

S2B

SERVICESTOBUSINESS



UCM 

University College Isle of Man
Colleish-Oillooscoil, Ellan Vannin
a College of Further & Higher Education

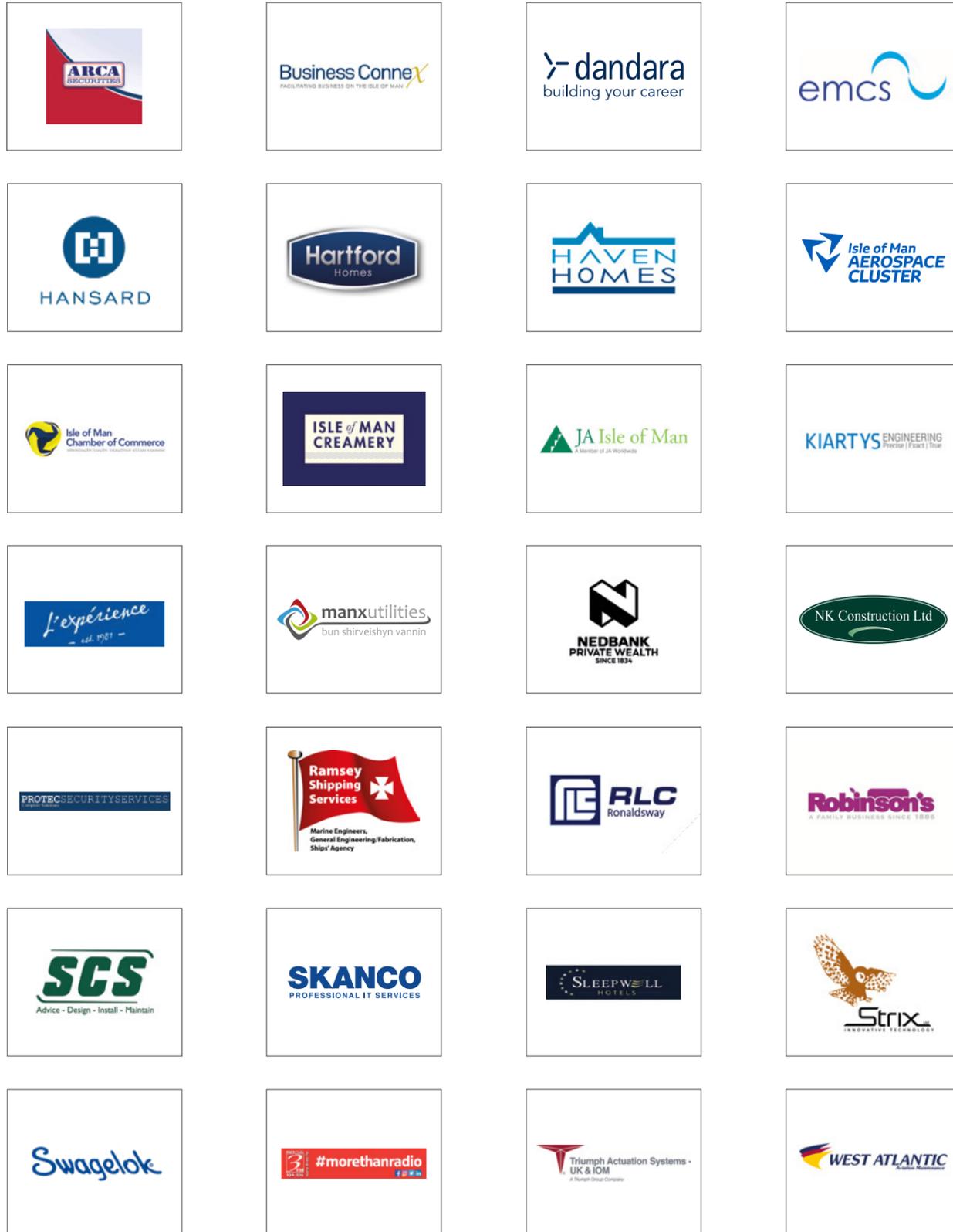
Our mission: to serve the Isle of Man community through excellence in training and education.

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Partnered Businesses

Businesses on the Isle of Man benefit from working together with us. Here are some examples of those businesses, there are many more.



Introduction

University College Isle of Man (UCM) has a long-standing reputation for excellence in training and education on the Island. We are proud to have inspired, empowered and challenged our students over the years to successfully make an impact on the world around them.

Our ethos is rooted in the belief that each individual deserves the opportunity to access lifelong learning and this is demonstrated in the way we deliver our services. For example, our curriculum offer includes follow-up courses which provide professionals with the opportunity to up-skill according to changing industry demands.

As a business owner or manager, we understand that your business may have changing skill requirements which need to be met in order to stay competitive in the ever evolving Manx economy. We fully support you by providing you with a range of options to advance and develop your staff.

We would like to partner with you to boost your staff skillsets and transform your business by providing relevant, high-quality and accessible professional courses and skills-based training programmes that are tailored to meet your business needs.

You can tap into the wealth of knowledge and expertise of the teaching staff at UCM, who are highly skilled and qualified, and who have worked in industries related to their areas of specialism.

You will be able to take advantage of the facilities we offer in all of our six campuses. In some cases, we may also run the courses at your own business premises.

