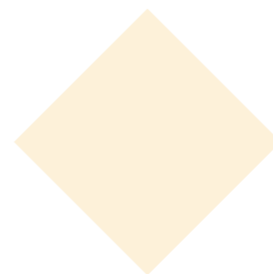
Identifying Learning Needs



Suitable for all serving personnel especially those with experience or interested in teaching in education and training



Managing Group Learning



Approx 140 days to complete course (could be less depending on your experience and military qualifications)

£1,350



Is this course for me?

This course is a first stage teaching qualification which has a teaching/training practice requirement. It is an in-service qualification designed for those working or wishing to work as teachers/trainers in England. You must have access to 30 hours of teaching. This qualification is suitable for individuals delivering Education and Training in any learning environment

What is the content of the course?

This qualification comprises five mandatory units: roles and responsibilities in education, planning to meet the needs

of learners, delivering education and training, assessing learners, using resources for education and training and one optional unit. Learners can work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 140 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

Learners who successfully complete this qualification will have a fundamental understanding of the roles and responsibilities of a teacher/trainer in relation to legislation, equality, diversity, inclusivity and meeting the needs of learners. They will be able to use initial and diagnostic assessments and plan and deliver inclusive teaching and learning. They will also be able to assess learning and use appropriate resources to support effective learning

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

You will be required to hold a Level 3 qualification in the area you are wanting to teach in and literacy and numeracy at Level 2. You will need access to a PC/ Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

This qualification will aid progression onto higher level qualifications

LC030

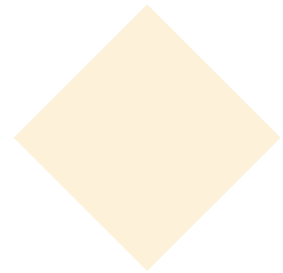
Level 5 Diploma in Education and Training



Delivering Employability Skills



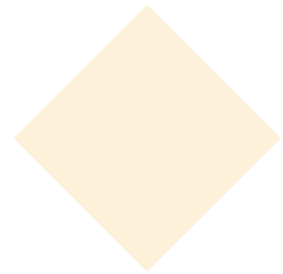
Remote or Classroom delivery



Developing Teaching, Learning and Assessment



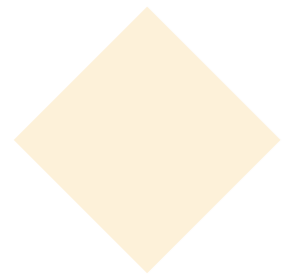
Advice, Guidance and Support continues after achievement at no cost



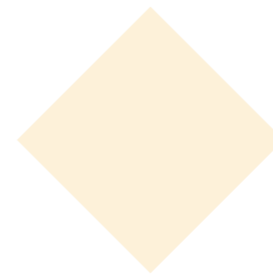
Specialist Areas ie Literacy, Numeracy



Suitable for all serving personnel especially those with experience or interested in teaching in education and training in a more senior role



Evaluating Programmes



Approx 210 days to complete course (could be less depending on your experience and military qualifications)

£3,500

Is this course for me?

This qualification is a recognised teaching qualification for the post-16 sector. Formerly known as the DTLLS (Diploma to Teach in the Lifelong Learning Sector) this is a route for prospective teachers who want a career in FE. The Level 5 Diploma in Education and Training prepares trainee teachers and trainers to teach in a wide range of contexts. To achieve the qualification, there is a requirement for teaching practice that requires observation and assessment of performance



What is the content of the course?

This qualification comprises four mandatory units: developing teaching learning and assessment in education and training, teaching learning and assessment in education and training, theories, principles and models in education and training and wider professional practice and development in education and training. Learners can then work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 210 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will learn the theory and practice of teaching

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

You are required to have a minimum of

100 hours teaching experience in addition to a Level 2 qualification as a minimum in literacy and numeracy. You will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

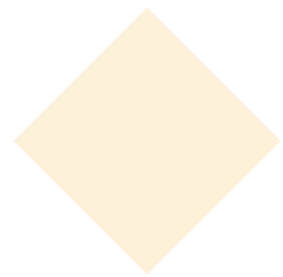
There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

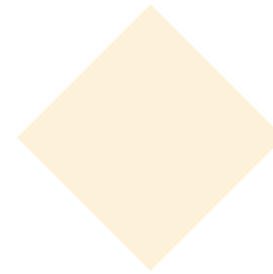
Once you have achieved this qualification you can apply for QTLS (Qualified Teacher Learning and Skills) status which will allow you to practice as a qualified teacher

