

Contact details for further information or booking

Business Development Unit

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www.suffolkbdu.com

Suffolk New College
Business Development Unit
IPSWICH IP4 1LT

Should you require this information in a different format, for example in a larger font or electronically, please contact the Business Development Unit on **01473 343626**



Business
Development
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IT Training, Business Skills and Health & Safety Programmes
At the Hadleigh Business & Learning Centre, HADLEIGH IP7 6RH



*“As well as learning...
The day was excellent,
informative, enjoyable
and professional”*

Suffolk New College for growing businesses and people

Suffolk New College is expanding its programme by introducing specifically targeted day courses delivered at the Hadleigh Business & Learning Centre. Whether it's for your personal benefit, or that of your company, this special range of one day courses will help you gain the skills you need.

Business Specialised Training

We recognise the need to offer training which complies with industry specific standards and legal requirements, and also provides skills to develop people.

Learning Experience

Our team is responsive to individual needs and provides excellent support and feedback. Courses take place in a business environment giving the opportunity to network whilst learning.

Experienced and Highly Motivated Team

Our team is experienced and qualified in the industry in which they specialise. They provide professional information, advice and guidance.

Bespoke Training

Suffolk New College is keen to strengthen its links with employers, if what you are looking for is not here then please contact us.

Course Details:

One day courses ranging from beginners to advance levels of IT, Business Skills and Health & Safety are available on a rolling three monthly programme.

The courses will run from 9.15 – 4.45, lunch included at the Hadleigh Business & Learning Centre, Crockatt Road, Lady Lane Ind Est, HADLEIGH IP7 6RH, car parking available.

IT Course

Introduction to the PC	6 May 2008	£60*
Email, Internet & File Management	7 May 2008	£60*
Beginners Word	27 May 2008	£60*
Beginners Excel	28 May 2008	£60*
Beginners Access	29 May 2008	£60*
Intermediate Word	24 June 2008	£60*
Intermediate Excel	25 June 2008	£60*
Intermediate Access	26 June 2008	£60*
Advance Word	22 July 2008	£60*
Advance Excel	23 July 2008	£60*
Advance Access	24 July 2008	£60*
Photoshop for the Home User	27 May 2008	£60*
Photoshop for Industry and Intermediate User (3 days)	14/15/16 July 2008	£275
Prince2 Foundation, Practitioner & Conversion (3-5 days)	19/20/21/22/23 May 2008	£895 - £1,495
Prince2 Foundation, Practitioner & Conversion (3-5 days)	14/15/16/17/18 July 2008	£895 - £1,495
ITIL v 2 Foundation (2 days)	9/10 June	£550
ITIL v2- v3 Bridge (1 day)	11 June	£300
CCNA 1 Exploration, Networking Fundamentals	TBA	£480

Construction Industry Specific

How to Deliver Tool Box Talk	2 May 2008	£95
How to Deliver Tool Box Talk	6 June 2008	£95
How to Deliver Tool Box Talk	4 July 2008	£95
Health & Safety for the Construction Industry 1 day	15 May 2008	£95
Health & Safety for the Construction Industry 2 days	18/19 June 2008	£195
Health & Safety for the Construction Industry 2 days	23/24 July 2008	£195

Industry Specific

Emergency Aid Certificate for the Appointed Person	4 June 2008	£100
Level 2 Certificate in Paediatric First Aid (2 Days)	2/9 July 2008	£180
Fire Risk Assessment	6 May 2008	£95
Fire Risk Assessment	25 June 2008	£95
CIEH Level 2 Award in Principles of Risk Assessment	28 May 2008	£95
CIEH Level 2 Award in Principles of Risk Assessment	22 July 2008	£95
CIEH Level 3 Award in Risk Assessment Principles & Practice (1 day + 6 hours distant learning)	23 June 2008	£195
Presentation Skills	26 June 2008	£95
Effective Multi-Site Teams (for Team Leaders)	28 June 2008	£95

*Special introductory price.

To book, please email us at bdsuffolk@suffolk.ac.uk or by phone on 01473 343626.

Once your details have been received we will send out an enrolment form and confirmation that your place has been booked subject to payment.