To ensure we provide relevant education and training to meet business needs, we will continuously be enhancing our Services to Business (S2B) offering. If the course you are looking for is not included in this guide, we would be happy to work alongside you to develop and deliver a programme that precisely fits your needs. We can even work with an awarding body to develop an accredited qualification for your industry.

We look forward to partnering with you.

The UCM Team





Services to Business

Our Services to Business (S2B) offering includes a wide range of courses across many subject areas and aims to support collaboration with businesses across the Island. As an employer you also have opportunities to engage and employ our students and bring fresh thinking into your business.

Core S2B training courses

Our S2B training courses cover a wide range of subject areas and can be delivered at a time and location to suit you. All courses have a completion certificate and many attract accreditation from an awarding body: the organisation that writes the qualification, checks the quality of the provision and issues certification.

Each course has a suggested duration, however, how it is delivered may be flexible depending upon the nature of the course and the number of delegates attending.

Bespoke training courses

Our team of course designers can work with you to develop a course which reflects your current business needs. This includes the option to have the course delivered on your premises, if you prefer*. During the course design, your brief is taken, refined and mapped against any existing qualifications and finalised by you and your team, to ensure the best possible solution is delivered.

*subject to availability of any specific resources required.

Course collaboration

If your business would like to bring a specialist to the Island to run a particular event, but is finding it difficult to make the course viable, we can work with you to find other businesses that might want to take advantage of the same training courses. This way, we are able to widen the potential for the Island's business community to benefit from the training. We can also help to facilitate the training.

Facilities and services

Our six campuses: Homefield Road, William Kennish, Elmwood, Hills Meadow, Nunnery and Keyll Darree, boast a range of spaces and facilities, some of which can be booked to host conferences, promotions, training or business networking events, all at very reasonable rates.

Available spaces include lecture theatres, laboratories, studios, training suites and practical workshops. We can also provide catering, if required.

Research opportunities

We can work with you to provide value added research that supports you in finding innovative solutions to the challenges that your business is facing.

Research projects:

Our final year degree and masters students complete a research project which is typically conducted in partnership with a local business. The students undertaking these projects would be those studying IT, business, event management & marketing, finance, media or social care. This model adds value to all.

Work-based placement opportunities:

Our second year degree students undertake a five-week placement during which a mutually worthwhile project is agreed between the student and the selected organisation.

Apprenticeships

We offer a wide range of apprenticeship programmes that start at foundation level and extend to intermediate, advanced, higher and degree levels. Apprentices can study on a part-time basis with potential funding through Department of Education, Sport & Culture (DESC); an attractive and viable option for you to develop your workforce and to drive innovation and growth.

Our apprenticeship programme is continuously growing. If you have any suggestions for new apprenticeships, we are happy to discuss them with you.

Access to grants and funding

DESC offers employers and individuals grants and/or funding towards both vocational training courses and apprenticeship programmes.

All UCM apprenticeship programmes qualify for grant support under the Skills Development Scheme. More information about this scheme is available on the DESC's website:

www.gov.im (search for apprenticeships).

DESC's funding towards vocational training courses is discretionary under the Vocational Training Assistance Scheme (VTAS). More information about this scheme is available on the DESC's website:

www.gov.im (search for DESC vocational training assistance scheme).

Core S2B Training Courses

Business and Enterprise

Adobe InDesign for Beginners

An introduction to the basics of using Adobe InDesign from a professional user perspective. The course is structured around how to use the software to create graphics, logos, posters and documents, and will also evolve around your own skills and abilities as you progress.

Duration: 16 hours

Outcome: UCM completion certificate

E-Business Management

In this course, you will explore the extraordinary growth in e-commerce and examine how the emergent, yet rapidly evolving, digital economy has fundamentally changed underlying business strategies and models. You will learn core electronic communications networks, new mobile technologies, and examine the socio-political and change management constraints faced when deploying new technologies in business.

Duration: 20 weeks

Outcome: UCM completion certificate/
University of Chester module certificate

Foundation Certificate in Human Resources Practice (CIPD Level 3)

The Chartered Institute of Personal Development (CIPD) programme will help you develop the skills and attributes you need to be a globally recognised human resources (HR) professional. This qualification will provide you with a professional level of membership (Associate member) which demonstrates your competence in the workplace.

The Level 3 qualification reflects your ability to carry out a wide range of relevant practical skills in HR practice. It is suitable for you if you are aspiring to, or embarking on a career in HR, or even if you are working in the field of HR in a support role and wish to develop your knowledge and skills.

Duration: 35 weeks

Outcome: CIPD certificate

Foundations of Cybersecurity – Concepts

This course is one of the modules on the Degree in Cybersecurity. It will provide you with an introduction to cybersecurity and the topics discussed are:

- An introduction into computer systems, software and networking, with respect to cybersecurity
- Core understanding of cybersecurity terminologies
- Threats, resolutions and auditing relating to IT systems and governance
- Design and development considerations

Duration: 12 weeks

Outcome: UCM completion certificate/University of Chester module certificate (additional fee may apply)

Foundations of Cybersecurity – Tools and Techniques

This course is one of the modules on the Degree in Cybersecurity. It will provide you with an introduction to cybersecurity and will look at the tools and techniques involved in:

- Selecting and applying core technologies
- Cryptography
- Human factors
- Auditing (security audits, logging, digital investigation etc.)
- Defence-in-depth
- Pentesting
- Access control

Duration: 12 weeks

Outcome: UCM completion certificate / University of Chester module certificate (additional fee may apply)

How to Use Facebook for Business

Facebook is a powerful marketing tool for businesses, allowing you to interact directly with potential and existing clients. Learn how you can maximise your business' social media presence in order to successfully promote and market your products and services.

