

“The training courses held at Forth Valley College have benefited staff at all levels, from learning the fundamentals of how to use a computer to professional development in Health and Safety and Learning and Development. There has also been upskilling of staff in a variety of areas such as, time management, use of Excel, communications and presentational skills. Our mechanics are also now trained in maintenance of electric vehicles.”

Forestry and Land Scotland

“Using the Flexible Workforce Development Fund we have been able to access a vast amount of training through Forth Valley College that is vital to our business and allows us to upskill our employees.”

Tillicoultry Quarries

“The FWDF continues to provide the Council with additional opportunities to use training courses at Forth Valley College to develop the skills of our workforce; particularly in areas where there are current or emerging skills gaps, and ones which in the past may have disproportionality impacted on our low-paid workers.”

Clackmannanshire Council

FLEXIBLE WORKFORCE DEVELOPMENT FUND 2022/23



FIND OUT MORE:

Forth Valley College has a dedicated team who will support eligible companies through the application process to maximise the use of the fund to meet individual business training needs:

Contact us today . . .

email: fwdf@forthvalley.ac.uk

call: 01324 403000

visit: www.forthvalley.ac.uk/FWDF

Further information is also available at www.sfc.ac.uk

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FILL YOUR SKILLS GAP

www.forthvalley.ac.uk/FWDF

Forth
Valley
College 
Making Learning Work

FLEXIBLE WORKFORCE DEVELOPMENT FUND

Helping local businesses across the Forth Valley region to develop their workforce

In response to the pandemic we have developed a range of courses that can be delivered virtually via Microsoft Teams or Zoom. These courses are facilitated by one of our experienced trainers and are as interactive as their in-person alternative.



KEY FACTS

- Apprentice Levy paying organisations are entitled to access up to £15,000
- SMEs are entitled to access up to £5,000 per round of funding
- Funding is aimed at addressing organisational skill gaps, improving workplace productivity and supporting employers
- Supply chain companies/staff can be included within an application
- Eligible organisations can apply for FWDF 22-23 funding only once per funding year

IMPORTANT INFORMATION

- The application stage closes on the 31 July 2023, however as funding is allocated on a first come first served basis we anticipate that our allocation will be fully committed before then. As a result we recommend that you contact us as soon as possible
- We will support your organisation through the very simple application process
- Funding can be used as part-contribution towards training of a higher cost
- Due to funding requirements all candidates undertaking training must complete a college enrolment form
- Organisations must complete an application form and submit to Forth Valley College
- All training is subject to FWDF T&Cs



Below is a selection of training courses which you may be able to access via the fund. Please note, this is not a prescriptive list. We will consider your specific training requirements and we may be able to offer training solutions which are not in the below table.

Area	Course	Duration	Virtual Delivery	In-Person Delivery	Group or Individual
Auditing New	ISO Introduction to Processes and QHSE Management Systems	1 Day	✓	✓	Group
	ISO 9001 - Internal Auditor Quality	2 Days	✓	✓	Group
	ISO 45001 - Internal Auditor Occupational Health and Safety	2 Days	✓	✓	Group
	ISO 14001 - Internal Auditor Environment	2 Days	✓	✓	Group
	ISO 9001 - Advanced Auditor Quality	3 Days	✓	✓	Group
	ISO 45001 - Advanced Auditor Occupational Health and Safety	3 Days	✓	✓	Group
Communication Skills	ISO 14001 - Advanced Auditor Environment	3 Days	✓	✓	Group
	Assertive Communication	1 Day	✓	✓	Group
	Conflict Resolution Skills	1 Day	✓	✓	Group
	Customer Service - Face to Face	1 Day	✓	✓	Group
	Customer Service – Over the Phone	1 Day	✓	✓	Group
Digital & IT Skills	Deaf Awareness	½ Day	✓	✓	Group
	Effective Communication Skills	1 Day	✓	✓	Group
	Microsoft 365 - Introduction/ Intermediate/ Advanced	1 Day	✓	✓	Group
	Microsoft Excel - Introduction/ Intermediate/ Advanced	1 Day	✓	✓	Group
	Microsoft PowerPoint - Introduction/ Intermediate/ Advanced	1 Day	✓	✓	Group
	Microsoft Word - Introduction/ Intermediate/ Advanced	1 Day	✓	✓	Group
Electrical Safety	Working With Microsoft Teams	½ Day	✓	✓	Group
	City & Guilds 18th Edition	3.5 Days	✓	✓	Group or Ind.
	City & Guilds Electric Vehicle Charging	2 Days		✓	Group or Ind.
	City & Guilds Inspection and Testing 2391-52	3 Days		✓	Group or Ind.
	CompEx 01-04	5 Days		✓	Group or Ind.
	CompEx 01-04 Refresher	2 Days		✓	Group or Ind.
	CompEx Recognised Practitioners Programme (RPP)	2 Days		✓	Group or Ind.
	CompEx 11 Mechanical	3 Days		✓	Group or Ind.
	CompEx 12 Design	5 Days		✓	Group or Ind.
	CompEx 14 Responsible Person	4 Days		✓	Group or Ind.
	CompEx Dust	3 Days		✓	Group or Ind.
	CompEx Foundation	2 Days	✓	✓	Group or Ind.

