



Sussex
Chamber of
Commerce

Training Providers & Courses

KICKSTART
SCHEME



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KICKSTART
SCHEME



Kickstart & Unemployed Courses

College Programmes

We are pleased to have

Course	Mode	Duration	Date	Price
Mental Health & Wellbeing	Video & e-Workbook	3-4 hours	Anytime	£20.00
Digital Marketing	Video & e-Workbook	3-4 hours	Anytime	£20.00
Customer Service	Video & e-Workbook	3-4 hours	Anytime	£20.00
Project Management	Video & e-Workbook	3-4 hours	Anytime	£20.00
Leadership & Supervising Skills	Video & e-Workbook	3-4 hours	Anytime	£20.00
Team Dynamics	Video & e-Workbook	3-4 hours	Anytime	£20.00
Problem Solving	Video & e-Workbook	3-4 hours	Anytime	£20.00
Communication Techniques	e-Workbook	2-3 hours	Anytime	£20.00
Boosting Confidence	Video & e-Workbook	3-4 hours	Anytime	£20.00
Motivation	Video & e-Workbook	3-4 hours	Anytime	£20.00
Resilience	Online Module	3-4 hours	Anytime	£25.00
Adaptability	Online Module	3-4 hours	Anytime	£25.00
Professionalism	Online Module	3-4 hours	Anytime	£25.00
Accountability	Online Module	3-4 hours	Anytime	£25.00
Work Ethics	Online Module	3-4 hours	Anytime	£25.00
Decision Making	Online Module	3-4 hours	Anytime	£25.00
Negotiating & Influencing	Online Module	3-4 hours	Anytime	£25.00
Commercial Awareness	Online Module	3-4 hours	Anytime	£25.00

Employability Skills

These programmes have been designed to assist learners with their job search and employability skills. They are delivered either online in the learners' own time or through a workbook.

Course	Mode	Duration	Date	Price
CV Writing	Self-directed	1-2 days	Anytime	£199
Job Application Skills	Self-directed	1-2 days	Anytime	£199
Job Search Skills	Self-directed	1-2 days	Anytime	£199
Working in a Team	Self-directed	1-2 days	Anytime	£199
Using a Computer	Self-directed	1-2 days	Anytime	£199
ICT Employment	Self-directed	1-2 days	Anytime	£199
Digital Career Development	Self-directed	1-2 days	Anytime	£199
Digital Skills	Self-directed	1-2 days	Anytime	£199
Problem Solving	Self-directed	1-2 days	Anytime	£199
Using Social Media	Self-directed	1-2 days	Anytime	£199
Creative Thinking	Self-directed	1-2 days	Anytime	£199



Linguicity Training

Courses in Microsoft solutions for new entrants and employee reskilling

Courses in Microsoft solutions for new entrants and employee reskilling

Linguicity Training provides short IT courses in Microsoft solutions for employers in Sussex. An intensive and tailored approach ensures your employees gain practical and future-proof skills aligned with your business priorities. Whether onboarding new IT support staff or upskilling team leaders and managers, the objective is to get your employees up to speed quickly with the skills most relevant to your business and profitability.

Linguicity's founder Sheridan Nye has 25 years of experience in the ICT industry and 4 years in Further Education and apprenticeship training for young people.

Training provision for Kickstart trainees

Small group training with 4-12 attendees from one or more employers. Each course is a 6-hour introduction to the technology and job role with a one-hour lunch break, or as two half-days on consecutive weeks.

- Introduction to Microsoft 365 Administration for the IT helpdesk
- Introduction to Microsoft Teams for employee productivity & governance
- Microsoft Teams Administration for the IT helpdesk

Delivery is remote (Microsoft Teams) or can be on site if booking 4 or more attendees on the same course.

Cost is £120 per learner per course. If the group has more than 6 people, then this rate is discounted to just £80 per learner per course.

Resources: All courses include access to videos, quizzes, worksheets and self-assessment tools. Progress is measured and evaluated according to an agreed Training Plan.

To discuss your interests, please contact: sheridan.nye@linguicity.co.uk 07981031954
www.linguicity.co.uk

KICKSTART TRAINING OPPORTUNITIES WITH REWARDS TRAINING



Single Units at Level 1	
Using a Computer Keyboard	£30
Computer Essentials (ITUserFun)	£65
Online Essentials (ITCommFun)	£65
IT Security for Users	£30
Word Processing	£65
Spreadsheets	£65
Databases	£65
Presentations	£65
Improving Productivity	£65
Online Collaborative Technologies	£65
Desktop Publishing	£65
IT Software Fundamentals	£65
Data Management	£65

Single Units at Level 2	
Word	£85
Spreadsheets	£85
Presentations	£85
Databases	£85
Improving Productivity	£85
Desktop Publishing	£85
Project Planning	£85
Security for Users	£40
Using Email	£85
Data Management	£85
IT Communication Fundamentals	£40
Digital Skills Award	£100

Single Units at Level 3	
Security for Users	£120
Desktop Publishing	£120
ECDL Advanced	
Word Processing	£150
Spreadsheets	£150
Databases	£150
Presentations	£150
Improving Productivity	£120

Soft Skills Training is also available.
Price on Application.