Duration: 6 hours

Outcome: UCM completion certificate

How to Use LinkedIn

LinkedIn is the most prominent social networking website for professionals today. Learn how you can set up a LinkedIn account and how to use this powerful tool to highlight your skills and experiences to impress your network of connections. You can also start social selling and connect with important influencers online.

Duration: 6 hours

Outcome: UCM completion certificate

Intermediate Certificate in Human Resources (CIPD Level 5)

The Chartered Institute of Personal Development (CIPD) programme will help you develop the skills and attributes you need to be a globally recognised HR professional. This qualification will provide you with a professional level of membership (Associate member) which demonstrates your competence in the workplace.

The Level 5 intermediate qualification demonstrates your knowledge and understanding of different HR models and practices, and the external factors that impact on organisations. It is suitable for you if you are working in HR and need to extend your knowledge and skills; have responsibility for implementing HR policies and strategies and need to understand the role of HR in the wider organisational and environmental context.

Duration: 35 weeks

Outcome: CIPD certificate

International Association of Bookkeepers (IAB)

IAB provides the knowledge, skills and examinations bookkeeping (Level 1 to 3). This includes the basics of double entry records, preparing reconciliations, trial balances up to the complexities of preparing financial statements.

Duration: Level 1: 12 weeks

Level 2: 16 weeks

Level 3: 28 weeks

Outcome: IAB certificate

Introduction to Animation

This course is an introduction to visual storytelling and animation, popular among marketers, using Adobe Animate CC. It includes easy to follow steps, as well as an introduction to the various theories involved with visual storytelling.

Duration: 18 hours

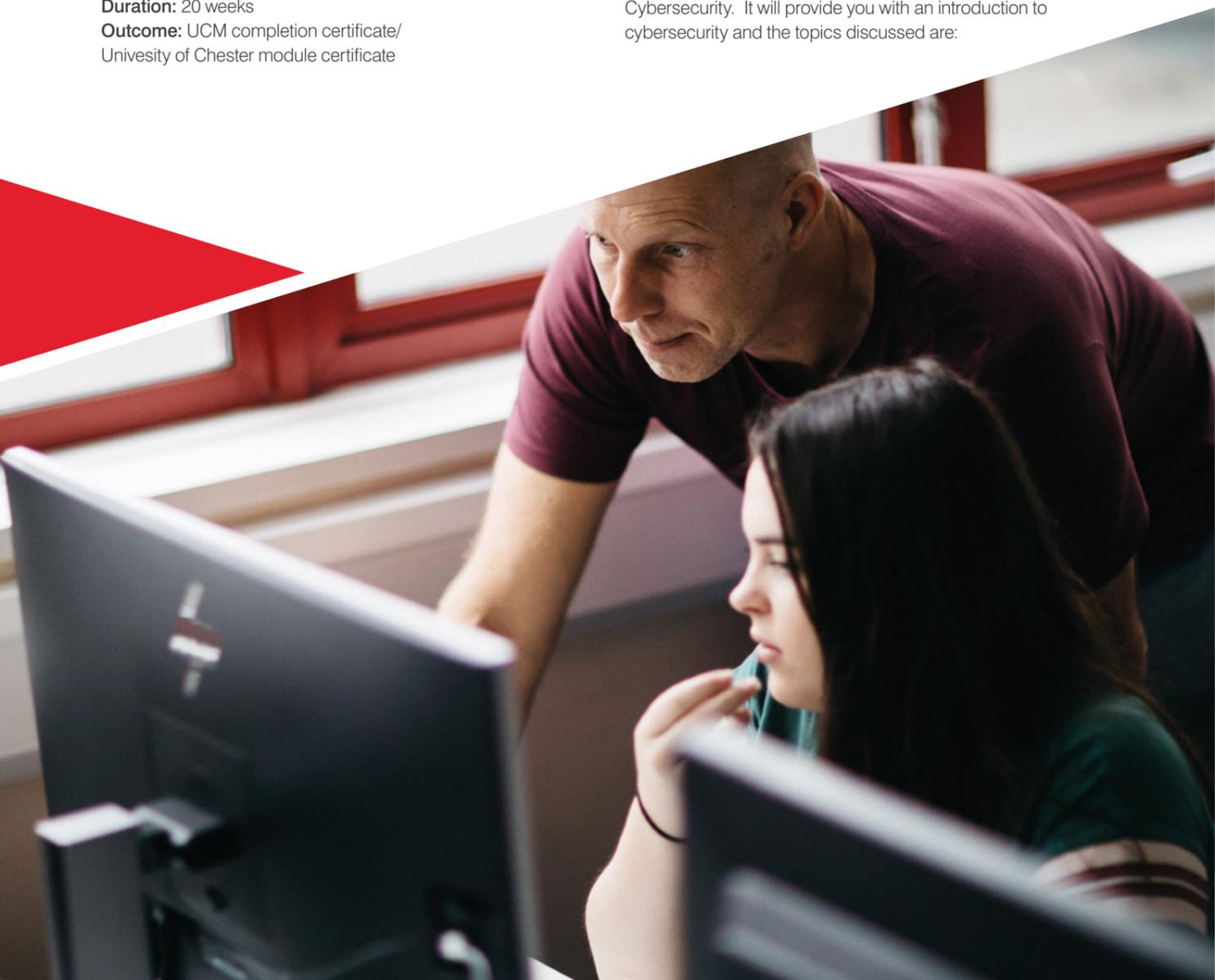
Outcome: UCM completion certificate

Introduction to Sage 50 Accounts (Computerised Bookkeeping)