Area	Course	Duration	Virtual Delivery	In-Person Delivery	Group or Individual
Electrical Safety	Electricity at Work Regulations Awareness	½ Day	✓	✓	Group
	Introduction to Hazardous Areas	1 Day	✓	✓	Group
	PAT Testing	2 Days		✓	Group or Ind.
First Aid	First Aid At Work	3 Days		✓	Group or Ind.
	First Aid Emergency	1 Day		✓	Group or Ind.
	First Aid Paediatric	1 Day		✓	Group or Ind.
	First Aid Refresher	2 Days		✓	Group or Ind.
Health & Safety	Accident and Incident Investigation	½ - 1 Day	✓	✓	Group
	IOSH Fire Safety Awareness	1 Day	✓	✓	Group
	IOSH Fire Safety for Managers	1 Day	✓	✓	Group
	Fire Marshall Training	½ Day	✓	✓	Group
	IOSH Managing Occupational Health & Wellbeing	1 Day	✓	✓	Group or Ind.
	IOSH Managing Safely	4 Days	✓	✓	Group or Ind.
	IOSH Managing Safely Refresher	1 Day	✓	✓	Group or Ind.
	IOSH Working Safely	1 Day	✓	✓	Group or Ind.
	Manual Handling	1 Day	✓	✓	Group
	NEBOSH General Certificate	15 Days		✓	Group or Ind.
	NEBOSH HSE Certificate in Process Safety Management	1 Day	✓	✓	Group or Ind.
	Process Safety Awareness	1 - 2 Days	✓	✓	Group
	Health & Wellbeing	FA First Aid for Youth Mental Health	1 Day		✓
Managing My Stress		1 Day	✓	✓	Group
Mental Health Awareness for Individuals		1 Day	✓	✓	Group
Mental Health Champion		1 Day	✓	✓	Group
Leading First Aid for Mental Health (FAA)		2 Days	✓	✓	Group or Ind.
Management & CIPD	CIPD Diploma in Strategic People	2 Years	✓		Group or Ind.
	CIPD Certificate in People Practice	1 Year	✓		Group or Ind.
	CIPD Diploma in People Management	1 Year	✓		Group or Ind.
	CMI Certificate in Management & Leadership	1 Year	✓		Group or Ind.
	CMI Diploma in Management & Leadership	1 - 2 Years	✓		Group or Ind.
	Communication Skills for Managers	1 Day	✓	✓	Group
	Leading & Building High Performance Teams	1 Day	✓	✓	Group
	PDA Project Management	1 Year	✓		Group or Ind.
	Progressing From Buddy to Supervisor	1 Day	✓	✓	Group
Personal Development & Effectiveness	Adapting to Change at Work	1 Day	✓	✓	Group
	Adjusting to Working from Home	1 Day	✓	✓	Group
	Building an Effective Team	1 Day	✓	✓	Group
	Building Resilience: Supporting Difficult Customers	1 Day	✓	✓	Group
	Preventing Bullying and Harassment in the Workplace	1 Day	✓	✓	Group
	Problem Solving and Decision Making	1 Day	✓	✓	Group
	Promoting Positive Diversity in the Workplace	1 Day	✓	✓	Group
	Time Management	1 Day	✓	✓	Group
	Renewable Energy New	Water Byelaws	1 Day	✓	✓
Domestic Hot Water Storage Systems		1 Day	✓	✓	Group or Ind.
Heat Pump Systems		4 Days	✓	✓	Group or Ind.
Legionella and Risk Assessment		1 Day	✓	✓	Group or Ind.
Safe Isolation		1 Day	✓	✓	Group or Ind.
Electricity for Plumbers		4 Days	✓	✓	Group or Ind.
Electrical Energy Storage Systems EESS		2 Days	✓	✓	Group or Ind.
Solar PV – Mapped		3 Days	✓	✓	Group or Ind.
Solar Thermal Systems – Mapped		3 Days	✓	✓	Group or Ind.
SVQ	SVQ Business and Administration	1 - 2 Years		Blended Learning	Individual
	SVQ Customer Service	1 - 2 Years		Blended Learning	Individual
	SVQ Engineering (Various Disciplines)	2 Years		Blended Learning	Individual
	SVQ Health and Social Care	1 - 2 Years		Blended Learning	Individual
	SVQ Hospitality	1 - 2 Years		Blended Learning	Individual
	SVQ Laboratory and Associated Technical Activities	2 Years		Blended Learning	Individual
	SVQ Management	1 - 2 Years		Blended Learning	Individual
	SVQ IT Telecommunications	1 - 2 Years		Blended Learning	Individual
	Trainer Skills	City & Guilds 6502 Education & Training	5 Days		✓
City & Guilds 7300 Introduction to Trainer Skills		2 Days	✓	✓	Group or Ind.
Coaching and Mentoring		1 Day	✓	✓	Group