

Learning to Advise – London

Module	Duration	Calendar	Costs
Advice Skills	3 days	This course runs on ten consecutive Mondays three times in 2014. • Mondays 20 January – 24 March • Mondays 19 May – 21 July • Mondays 22 September – 24 November This course is offered as single modules or bundles of modules. CPD hours - 50	<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: <ul style="list-style-type: none"> • AdviceUK members £85 per day • Other voluntary sector agencies £95 plus VAT • All others £105 plus Bundles of any <i>three of the 2-day modules</i> can be undertaken for: <ul style="list-style-type: none"> • £350 for AdviceUK members • £400 plus VAT for other voluntary sector agencies • £450 plus VAT for all others
Introduction to Welfare Benefits	2 days		
Introduction to Money Advice	2 days		
Introduction to Employment Law	1 day		
Introduction to Housing & Homelessness	2 days		

Courses and seminars – London

Course	CPD hours	Calendar	AdviceUK members	Voluntary sector	All others
Dealing with Difficult Client Situations	5	26 February 29 October	£100	£115 plus VAT	£135 plus VAT
Key Skills for Reception Workers	5	12 March 15 October	£100	£115 plus VAT	£135 plus VAT
Train the Trainer	10	18 & 19 June	£230	£265 plus VAT	£330 plus VAT
Effective Supervision for Managers & Supervisors in Advice Services	10	26 & 27 March 22 & 23 October	£230	£265 plus VAT	£330 plus VAT
Become a Brain Friendly Trainer!	5	17 September	£100	£115 plus VAT	£135 plus VAT

In-house training – can't come to us? We'll come to you!

Course	AdviceUK members	Voluntary sector	All others
Introduction to Money Advice for Local Authorities and Housing Associations	£700	£750 plus VAT	£800 plus VAT
Supporting Clients with Mental Health Issues			
Making the Most of your Volunteers			
Outcomes focus – what is it and how can we achieve it			
Coaching & Mentoring			
Commissioning			
Case & File Management			
Managing Change			

If you have other areas you would like covered please call us on 0300 777 0108 to discuss your needs - we'll do all we can to help.

All our courses attract CPD hours through the Solicitors' Regulatory Authority (formerly the Law Society) reference BTI/FIAC

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

Advice & Guidance	AdviceUK members	Voluntary sector	All others
Level 3 Certificate	£1174	£1247 plus VAT	£1450 plus VAT
Level 4 Diploma	£1471	£1603 plus VAT	£1840 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 Award	£700	£750 plus VAT	£800 plus VAT
Level 3 Certificate	£1360	£1495 plus VAT	£1690 plus VAT
NVQ Certificate in Customer service			
Level 2 Certificate	£1253	£1359 plus VAT	£1560 plus VAT

Training & qualification/accreditation packages

Programme	Calendar	AdviceUK members	Voluntary sector	All others
Fast-TRAC Programme for Trainers	Flexible – please contact us for more details.	£500	£550 plus VAT	£600 plus VAT
Become a Vocational Assessor!	2 & 3 April 8 & 9 October	£485	£535 plus VAT	£595 plus VAT
Become an Internal Verifier!	Flexible – please contact us for more details.	IV Award - £500 Lead IV Certificate - £550	IV Award - £550 Lead IV Certificate - £600	IV Award - £600 Lead IV Certificate - £650
Become a Teacher in the Lifelong Learning Sector! (PTLLS)	Offered as an in-house programme. Please contact us for more details.	£500	£550 plus VAT	£600 plus VAT
Working with Substance Misuse	Flexible – please contact us for more details.	£500	£550 plus VAT	£600 plus VAT
Team Days and Team Building	Flexible – please contact us for more details.	Various packages – please contact us for more details.		

Learning & Skills Promise: our commitment to you...

Sign up for a training course or qualification with us and this is what we promise you:

- A personal service: We are a small & friendly centre and we pride ourselves on the supportive relationships that we cultivate with our learners
- Learning that meets your needs: Your development is our priority & we take extra care to design our programmes to fit your needs
- A focus on quality: Our suite of programmes are always developing & growing; we don't rest on our laurels! In 2011 we were delighted to be awarded a City & Guilds Medal for Excellence
- Trainers who deliver with passion: Our trainers & assessors are accredited to national standards and use the latest tools & techniques to ensure that learning really 'sticks'
- If you're happy, tell us! Furthermore, if you think we could be doing something better or differently, we really want to know. Your views matter as they help us to craft & shape our services.

We look forward to supporting you on your learning journey!

To find out more about AdviceUK courses and qualifications and to download booking forms, please visit adviceuk.org.uk/training or contact us through training@adviceuk.org.uk or by calling **0300 777 0108**.