Ideal if you want to learn to use Sage to produce computerised accounts. No previous bookkeeping knowledge required, although it would be an advantage.

Duration: 18 hours

Outcome: UCM completion certificate



Business and Enterprise continued

Marketing: What Do You Want From It?

A simple approach to marketing, based around your business needs and what you want to get from it. The course deals with real situations within a classroom environment through collaboration, discussion, implementation, analytics and feedback.

Duration: 16 hours

Outcome: UCM completion certificate

Micro Business Grant Scheme (MBGS)

This is ideal if you have a business idea but feel that you lack the knowledge and experience to take the next step. MBGS is designed to provide you with the necessary financial support, training and business acumen to get your business off the ground.

Duration: 4 ½ days

Outcome: UCM completion certificate

Microsoft Excel Foundation

If you have no prior knowledge of Excel or if you use it at a basic level to fill in spreadsheets, this course is for you. You will be taught how to create a simple spreadsheet and customise it so that your data is well presented.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Excel Intermediate

This course is a follow-on from the Excel Foundation course and no prior knowledge of charts is assumed. This course is suitable if you wish to brush up your knowledge before embarking on the advanced courses as it incorporates some revision and extension of the Excel foundation level skills.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Excel Advanced (Part 1)

This course is suitable for you if you have taken the Excel Intermediate course or if you have the equivalent skills. As a requirement, you need to be familiar with basic functions and formulae, including absolute and relative cell referencing, and know how to calculate percentage and VAT confidently.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Excel Advanced (Part 2)

This course is only suitable for you if you have taken the Excel Advanced (Part 1) course, as this is a continuation from that course. You will explore features used by Excel to simplify complicated tasks, allowing you to perform tasks that go beyond basic use.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Word Foundation

This is a good starting point if you have little or no prior knowledge of using Word or if you are self-taught. You will be shown how to create, edit and save Word documents so that they are well presented.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Word Intermediate

This course is perfect for you if you already have a good working knowledge of Word, or if you have completed the Word Foundation course. In this course we will help you to become more confident with the basic Word features and extend your skills to include advanced tables, automatic fields and Mail Merge.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Word Advanced

If you have a good working knowledge of Microsoft Word or have already completed the Intermediate course, this course will be ideal for you. In this course you will delve a bit deeper into Word and learn how to produce professional documents in a faster and smarter way.

Duration: 1 day

Outcome: UCM completion certificate

Microsoft Word – Introduction to Mail Merge

This course would be useful to you if you have a good working knowledge of Microsoft Word or have completed the Word for Beginners course. The course will show you how to take advantage of Word's Mail Merge feature.

Duration: 4 hours

Outcome: UCM completion certificate

Microsoft PowerPoint Foundation

If you are a new or an inexperienced user of PowerPoint, this course is for you. During the course you will learn how to create simple, but effective presentations using a variety of the features contained within the software.

Duration: 4-6 hours

Outcome: UCM completion certificate

Outlook/Internet

If you are either new to or have some basic knowledge of Outlook and the Internet, this course will provide you with a basic introduction to the World Wide Web; enabling a more efficient and effective use of browsers and searching for web based sources. It will help you to increase your efficiency at work by helping you to deal with potential overload of information in the form of e-mails, appointments, contacts, tasks and documents.

Duration: 1 day

Outcome: UCM completion certificate

Professional Development Award (PDA) in IT in Business

PDA is aimed at developing your professional skills while you are in employment. It consists of three modules that can be studied independently. When they are all completed the PDA is awarded. The three individual modules are:

- IT in Business – Databases (PDA Level 3)
- IT in Business – Spreadsheets (PDA Level 3)
- IT in Business - Wordprocessing & Presentations (PDA Level 3)

Duration: 10 weeks, 10 weeks and 12 weeks respectively

Outcome: PDA certificate

Publisher

Unleash your creative side with this Microsoft Publisher course. The course would suit you if you are already familiar with Microsoft Word and are new to Publisher, or if you just wish to improve on your current Publisher skills. You will learn how to create impressive flyers, posters, newsletters, certificates, pamphlets and booklets.

Duration: 1 day

Outcome: UCM completion certificate

Sketch-Up

This course is an introduction to developing 3D design ideas using a computer. The SketchUp Pro software is very user-friendly and enables wonderful perspective drawings. It is ideal if you are planning interior design projects and proposals, but can also be used for modelling objects and outdoor spaces.