Occupational

Principles of Business Administration	£350
Introduction to Working in Customer Service	£50
Principles of Customer Service	£350
Principles of Warehousing & Storage	£350
Principles of Marketing	£350
Principles of Team Leading	£350
Introduction to Retail	£50
Certificate in Retail Knowledge	£350

Health and Social Care

Mental Health Awareness (CPD Certified)	£30
Award in Mental Health Awareness	£150
Certificate in Understanding Autism	£249
Safeguarding Adults and Children (CPD Certified)	£30
Certificate in Equality and Diversity	£269
Certificate in Understanding Nutrition and Health	£299
Certificate in Understanding Dignity and Safeguarding in Adult Health and Social Care	£299
Certificate in the Principles of the Prevention and Control of Infection in Health Care Settings	£299

Safety and Compliance

Award in Food Safety in Catering	£25
Award in Principles of Risk Assessment	£49
Award in Principles of COSHH Risk Assessment	£49
Health & Safety in the Workplace	£49
Award in Fire Safety Awareness	£49

Functional Skills

Functional Skills Maths (Reform)	£175
Functional Skills English (Reform)	£200
Certificate in Supporting Individuals with Learning Difficulties	£300
Certificate in Understanding Behaviour that Challenges	£300
Certificate in Common Health Conditions	£300

01293 562 651
enquiries@rewardstraining.co.uk
www.rewardstraining.co.uk



Kickstarter Job Scheme - Runway Offer

Induction – an in-depth induction, assessing prior knowledge and learning experiences, current barriers & creation of a development plan – **Free of charge**

Essential Work Skills Course - Ensuring candidates are supported in their first few weeks and equipping them with the skills and knowledge they require to be successful in the workplace. Particular focus on **Mindset, Teamwork, Problem solving and coping with change- £299**

Effective Time management Skills - When we are efficient with our time we get more done and improve the quality of our work. This course helps candidates boost productivity, optimise efficiency, and meet important deadlines - **£199**

Lean management – This course will help candidates understand the principles of Lean Management and how to apply them to the workplace - **£199**

CSCS Card – This course is ideal for any candidates working in the construction industry and includes the cost of both the test and card.- **£149**

Vocational Courses – We have a range of over 40 distance learning courses including: Health & Social Care, Cleaning, Business Administration, Retail and Childcare. – **£199 or Fully Funded aged 19+**

Functional Skills – English & maths up to level 2 for any learners who do not hold a GCSE (4-9) or Level 2 qualification - **£299 or Fully Funded 19+**

Level 2 & Level 3 Courses & Diplomas – Fully Funded aged 19+

Business Admin L2	Customer Service L2	Supporting Teaching & Learning L2
Business Admin L3	Customer Service L3	Supporting Teaching & Learning L3
AAT L2	Recruitment L2	Team Leading L2
AAT L3	Recruitment L3	Learning & Development Level 3
Health & Social Care L2	Childcare L2	Award in Teaching & Learning L3
Health & Social Care L3	Childcare L3	Residential Childcare L3

ILM Level 3 Award in Leadership & Management - This qualification is aimed at people who are in management or aspiring management positions but have no formal training - **Fully Funded aged 19+**

For more information or to discuss your requirements please contact sebkisbee@runwaytraining.co.uk or call 01732 402 402



Tungsten Training Centre

Unit 4 Tungsten Building

George Street

Southwick

BN411RA

01273 934278

First Aid at work (£299 +VAT) (3 DAY COURSE)

The IQL Level 3 First Aid at Work Qualification covers a wide range of CPR and first aid skills, equipping the first aider to apply first aid to a range of specific injuries and illnesses, providing you with the skills to ensure a safe working environment.

The qualification is Ofqual accredited and valid for three years, making it suitable for all industries and enabling you to meet HSE requirements.

Emergency First Aid (£99 +VAT) (1 DAY COURSE)

Emergency First Aid training will allow you to be qualified as an Appointed Person for three years, have the ability to use a first aid kit, provide reassurance and otherwise assist in emergencies and have an understanding of relevant health and safety regulations and the principles of record keeping.
