



Training & qualifications 2012: a summary

Learning to advise

Module	Duration	Calendar	Costs
Advice Skills	3 days	The course runs on 11 consecutive Mondays three times in 2012. • Mondays 23 January—2 April 2012 • Mondays 21 May—30 July 2012 (due to a Bank Holiday on Monday 4th and Tuesday 5th of June training will be held on Wednesday 6th June 2012) • Mondays 24 September—3 December 2012 The course is also offered as single or bundles of modules. CPD hours – 65	<ul style="list-style-type: none"> • AdviceUK members £565 • Other voluntary sector agencies £630 plus VAT • All others £750 plus VAT • Single modules are priced at £85 per day for AdviceUK members, and £85 per day plus VAT for all others. • Bundles of any three 2-day knowledge modules can be undertaken for £300 (plus VAT for non-members). Choose from: <ul style="list-style-type: none"> • Welfare Benefits (2 days) • Housing & Homelessness (2 days) • Debt & Money Advice (2 days)
Introduction to Welfare Benefits	2 days		
Introduction to Money Advice	2 days		
Introduction to Employment Law	1 day		
Introduction to Immigration Law	1 day		
Introduction to Housing and Homelessness	2 days		

Courses and seminars

Course	Calendar	AdviceUK members	Voluntary sector	All others
Welfare benefits update seminar CPD hours – 3	• 17 April 2012 10am–1pm	£50	£55 plus VAT	£60 plus VAT
Money advice update seminar CPD hours – 3	• 17 April 2012 2pm–5pm			
Train the trainer CPD hours – 3	The course runs for two days: • Wednesday 14 & Thursday 15 March 2012	£230	£265 plus VAT	£330 plus VAT
Effective supervision for managers & supervisors in advice services CPD hours – 10	The course runs for two days: • Wednesdays 25 April & 2 May 2012 • Wednesdays 5 & 12 September 2012			
Understanding and using an outcomes focus CPD hours – 10	• Thursday 26 January & Thursday 9 February 2012			
Key skills for reception workers in advice services CPD hours – 5	For one day, twice in 2012: • Thursday 19 April 2012 • Thursday 11 October 2012	£85	£95 plus VAT	£105 plus VAT
Become a brain friendly trainer! CPD hours – 5	• Thursday 13 September 2012			
Making the most of your volunteers CPD hours – 5	• Wednesday 17 October 2012			
Motivational interviewing: helping clients get back on track CPD hours – 5	• Thursday 25 October 2012			
Supporting clients with mental health issues CPD hours – 5	• Wednesday 14 November 2012			
Dealing with difficult client situations CPD hours – 5	• Wednesday 29 February 2012			

Vocational qualifications for the advice sector: Awards, Certificates & Diplomas

	AdviceUK members	Voluntary sector	All others
Advice and Guidance			
Level 3 Certificate	£1154	£1247 plus VAT	£1430 plus VAT
Level 4 Diploma	£1352	£1471 plus VAT	£1690 plus VAT
Management			
Level 3 Certificate	£1540	£1815 plus VAT	£2225 plus VAT
Level 5 Diploma	£1680	£1990 plus VAT	£2450 plus VAT
Legal Advice			
Level 2 Certificate	£1260	£1380 plus VAT	£1560 plus VAT
Level 3 Certificate	£1360	£1495 plus VAT	£1690 plus VAT
Level 3 Award	£700	£750 plus VAT	£800 plus VAT
Level 4 Diploma	£1560	£1725 plus VAT	£1950 plus VAT
Level 4 Certificate	£1150	£1300 plus VAT	£1400 plus VAT
NVQ Certificate in Customer Service			
Level 2 Certificate	£1253	£1359 plus VAT	£1560 plus VAT

	Calendar	AdviceUK members	Voluntary sector	All others
Vocational assessor training/qualification CPD hours – 10	For two days, three times in 2012: • Wednesday 15 & Thursday 16 February 2012 • Wednesday 13 & Thursday 14 June 2012 • Wednesday 3 & Thursday 4 October 2012	£485	£535 plus VAT	£595 plus VAT
Internal verifier qualification				
Award		£500		£500 plus VAT
Certificate		£550		£550 plus VAT
Level 3 Award in preparing to teach in the lifelong learning sector (PTLLS) CPD hours – 30	For six days: • Fridays 18 & 25 May, 1, 15, 22 & 29 June 2012 (Friday 8 June is a reading break)	£500		£500 plus VAT



To find out more about AdviceUK courses and qualifications, and to download booking forms, please visit:
www.adviceuk.org.uk/training

advice UK