Duration: 5 hours

Outcome: UCM completion certificate

“ I recently completed the Micro Business Grant Scheme training in readiness to launch my Social Media Marketing Consultancy. The course provided loads of great information around creating a business plan and other key subjects which have helped me establish a firm foundation to take my business to the next level. The tutors were very approachable and were able to offer industry experience to accompany the theory. The course also provided a platform to meet like-minded individuals, which made for a great energy. I recommend any small, new business owner to sign up! ”

Kirsty Lawrence, Social Media Marketing Strategist and Founder of Mann Social



“ We have partnered with UCM for many years across a range of student apprentices that have been placed including electrical, plumbing and joinery. More latterly we have also signed up to other courses which cannot be delivered on Island. In this instance, UCM have assisted with other UK training providers allowing for joined up training. We are more than happy with the ambition and the quality of the apprenticeship training provided. ”

Alan Clague B.Eng (Hons) – Director of SCS and President IoM Construction Federation



Compliance and Legislation Courses

18th Edition IET Wiring Regulations

This course is suitable for you if you are a practising electrician who has relevant experience and need to update and enhance your understanding of the IET Wiring Regulations.

Duration: 3 days

Outcome: City & Guilds certificate

Periodic Inspection & Testing

This course is for you if you are a practising electrician who has not carried out inspection and testing since qualifying or is required to update the process of how to plan and carry out this pivotal part of electrical installation.

Duration: 5 days

Outcome: UCM completion certificate

Portable Appliance Testing (PAT) Course (P1095)-IC

This practical workshop is ideal for you if you are involved in the inspection and testing of portable appliances. You will receive an overview of the functions and operations of test instruments, as well as learn the different types and classes of appliances.

Duration: Half a day

Outcome: UCM completion certificate

RYA VHF Radio GMDSS Short Range Certificate

Passing this course will authorise you to use a radiotelephone on the VHF international frequencies of the maritime mobile band for voice communication. The course leads to the Short Range Certificate. Course books and assessment papers are provided.

Duration: 3 days

Outcome: RYA certificate

RYA Coastal Skipper/Yachtmaster Certificate (Theory)

This is an advanced shore-based course in seamanship, navigation and meteorology. Students should ideally hold a Day Skipper Shore-Based certificate or equivalent. Course books, assessment papers and CD Rom are provided.

Duration: 44 hours

Outcome: RYA certificate

RYA Day Skipper Certificate (Theory)

This is a basic to intermediate level course in navigation, safety, seamanship pilotage, meteorology and boat management. Course books and assessment papers provided.

Duration: 44 hours

Outcome: RYA certificate

Ship Superintendents Programme

This programme is suitable if you are working in the maritime industry, including, but not exclusive to: Deck or Engine Superintendents (both newly promoted and experienced), Electrical Superintendents, Class/Flag State Surveyors, Marine Insurance Surveyors, Loss Adjusters, Maritime Lawyers and Consultants, Maritime Finance Personnel, Ship Owners' Personnel, Ship Operators, Charterers, Brokers, Superyacht Operators, Shore-based Technical Managers, Repair Contractors and Shipyard Senior Personnel.

It will provide you with a foundation in all aspects of ship operation, and provides all the knowledge, tools, skills and insight to make the transition from ship to shore-based employment.

You will be taught by a professional team of lecturers with an accumulated wealth of 250 years' experience, covering every aspect of the shipping industry.

Accredited by DNV-GL, CPD approved by IMarEST, endorsed by UCM and supported by the Isle of Man Ship Registry. Managed by EMCS International Ltd and has ISO 9001 approval.

To apply contact enquiries@emcs.co.im

Duration: 9 days

Outcome: UCM completion certificate

Unvented Hot water

If you are a plumber or an engineer, this course will enable you to install vented and unvented domestic hot water storage systems in compliance with the relevant building regulations and standards. By completing this course, you will be able to demonstrate your competence so you can either join a Competent Person Scheme allowing you to self-certify installations, or notify the local Building Control Department prior to commencing work.

Duration: 1 day

Outcome: BPEC certificate

Compliance and Legislation Courses continued

Water Bylaws

This course covers the Water Byelaws 2014 (Scotland) and meets the requirements of Water Regulations Advisory Scheme (WRAS). Some form of independent study prior to attending this course is required. Certification will go towards some of the entry requirements of meeting the criteria to join a Competent Person Scheme.

Duration: 1 day

Outcome: UCM completion certificate

Experienced Construction Contractor Courses

Basic Sheet Lead Work and Lead Bossing

This course will enable you to develop techniques for lead bossing and welding to prefabricate weathering components used on domestic housing.

Duration: 1 day

Outcome: UCM completion certificate

Block Paving

This modular paving course will enable you to complete block pave driveways and patios for potential customers.

Duration: 5 days

Outcome: UCM completion certificate

Colour Scheming

Get to know the colour wheel and schemes, room moods and sizes, as well as mixing paint and paint brands.

Duration: 1 day

Outcome: UCM completion certificate

Domestic Fascia Soffit and Bargeboard Installation

The course covers how to plan and carry out a risk assessment, develop tools and equipment lists, make and fix gable ladders, as well as install fascia, barge boards and soffits; whilst meeting environmental and health & safety regulations.

Duration: 1 day

Outcome: UCM completion certificate

Domestic Heating System Controls

If you are a practising electrician, this course will provide you with additional knowledge and training on the planning and installation of heating controls found on S plan and Y plan heating systems.

