West Lothian Economic Development Fund

Course Brochure

2024-2025

About

West Lothian Council, Economic Development

In partnership with West Lothian Council Economic Development, organisations can access up to a maximum of £5,000 towards training delivered by West Lothian College.

The accredited training meets the needs of a growing businesses, supporting upskilling employees to meet employer demands.

Employers that meet the criteria submit an application form to the college to be approved by Economic Development. The college will then work with each business to ensure the training delivered meeting their needs.

Testimonials

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"The courses that we were offered allowed us to identify key modules that would help develop our staff personally and for the business needs. The staff we dealt with helped and supported me along the way making the process very easy. I was able to provide different level courses to different levels of staff within our business that was suited to their needs and not just one size fits all. This ensured the staff were comfortable. And relaxed doing the courses that were better suited to their levels and needs. I would thoroughly recommend speaking to West Lothian College if you have training needs within your business".
McNicoll Vehicle Hire – David Love

"The training our business has received through West Lothian College has been very well organised and professionally delivered over digital platforms in the midst of a pandemic."
Brewster Brothers – Scott Brewster

Contents

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ILM

Course Title	Delivery Method	Certificate
ILM 3 ONLINE Award in First Line Leadership and Management (January 2025)	Both ILM 3 and ILM 5 are ran over a 14 week period. The 1st night will be in-person in the College, every session afterwards is held online via Microsoft Teams.	ILM
ILM 5 ONLINE Certificate in Leadership and Management (January 2025)		

Scottish Vocational Qualification (SVQ)

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*SVQs and WCAs are <u>competency based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Management at SCQF level 7	SVQs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Business & Administration SCQF level 8		
Warehousing, Storage & Distribution SCQF level 5		
Warehousing, Storage & Distribution SCQF level 6		
Procurement SCQF level 6		

Scottish Vocational Qualification (SVQ)

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Course Title	Delivery Method	Awarding Body
Team Leading SCQF level 6	SVQs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Spirits Operations SCQF level 6		
Management SCQF 9		

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Scottish Vocational Qualification (SVQ)

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Course Title	Delivery Method	Awarding Body
[Learning and Development level 3](#)	SVQs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Learning and Development level 4		
Business Admin & Customer Service SCQF 6		

Diplomas

SVQs, DAs, and Diplomas are <u>competency based</u> qualifications. The delegate undertaking the course must be in the job role specific to the course.

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Course Title	Delivery Method	Awarding Body
Diploma in Digital Application SCQF level 6	Diplomas are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Diploma in Digital Marketing SCQF level 6		

Workplace Competency Award (WCA) - Management

*SVQs and WCAs are <u>competency based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

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Course Title	Delivery Method	Awarding Body
Organisational Change Implement Change Plan Change **Organisations Leadership and Development** Provide Leadership in your area of responsibility Develop Operational Plans **Managing Projects and Business Processes** Manage Projects Manage Business Projects	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA

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Workplace Competency Award (WCA) - Management

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*SVQs and WCAs are competency based qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Managing Self and Work of Others Develop your knowledge, skills, and competence Manage people's performance at work	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Support, Develop & Coach Individuals Coach Individuals Support individuals' learning and development		

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Workplace Competency Award (WCA) – Business Admin

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*SVQs and WCAs are <u>competency based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Develop and Deliver Presentations Develop a Presentation Deliver a Presentation	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Research, Collate, & Organise Data Research Information Collate & Organise Data		
Analyse & Report Data using Spreadsheets Analyse & Report Data SVQ for IT users (ITQ) – level 3 (SCQF level 6) Spreadsheet Software 3		

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Workplace Competency Award (WCA) – Business Admin

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*SVQs and WCAs are <u>competency based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Administer HR Records & Recruitment Administer the recruitment and selection process Administer HR Records	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA
Using Collaborative Technology for Improving Productivity SVQ for IT users (ITQ) – level 2 (SCQF level 5) : Improving Productivity Using IT 2 Using Collaborative Technologies 2		

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Workplace Competency Award (WCA) – Customer Service

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Course Title	Delivery Method	Awarding Body
Develop, Analyse, & Report Customer Service using Social Media Develop a Customer Service Network through Social Media Platforms Analyse and report on the content of customer service feedback posted on social media platforms **Apply Technology to Promote and Improve Customer Service** Promote Continuous Improvement Apply technology to other resources to improve customer service	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA

Workplace Competency Award (WCA) – Customer Service

*SVQs and WCAs are <u>competency based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Support Customers using Online Services and Social Media Deal with customers using a social media platform Support customers using online Customer Services **Plan and Maintain Customer Service using Electronic Platforms** Deal with customers in writing or electronically Organise the delivery of reliable customer service	WCAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA

Personal Development Award (PDA)