LC034

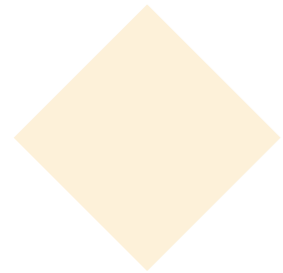
Level 3 Certificate in Logistics Operations



Transportation



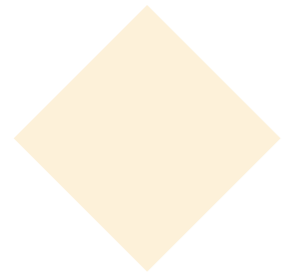
Remote or Classroom delivery



Health and Safety



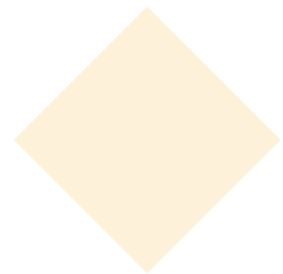
Advice, Guidance and Support continues after achievement at no cost



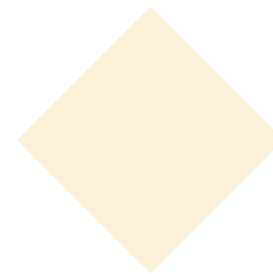
Improving Quality of Logistic Operations



Suitable for all serving personnel with a logistical background



Logistics Optimisation



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£700

Is this course for me?

The purpose of this qualification aims to provide a suitable qualification that will allow individuals to demonstrate their competence and understanding against a clear set of standards based on the needs of the industry

What is the content of the course?

This qualification comprises three mandatory units: making contribution to business in the logistic sector, health and safety, optimising the use of logistic resources. Learners can work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less.

What will I learn from the course?

This qualification has been designed to support those involved with distributive operations such as dealing with the handling and storing of goods within a commercial, industrial or removers' warehouses, or freight facility, movement of goods, customer service and stock control



How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work

Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

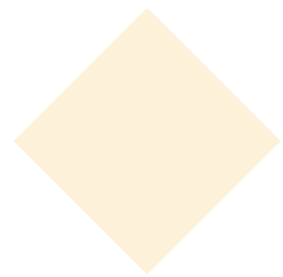
The purpose of the qualification is to prepare you to enter the logistics sector or a job role similar to those below:

- Transport manager
- Stock control / replenishment assistant
- Transport planner
- Transport scheduler
- Van driver
- Vehicle parts operative

This qualification also supports opportunities onto Level 4 qualifications

LC033

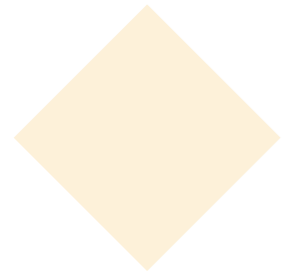
Level 3 Diploma in Warehousing and Storage



Supply Chain Processes



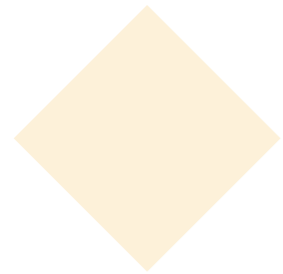
Remote or Classroom delivery



Health and Safety



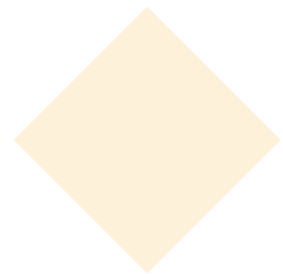
Advice, Guidance and Support continues after achievement at no cost



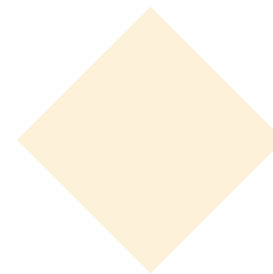
Customer Service Relations



Suitable for all serving personnel with a logistical background



Technology in Warehousing



Approx 84 days to complete course (could be less depending on your experience and military qualifications)

£1,900

Is this course for me?

This qualification gives the learner the opportunity to develop their specific knowledge and competency in warehouse management. It is suitable for those in a warehousing and storage role who have some supervisory duties. This qualification is also suitable for those identified for promotion within their organisation

What is the content of the course?

This qualification comprises four mandatory units: customer care in logistics operations; leadership for your team; supervision of receipt; storage and dispatch of goods; and health, safety and security for the team. Learners can work with LCP to find the best-fit from the other units offered in the qualification

What is the duration of the course?

The duration of the course is approximately 84 days; however, as we take into account the learners previous work and military history, this could be less

What will I learn from the course?

You will gain a valuable understanding of warehousing and logistics in a supervisory or team leader position to

the level of professionalism required by this sector

How is this course delivered?