Duration: 1 day

Outcome: UCM completion certificate

Dulux Academy One Piece Wall Murals

Explore the range of digital mural options available, with advice and tips on surface preparation, measuring, setting out and developing application skills.

Duration: 1 day

Outcome: UCM completion certificate

Hand and Power Tool Safety Course

This course will provide you with the knowledge necessary to demonstrate competence in the maintenance and safe use of the following portable power tools: circular saws, jigsaws,

portable planers, drills, routers, mitre/chop saw, orbital and belt sander.

The course will include the following topics:

An awareness of health and safety legislations and regulations, such as:

- Health and Safety at Work Act 1974
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Personal Protective Equipment Regulations 1992 (PPE Regulations)

An awareness of the following subjects associated with portable power tools:

- Hand and Arm Vibration Syndrome (HAVS)
- Personal Protective Equipment (PPE)
- Risk assessments
- Pre-operational checks
- Safe operation of portable power tools
- Safe use and storage of portable power tools

Duration: 1 day

Outcome: UCM completion certificate

Kerb Laying

This course will teach you how to lay new or repair existing kerb lines. The course includes understanding the different types of kerbs, setting out, transferring lines and levels, laying kerbs (straight, radius, vehicular crossings and gradients), lining and backing up, natural stone kerbs and specialist kerbs. Different methods of mechanical lifting of kerbs (vacuum and clamp) will be covered on the course too.

Duration: 5 days

Outcome: UCM completion certificate

Making Good for Plumbers and Electricians

This course is an introduction to basic plastering techniques, including how to prepare surfaces, mixing plastering materials and tool selection. You will also learn how to repair damaged surfaces, cracks imperfections and chases, as well as patching and blending plasters.

Duration: 1 day

Outcome: UCM completion certificate



Experienced Construction Contractor Courses continued

Mapress/Geberit Plumbing and Sanitary Systems Product Course

By completing this training, you will gain confidence in installing and using these products internally and externally. In addition to this course, Geberit offers free courses on the use and installation of Mapress, where a representative from Geberit will conduct the course in person.

Duration: 1 day

Outcome: UCM completion certificate

Nail Gun Safety Course

The course will enable you to demonstrate training for the safe use and maintenance of gas and battery actuated nail guns.

Certification in gas and battery actuated fastening systems will help you ensure that you meet the current Health and Safety legislation requirements, as well as keeping you abreast with the following legislation and regulations:

- Health and Safety at Work Act 1974
- Provision and Use of Work Equipment Regulations (PUWER) 1998
- Personal Protective Equipment Regulations 1992 (PPE Regulations)

The course will include the following topics: nail gun hazards, triggers, procedures, PPE, injuries, air pressure and noise. It is suggested that the training certificate issued is valid for two years and after which a refresher course would be required.

Duration: Half a day

Outcome: UCM completion certificate

“ We find the quality of courses provided by UCM invaluable to our success as a local construction business. We have a number of employees as apprentices at UCM and have done since my own joinery apprenticeship some 35 years ago. UCM have provided excellent further education opportunities for our business.”

Les Nicol, Managing Director, NK Construction Ltd.

Silk Plaster

Silk plaster is an interior design product for walls and ceilings. The material gives surfaces the effect of a wallpaper covering. It uses only natural products such as textile and cotton fibres, and is an environmentally friendly natural plaster. This course covers surface preparation, mixing the material and application after care and sealing.

Duration: 1 day

Outcome: UCM completion certificate

Trac Pipe Course

This training is suitable for you if you are planning to instal a TracPipe, or if you need a refresher course on this topic. You will learn the benefits of TracPipe and develop a stong understanding of the installation fundamentals.

Duration: 1 day

Outcome: UCM completion certificate

Health, Care and Workplace Well-being Courses

Eating Well for Disease Prevention and Ageing Well

This course educates you on how eating well and living well can prevent the onset of diseases such as diabetes, high cholesterol, cardiovascular problems, cancer and obesity. You will also learn about ageing well in an informative and interesting way.

Duration: 2 hours

Outcome: UCM completion certificate

Mindfulness in the Workplace

Mindfulness can enhance wellbeing, focus, creativity and communication, and help us to respond more skilfully to pressure and challenges, resulting in calmer and more resilient

individuals, as well as a more harmonious and effective workplace.

Duration: 13 hours

Outcome: UCM completion certificate

Skills for Care (Level 1)

This course covers 15 units related to working in the Clinical and Healthcare Environment.

Duration: 5 days

Outcome: UCM completion certificate





Technical Courses

Award in Barista Skills

The modern café not only serves a range of espresso-based drinks such as cappuccino and latté but often serves teas, filtered coffee, hot chocolate, juices and smoothies. The Award in Barista Skills (Level 2) course encompasses instruction on preparing all of these drinks.

Upon completing this course, you will be able to produce a range of drinks as above, have general background knowledge on the ingredients that make them as well as calibrate, use and maintain the necessary equipment. The course is divided into four areas:

- Demonstrate product knowledge
- Clean and check equipment
- Display drink building techniques
- Serve customers

You will be assessed by a written examination and practical assessment.

