SOURCING TRAINING PROVISION – “EMPLOYER’S GUIDE TO TRAINING PROVIDERS” (EGTP)

EXAMPLES OF SEARCH RESULTS
SEARCH EXAMPLES

Below are examples of possible searches

**Food Hygiene Certificate**
A company in Sheffield (S1) requires 15 catering staff to undertake training (possibly in-house) to obtain a Food Hygiene Certificate.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
- Search: “food hygiene”
- Results: 2337 courses from 791 providers

- Search: “food hygiene certificate”
- Results: 366 courses from 183 providers

- Search: “food hygiene certificate” location “Sheffield”
- Results: 10 courses from 10 providers e.g.
  - Local courses (3)
    - Basic Food Hygiene (CEIH) – Sheffield College – 1 day – Certificate in Basic Food Hygiene (Chartered Institute of Environmental Health)

  - Distance learning (7)
    - Healthy Eating and Food Hygiene Certificate (ASET) - Elearning Centre Ltd - Self study without attendance. Does not have to be computer based
    - Certificate in Basic Food Hygiene – Creative Learning Solutions Ltd – 3-5 hours CD Rom/online - Certificate in Basic Food Hygiene (Royal Institute of Public Health)
Search: “food hygiene certificate” location up to 5 miles away from “S1” with “Other work-orientated/vocational qualifications” selected

Results: 18 courses from 18 providers e.g.

Local courses (12)
- Basic Food Hygiene (CEIH) – Sheffield College – 1 day – Certificate in Basic Food Hygiene (Chartered Institute of Environmental Health) Venue – Castle College
- Basic Food Hygiene (CEIH) – IGV Training – Flexible course which can be tailor made to suit the needs of the customer and can be delivered within the workplace
- Food Hygiene Certificate (NCFE) – CSM Consulting Ltd – 1 day course which can be delivered within the workplace with date to suit

Distance learning (6)
- Similar to previous search

Tips
- Using the “Other work-oriented/vocational qualifications” filter improves results.
- The broker should be looking for courses that have customised as the study type, or corporate training as the venue. These are the providers that will offer onsite training.
- The broker should be aware of the different types of Food Hygiene Certificate’s available.
First Aid Certificate
A company in Nottingham (NG) has 4 supervisors at each of their sites that need to gain a First Aid Certificate.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
• Search: “first aid certificate”
• Results: 581 courses from 234 providers

• Search: “first aid certificate” location up to 5 miles away from “NG”
• Results: 38 courses from 26 providers e.g.
  Local courses (37)
  • First Aid Certificate - CARE Training East Midlands Ltd – 1 day short course in the centre of Nottingham
  • Basic First Aid Certificate - British Red Cross (North) in Nottingham – duration and start date of course is flexible
  • Appointed Persons First Aid Certificate – First Response Training & Consultancy Services Ltd – tailor made in house training for up to 12 delegates
  • First Aid Certificate (CIEH) – Food Hygiene Centre Ltd – In house training arranged to suit the customer

Distance courses (1)
• First Aid Certificate – Open Learning Centre International – Self study (non computer based) without attendance. Assessment by Assignment
Telephone Techniques
A company in Newquay (TR8) wants to offer a self study training solution to all their staff on Telephone Techniques.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
• Search: “telephone techniques”
• Results: 304 results found from 200 providers
  299 of these results are ‘Local’ courses.
  Distance courses (5) e.g.
  • Telephone Techniques Certificate – Pitman Training - Self study without attendance (Online). Approximate duration 1 day
  • Telephone Techniques - K Newton Consultancy Ltd - Self study without attendance (Online). Approximate duration 1 day

Construction
A company in Middlesbrough (TS1) wants to train 2 school leavers in construction on a day release programme.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
• Search: “Construction”
• Results: 15 courses offered by 9 separate providers
  • Engineering, Construction, Fabrication and Welding C&G - Hartlepool College of Further Education - Day/Block release - Three months to one year
  • Brickwork NVQ Level 2 (C&G) - Darlington College of Technology - Day/Block release - One to three years
  • Trowel Occupations: NVQ Level 2 (C&G) - Darlington College of Technology (Services to Business) - Day/Block release - One to three years
Cross selling and client retention
A company in Hertford (AL) want to train their Sales and Marketing teams in cross-selling and client retention. There are a total of 20 people that they would like to train onsite in small teams.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
- Search: “cross selling and client retention”
- Results: No results
- Search: “cross selling”
- Results: No results
- Search: “client retention”
- Results: 1 course found
  - Client Retention Workshop - 80/20 Training Ltd – Milton Keynes – 1 day short course in Milton Keynes

Suggestions:
- Think about whether the course may be called anything other than the key words above.
- Call the learndirect Advice Helpline for alternative suggestions.
Legal obligations for handling disciplinary issues

A company in Leatherhead (KT22) want to train their 5 line managers in the legal obligations for handling disciplinary issues. Ideally they would all be trained together at the same site/venue.

Search Location: Employers Guide to Good Training (http://www10.employersguide.org.uk/advanced_search/)
- Search: “legal obligations for handling disciplinary issues”
- Results: No results

- Search: “disciplinary issues” within 45 miles of “KT22”
- Results: 5 courses from 4 local providers
  - Disciplinary Issues - Chatsworth Training Services Ltd – Flexible course in Liss, Hampshire. This course aims to enable managers to understand the law, apply it in the workplace and to conduct a disciplinary hearing
  - Handling Disciplinary Issues – Godalming College – 1 day short course held in Godalming, Surrey
  - Handling Disciplinary Issues – I2I Training & Development – 1-3 day short course that can be held within the workplace
  - Handling Disciplinary Issues Certificate – Nova Recruitment Services Ltd – Flexible course that can be held within the workplace