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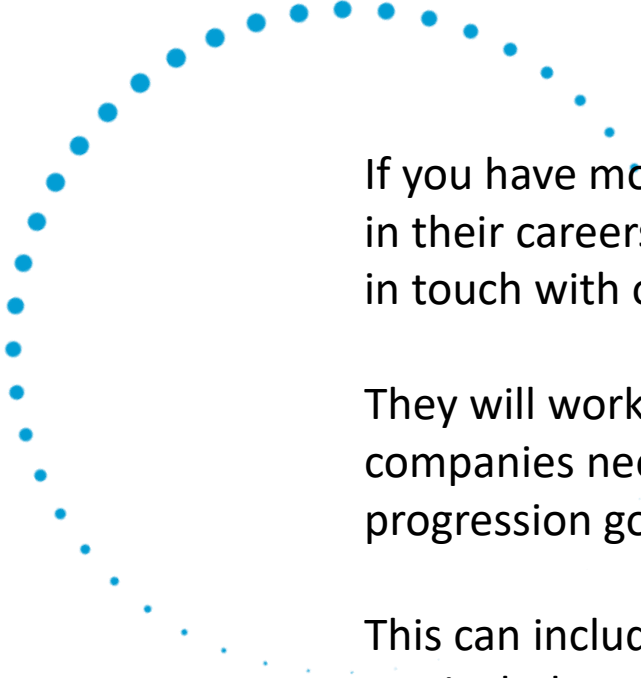
*PDAs are <u>workbased based</u> qualifications. The delegate undertaking the course **must** be in the job role specific to the course.*

Course Title	Delivery Method	Awarding Body
Workplace Coaching PDA Reflect on, Develop and Maintain Own Skills in Practice in Learning and Development Enable Individual Learning through Workplace Coaching Evaluate and Improve Learning and Development Sessions	PDAs are assessor-led qualifications. Assessment occurs directly in the workplace. An assigned assessor will work closely with the candidate to support and guide them in collecting evidence and developing their portfolio to demonstrate competency in their specific job role.	SQA

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Bespoke Training

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If you have more specific training requirements to help your employees progress in their careers and make a positive impact on business development, please get in touch with our sales advisor.

They will work with you to tailor bespoke courses designed to meet your companies needs to close the knowledge gaps within the organisation and meet progression goals.

This can include courses not currently advertised on our brochure, for example we can include competency awards for the Engineering sector, or a bespoke course designed from units across different WCAs. We will work with you to create the training package necessary to meet your requirements.

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Mental Health

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Course Title	Delivery Method	Duration	Certificate
Neurodiversity in the Workplace (please get in touch with fwdMail@west-Lothian.ac.uk to learn more)			
Menopause Awareness for Managers	Virtual	3 hours	West Lothian College
Mental Health Awareness			

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Environmental

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Course Title	Delivery Method	Duration	Certificate
Waste in a Circular Economy Award SCQF level 5	Online Self-Study	30 hours	REHIS
Transitioning at Pace to Net Zero		8 hours	West Lothian College
Sustainability Cluster Sustainability – 4 hours Sustainability and Environmental Issues – 2 hours Climate Change – 20 minutes		6 hours 20 minutes	

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Environmental

Course Title	Delivery Method	Duration	Certificate
REHIS and WasteSwitch Accredited Business Waste Disposal Award (Recycling Compliance Card)	Online Self-Study	7 hours	REHIS

Greenskills

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Course Title	Delivery Method	Duration	Certificate
BPEC Domestic Hot Water Storage Systems (Unvented) SCQF 6	In-person	1 day	PBEC
BPEC Awareness of Environmental Technologies SCQF 7		3 days	
BPEC Domestic Air Source Heat Pump and Domestic Ground Source Heat Pump SCQF 7		4 days	
BPEC Water Regulations & Byelaws Manual (WRWB) SCQF 6		1 day	
BPEC Solar Thermal Hot Water Systems SQF 7		3 days	

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Greenskills

Course Title	Delivery Method	Duration	Certificate
Design and installation of domestic and small commercial electric vehicle charging installations	In College	3 days	City & Guilds

IT Skills

Course Title	Delivery Method	Duration	Certificate
Microsoft Office Excel Beginner			
Microsoft Office Excel Intermediate	Virtual	1 day	West Lothian College
Microsoft Office Excel Advanced			

IT Skills

Course Title	Delivery Method	Duration	Certificate
Microsoft Office Word Beginner			
Microsoft Office Word Intermediate	Virtual	1 day	West Lothian College
Microsoft Office Word Advanced			

IT Skills

Course Title	Delivery Method	Duration	Certificate
[Microsoft Office PowerPoint Beginner](#)	Virtual	1 day	West Lothian College
[Microsoft Office PowerPoint Intermediate](#)			
[Microsoft Office PowerPoint Advanced](#)			

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Testimonials

We have received several training courses from WLC over the last couple of years and our staff have enjoyed the short courses. I have had positive feedback from all attendees saying they have found the courses valuable, not just in work but their everyday life. RE: Mental Health Awareness.
The Excel course has also been extremely useful for staff from multiple departments and we hope to do the follow up courses in the coming years. We intend to have many more years of accessing learning from WLC helping to improve all our staff's experience in their various roles.
Alter Technology – Dawn Docherty

"This has benefitted our staff with the training courses being flexible and fully funded"
Childcare Blackburn Family Centre

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