Duration: 1 day

Outcome: City & Guilds certificate

Award in Food Safety in Catering (Level 2)

This qualification is suitable for you if you are or intend to be a food handler in the catering industry. This course will prepare you for employment in catering, or to support a role in a catering workplace. Subjects covered include: hazards and controls, food safety management, temperature controls, food poisoning control, personal hygiene, cleaning and disinfection, food pests, and the role of the food handler in keeping food safe. You will be assessed by a multiple-choice examination.

Duration: 20 hours (minimum)

Outcome: Highfield certificate

Award in Food Safety in Catering (Level 3)

This course would be useful if you currently work in the catering industry and wish to progress to a higher or supervisory level. Subjects covered include ensuring compliance with food safety legislation, the application and monitoring of good hygiene practice, how to implement food safety management procedures, and the application and monitoring of good practice regarding contamination, microbiology and temperature control. This qualification is assessed by a multiple-choice examination.

Duration: 20 hours (minimum)

Outcome: Highfield certificate

Award in Health & Safety in the Workplace (Level 2)

This qualification will provide you with the knowledge of the basic health and safety practices essential in the workplace. Subjects covered include:

- Responsibilities of employers and employees
- The benefits of good health and safety
- Risk assessment and how they can reduce accidents
- Near misses and ill-health
- Typical hazards and controls in a workplace
- Common causes of accidents
- Near misses and ill-health
- Emergency procedures
- The importance of recording accidents, near misses and ill-health.

This qualification is assessed by a multiple-choice examination.

Duration: 1 day

Outcome: NEBOSH certificate

Brush Cutters and Trimmers

In this course you will learn how to use a trimmer safely and with confidence. You will be taught the relevant regulation and safety requirements, how to correctly maintain PPE and ensure a safe working environment. Course session includes:

- Prepare for trimmer and brush cutter operations
- Maintaining a trimmer/brush cutter
- Engine maintenance
- Operating a trimmer/brush cutter

Duration: 2 days

Outcome: Lantra certificate

Customer Service (Level 2)

This qualification is ideal for you if you are currently working in a customer service role or where using the telephone is part of your role, or if you are working towards this kind of role. Subjects covered include understanding the principles of customer service, how customers' needs and expectations are formed, knowing the interpersonal skills and appropriate behaviour required in the customer service environment, and understanding the principles of responding to customers' problems or complaints. This qualification is assessed by a multiple-choice test.

Duration: 1 day

Outcome: Highfield certificate

Technical Courses continued

Food Allergen Awareness and Control in Catering (Level 2)

The qualification is suitable for you if you are a food handler or if you are involved in food preparation and service in the catering industry. The qualification is designed to provide you with the knowledge and understanding of food allergens and foods that commonly cause intolerance, their characteristics and effects, the importance of effectively communicating information regarding allergenic ingredients to customers, and how to minimise the risk of cross-contamination from allergenic ingredients. This qualification is assessed by a multiple-choice examination.

Duration: 1 day

Outcome: Highfield certificate

Ground Care Equipment and Health & Safety Awareness near Waterways and in Public Areas

In this course you will learn how to comply with safety and legal requirements in relation to brush cutters/strimmers and mowers (pedestrian and ride-on). There will be an emphasis on safe practice warnings signs and guards. You will also find out how to identify faults, choose appropriate PPE, select the correct cutting head, perform routine maintenance, carry out fuel mixing, demonstrate how to operate a brush cutter/trimmer and mower in a manner that is safe for the user, the public and the environment.

Duration: 1 day

Outcome: Lantra certificate

Healthy Food and Special Diets (Level 2)

This qualification will benefit you if you prepare and serve food, e.g. if you are a chef, kitchen porter, member of waiting staff, a health care worker or a childminder. It is designed to provide you with a basic understanding of nutrition and the requirements of special diets, and to enable you in the planning of well-balanced meals that have a positive impact on health.

Subjects covered include current nutritional guidelines for a healthy diet, the impact diet has on health, food preparation techniques that maintain the nutritional value of food and understand how to plan and provide meals for those with special diets (including medical needs, allergies, vegans, vegetarians and diets for different faiths). This qualification is assessed by a multiple-choice examination.

Duration: 1 day

Outcome: Highfield certificate

Introductory Revit Training

Learn the basic tools of Revit, a software for Building Information Modelling (BIM), in this practical training which is focused on the construction industry. You will need to be competent in Autodesk to undertake this training.

Duration: 18 hours

Outcome: UCM completion certificate

Introduction to Ground Work

In this course you will learn some basic skills relating to ground work including manual handling, site safety awareness, material awareness, using concrete, kerb laying and block paving. You will be required to have your own Personal Protective Equipment (PPE) and outdoor clothing.