This course can be delivered remotely by using our resources or classroom based

What are the entry requirements to access the course?

There are no formal entry requirements to access this course; however, you will need access to a PC/Laptop/Mac and internet access. You will also be required to be motivated and able to set aside time to complete your work



Do I have to sit exams?

There are no exams involved in this vocational qualification. You will be assessed by a variety of tasks intended to use the skillset that you have/will attain

Where can this qualification take me?

After successful completion of this course, this will allow progression into Higher Education, Further Education or you could seek employment in a variety of more senior positions in a related industry such as:

- Warehousing supervisor
- Team leader

Course	Amount	Course	Amount
LC001 Level 3 Certificate for IT Users (ITQ) (RQF)	£700	LC018 Level 3 NVQ Certificate in Sales (RQF)	£750
LC002 Level 4 NVQ Diploma in Business and Administration (RQF)	£1,900	LC019 Level 3 NVQ Diploma in Sales (RQF)	£750
LC003 Level 3 Certificate in Customer Service (RQF)	£700	LC020 Level 3 Award in Workskills (RQF)	£700
LC004 Level 3 Certificate in Principles of Business and Administration (RQF)	£700	LC021 Level 3 Certificate in Assessing Vocational Achievement (RQF)	£770
LC005 Level 3 Certificate in Contact Centre Operations (RQF)	£700	LC022 Level 3 Award Assessing Competence in the Work Environment (RQF)	£600
LC006 Level 4 NVQ Diploma in Customer Service (RQF)	£1,000	LC023 Level 3 Award in Assessing Vocationally Related Achievement (RQF)	£600
LC007 Level 3 Diploma in Business Administration (RQF)	£1900	LC024 Level 3 Award in Understanding the Principles and Practices of Assessment (RQF)	£350
LC008 Level 3 Certificate in Management Principles (RQF)	£700	LC025 Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice (RQF)	£450
LC009 Level 3 Diploma in Management (RQF)	£2,100	LC026 Level 4 Certificate in Leading the External Quality Assurance of Assessment Processes and Practice (RQF)	£800
LC010 Level 4 NVQ Diploma in Management (RQF)	£2,500	LC027 Level 4 Award in Understanding the External Quality Assurance of Assessment Processes and Practice (RQF)	£450
LC011 Level 5 NVQ Diploma in Management and Leadership (RQF)	£3,900	LC028 Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (RQF)	£670
LC012 Level 4 Diploma in Management and Leadership (RQF)	£2,000	LC029 Level 3 Certificate in Learning and Development (RQF)	£700
LC013 Level 7 NVQ Diploma in Strategic Management and Leadership (RQF)	£4,000	LC030 Level 5 Diploma in Education and Training (RQF)	£3,500
LC014 Level 5 Diploma in Management and Leadership (RQF)	£3,500	LC031 Level 4 Certificate in Education and Training (RQF)	£1,350
LC015 Level 3 Certificate In Introduction to Principles of Management (RQF)	£700	LC032 Level 3 Award in Education and Training (RQF)	£670
LC016 Level 3 NVQ Certificate in Advice and Guidance (RQF)	£770	LC033 Level 3 Diploma in Warehousing and Storage (RQF)	£1,900
LC017 Level 4 NVQ Diploma in Advice and Guidance (RQF)	£2,100	LC034 Level 3 Certificate in Logistics Operations (RQF)	£700

Testimonies

“LCP were recommended to me by other services leavers whom they have provided support to as they left the service. LCP go beyond just qualification outcome, but embed an ETP into the course, to show how achieving a qualification can help towards gaining and securing work. This is distinctly different to any other Training Provider that I have enrolled with, as unlike other Training Providers, who do not often understand what skills I have as an ex service member, LCP are able to contextualise my learning journey to what I previously did in the military. This advisory support could be along the lines of networking techniques, how to approach companies etc, all depending upon where I felt my challenge would be in gaining the required qualification for future employment.”

Mr M Walton, Ex-service

“LCP are supportive and flexible to the learning needs of our beneficiaries, enabling them to deliver to specific individual needs of each beneficiary, by carrying out a detailed initial assessment and then tailoring the ETP to their needs. LCP were able to achieve high success rates by helping the beneficiaries’ transit to employment. We have received positive feedback of their training delivery from those beneficiaries who were enrolled on LCP programmes.”

Garreth Murrell, CEO Veterans at Ease

“I found the style, approach and content of the interactions that I have had with you to be a perfect match for my future aspirations as I integrate into civilian life.”

Mr C Bovill, Ex-navy

LC Partnership Ltd

Contact Information

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Phone: 07885 717 156

