

“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 2021/22



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 403271

visit: www.forthvalley.ac.uk/FWDF

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

Forth Valley College
Grangemouth Road
Falkirk
FK2 9AD

FILL YOUR SKILLS GAP

www.forthvalley.ac.uk/FWDF



FLEXIBLE WORKFORCE DEVELOPMENT FUND

The Flexible Workforce Development Fund (FWDF) was created by the Scottish Government in 2017 to support Apprentice Levy paying employers to develop the skills and competence of their employees. Now entering its fourth year, the fund has proved to be an essential addition to the learning and development landscape in Scotland. The Scottish Government has increased funding to £20 million per annum for Apprentice Levy paying organisations with SMEs now also eligible.

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

In response to the Covid-19 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 to adapt to the impact of Covid-19
- Supply chain companies/staff can be included within an application
- Eligible organisations can apply for FWDF 21-22 funding only once per funding year



IMPORTANT INFORMATION

- The application stage closes on the 31st July 2022, 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

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
Communication Skills	Assertive Communication	1 Day	✓	✓	Group
	Conflict Resolution Skills	½ Day	✓	✓	Group
	Customer Service - Face to Face	1 Day	✓	✓	Group
	Customer Service - Over the Phone	1 Day	✓	✓	Group
	Effective Communication Skills	1 Day	✓	✓	Group
Digital & IT Skills	Microsoft 0365 - 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
	Working With Microsoft Teams	½ Day	✓	✓	Group
Electrical Safety	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 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.
	PDA Advanced Manufacturing	1 Year	✓		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
	COMAH Awareness	1 Day	✓	✓	Group
	Conducting a H&S Inspection of your Premises.	1/2 - 1 Day	✓	✓	Group
	Introduction to Health and Safety Law	1 - 2 Days	✓	✓	Group
	IOSH Fire Safety Awareness	1 Day	✓	✓	Group
	IOSH Fire Safety for Managers	1 Day	✓	✓	Group
	IOSH Leading Safely	1 Day	✓	✓	Group or Ind.
	IOSH Managing Occupational Health & Wellbeing	1 Day	✓	✓	Group
	IOSH Managing Safely	4 Days	✓	✓	Group or Ind.
	IOSH Managing Safely Refresher	1 Day	✓	✓	Group
	IOSH Working Safely	1 Day	✓	✓	Group or Ind.
	Manual Handling	1 Day	✓	✓	Group
	NEBOSH General Certificate	Block		✓	Group or Ind.
	Process Safety Awareness	1 - 2 Days	✓	✓	Group
Health & Wellbeing	Level 1 Award in Awareness of First Aid for Mental Health	½ Day		✓	Group or Ind.
	Level 2 Award in First Aid for Mental Health	1 Day		✓	Group or Ind.
	Managing My Stress	1/2 Day	✓	✓	Group
	Mental Health Awareness for Individuals	½ - 1 Day	✓	✓	Group
	Mental Health Champion	1 Day	✓	✓	Group
	Leading First Aid for Mental Health (FAA)	2 Days	✓	✓	Group
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
	Employment Law Essentials	1 Day	✓		Group or Ind.
	Finance for Non Finance Managers	1 Day	✓		Group or Ind.
	Fundamentals of Financial Accounting	½ Day	✓		Group or Ind.
	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 and Effectiveness	Adapting to Change at Work	½ Day	✓	✓	Group
	Adjusting to Working from Home	½ 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	½ Day	✓	✓	Group
	Time Management	1 Day	✓	✓	Group
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		✓	Group or Ind.
	City & Guilds 7300 Introduction to Trainer Skills	2 Days		✓	Group or Ind.
	Coaching and Mentoring	1 Day	✓	✓	Group