Duration: 5 days

Outcome: UCM completion certificate

Languages for Business

We can develop a bespoke language training course for your business which is tailored to your sector and business needs and goals. Here are some of the languages we can teach:

- Chinese
- French
- German
- Italian
- Japanese
- Latin
- Manx
- Russian
- Spanish
- Portuguese

Duration: Tailored to the language level and your business needs

Outcome: UCM completion certificate

Pedestrian Mower

This course will give you an insight into both, safety and risk assessments. You will learn the capabilities of a pedestrian mower and how to maintain it, as well as tips on mowing on different surfaces including slopes. Course sessions:

- Legislation
- General safety
- Risk assessment
- Hydrostatic drive
- Cutting mechanisms
- Controls and equipment
- Daily checks
- Safe methods of operation
- Working on slopes
- Transportation
- Safety with fuel

Duration: 1 day

Outcome: Lantra certificate

Ride on Mower

This course will give you an insight into both, safety and risk assessments. You will learn the capabilities of a ride on mower and how to maintain it, as well as tips on mowing on different surfaces including slopes. Course sessions:

- Legislation

- General safety
- Risk assessment
- Hydrostatic drive
- Cutting mechanisms
- Controls and equipment
- Daily checks
- Safe methods of operation
- Working on slopes
- Transportation
- Driving on public roads
- Safety with fuel

Duration: 1 day

Outcome: Lantra certificate

The Safe Use of Pesticides: (P1092)-IC

• Foundation Unit (PA1)*

This is a foundation unit that covers the key aspects of legislation in relation to pesticides, identification of precaution, and maintenance and storage of Personal Protective Equipment (PPE). This module is assessed by a computer based multiple choice exam.

Duration: Half a day

Outcome: City & Guilds certificate

• Boom Sprayer (PA2)

In this unit you will learn how to prepare, calibrate, operate and routinely maintain a boom sprayer applicator, as well as use information detailed on the product label to determine the approved use. Also included in this unit is how to clean relevant PPE.

**Candidates are required to have completed PA1 before taking this unit*

Duration: 1 day (plus assessment)

Outcome: City & Guilds certificate

• Hand Held Applicators (PA6)

This unit covers how to prepare, calibrate, operate and routinely maintain a hand held applicator, as well as use information detailed on the product label to determine the approved use. Also included in this unit is how to clean relevant PPE.

**Candidates are required to have completed PA1 before taking this unit*

Duration: 1 day (plus assessment)

Outcome: City & Guilds certificate



Apprenticeships

An apprenticeship is a way of linking together working and studying in an area that an individual has an interest in. This mixture not only provides individuals with a qualification but with an opportunity to earn a wage during their studies. Apprenticeships also contribute to the company's success by providing the business with skilled employees. Already many employers on the Island are taking part in our apprenticeship programmes, providing opportunities across many sectors for individuals to start a new career.

What kind of apprenticeships are available?

Apprenticeships now span most areas of work and are no longer restricted to what would have been considered the traditional sectors which offered this route to study. New apprenticeship frameworks are being developed and made available at many levels and are being designed to reflect the needs of a particular economic sector on the island.

Foundation, intermediate, advanced, higher and degree apprenticeships are available, with information, advice and guidance offered to ensure individuals are placed on the level which suits both them and their employer.

Apprenticeship frameworks are designed to ensure that the skills gained by the apprentice not only support the employer's business, but that they also provide progression to higher levels and support career development. This means that apprenticeships can be as short as one year to complete, depending on the skills requirement of the sector.

Apprenticeships offered:

- Accounting
- Agriculture
- Brickwork
- Business Administration
- Carpentry and Joinery
- Construction Technician
- Creative Arts/Media (in development)

- Electrical Engineering
- Electrical Installation
- Engineering and Manufacturing
- Hairdressing
- Hospitality and Catering
- Horticulture
- Information Communication Technology
- Motor Vehicle Engineering
- Painting & Decorating
- Plumbing
- Sports (in development)

When can an apprentice start their apprenticeship?

Most apprenticeships begin in September, however where there are a high number of employers wanting apprentices for the workplace, a rolling programme may be provided and apprentices can start at different points during the year. There may also be a need for a different start date for certain sectors, for example where the demands of the workplace are high during peak periods, making it difficult for an employer to release an apprentice. Please contact us if you have a specific query about start dates.

More information:

If you cannot find an apprenticeship that you are interested in, or if you are interested in developing a new framework for your industry/employment sector, please contact us on 648200 or email apprenticeships@ucm.ac.im

“Employees with engineering skills and qualifications are in high demand on the IOM and across the world. I believe that the apprenticeship schemes offered by UCM are critical to the success of the engineering sector, as they not only set high standards for the workforce, they also support the succession plans of our IOM businesses and enable the sector to continue to grow.”

David Hester, Chair of the Awareness of Careers in Engineering (ACE) Committee and the STEM Committee of the Isle of Man Chamber of Commerce

Case Study

Student name: Ethan Herbert

Course: HNC in Computing (BTEC Level 4)

Employer: Hospice Isle of Man

UCM student, Ethan Herbert, currently works full-time in the IT Department at the Hospice and studies at College one afternoon a week. He is currently leading an exciting project to improve the communication software that the Hospice uses to connect with off-Island medical specialists.

Ethan secured this job role just before he completed his previous course at UCM. Once he had begun working at the Hospice, both he and his employer were keen for him to build on his education, which led to him enrolling onto the Apprenticeship Programme.

“I've found working at the Hospice really beneficial as before this I had no prior work experience in IT. Having a nice balance of working and studying at the same time has definitely improved my overall knowledge,” Ethan explained, adding, “apprenticeships are really great for anyone who is looking to earn while they learn.”





Our vision: deliver learning that is world-changing and drives our nation's future.

Whatever your business needs, we welcome the opportunity to explore how we can help you find the right solution for your business.

Contact us on 648200 or email mail@ucm.ac.im



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mail@ucm.ac.im



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