



**Fife College**

Training & Development

**FIFE COLLEGE  
WORKFORCE  
DEVELOPMENT  
PORTFOLIO**



**As one of Scotland's leading training providers, Fife College delivers a diverse and dynamic range of training solutions.**

From one-day short courses to diplomas – with a wide range in-between – we can help you choose the training options best suited to your needs, work environment, and learning preference.

**Benefits of training with Fife College:**

- Access high-quality training
- Up-skill and re-skill your existing workforce
- Engage and motivate your employees
- Improve workplace productivity
- Flexible learning options suited to your needs

**Course List**

Here, you'll find Fife College's portfolio of training courses for workforce development.

We consider the skill needs of your organisation and develop solutions to provide training to match your specific requirements.

*Course durations are in days, unless stated otherwise.*

Area	Course Title	Duration (Days)
<b>CPD</b>	Assertiveness Skills	1
	Coaching Conversations	1
	Courageous Conversations	1
	Creating a Safe and Healthy Work Environment	1
	Dealing with and Handling Change	1
	Customer Service Excellence	1
	Developing High Performing Teams	1
	Building Personal Resilience	1
	Effective Business Writing	1
	Effective Hybrid Working	1
	Equality and Diversity in the Workplace	1
	Negotiation Skills	1
	Communicating with Emotional Intelligence	1
	Presentation Skills	1
	Reflective Practice	1
	Successful Selling	1
	Train the Trainer	2
	Essential Time Management Skills	1
<b>Electrical Safety</b>	Level 3 Award in the In-service Inspection and Testing of Electrical Equipment (City and Guilds 2377)	3 (plus exam)
	18th Edition Wiring Regulations (City and Guilds 2382)	3 (plus exam)
	2391-50 – Level 3 Award in Initial Verification of Electrical Installations	4 (plus exam)
	2391-51 – Level 3 Award in Periodic Inspection and Testing of Electrical Installations	4 (plus exam)
	Initial Verification and Periodic Inspection and Testing (City and Guilds 2391-52)	6 (plus exam)
	Safe Isolation of Low Voltage Electrical Installations	1
<b>Food Hygiene</b>	REHIS Elementary	E-learning
<b>Health and Safety</b>	Abrasive Wheels (Fixed and Portable)	0.5
	Accident Investigating and Reporting	1
	Asbestos Awareness and Management	0.5
	COSHH Assessment	1
	COSHH Awareness	0.5
	Counterbalance Forklift Training (On-site) - Novice	5
	Counterbalance Forklift Training (On-site) - Refresher (Previous certification available for trainer)	1
	Display Screen Equipment	1
<b>Health and Safety</b>	Introduction to Environmental Principles and Best Practice	1
	Introduction to Fire Safety Principles	1

Area	Course Title	Duration
<b>Health and Safety</b>	IOSH Introduction to Risk Assessment	1
	IOSH Leading Safely	1
	IOSH Managing Contractors	1
	IOSH Managing Safely	3
	IOSH Managing Safely E-learning	E-learning
	IOSH Managing Safely Refresher	1
	IOSH Working Safely	1
	IOSH Working Safely E-learning	E-learning
	Ladder Inspection (On-site)	0.5
	Manual Handling and Lifting (objects)	0.5
	NEBOSH Health and Safety Management for Construction (UK)	12 (plus exam)
	NEBOSH / HSE Introduction to Incident Investigation	1
	NEBOSH / HSE Managing Stress at Work	1
	NEBOSH Certificate in Environmental Management	7 (plus exam)
	NEBOSH Diploma in Occupational Health and Safety E-learning	E-learning
	NEBOSH Health and Safety at Work Award	3
	NEBOSH National Certificate in Fire Safety	6 (plus exam)
	NEBOSH National General Certificate in Occupational Health and Safety	12 (plus exam)
NEBOSH National General Certificate in Occupational Health and Safety E-learning	E-learning	
<b>IPC</b>	Oil and Chemical Spill Response	1
	Rack Inspection (On-site)	0.5
	Working at Height and Safety Harness Use	1
	College Certificated Soldering	4
	J-STD-001 - Operator ("CIS") Certification/Recertification	3.5/3
	IPC/WHMA-A-620 - Operator ("CIS") Certification/Recertification	3
	IPC-7711/7721 - Operator ("CIS") Certification/Recertification	3.5/3
	IPC-A-610 - Operator ("CIS") Certification/Recertification	3
	IPC J-STD-001 – CIT Certification/Recertification	4
	IPC/WHMA-A-620 – CIT Certification/Recertification	4
<b>IT and Digital</b>	IPC-7711/7721 - CIT Certification/Recertification	4
	IPC-A-610 – CIT Certification/Recertification	4
	Chat GPT	3 hours
	Writing Effective emails with Outlook	3 hours
	Advanced Power BI	1
	Analysing and Presenting Data with Excel	1
	Intermediate Power BI	2
	Introduction to Microsoft Project	2
Introduction to Power BI	2	

Area	Course Title	Duration
IT and Digital	Master Class Formulas and Functions	3 hours
	Master Class Summarising with lists	3 hours
	Microsoft Excel Intermediate	1
	Microsoft Excel Advanced	1
	Microsoft Excel Introduction	1
	Microsoft Outlook Introduction/ Intermediate	1
	Microsoft PowerPoint	1
	PDA: Information Technology in Business	4 months
	Visual Basics for Application	2
	Microsoft 365 Overview	1
	Introduction to Adobe Express	3 hours
	Introduction to AI	3 hours
	Introduction to Data Skills	13 hours over 3 days
	Introduction to Cyber Security	1
	Lean	Business Improvement Programme
Introduction to Lean		1
Introduction to Root Cause Analysis and Problem Solving		1
Management	Developing Leaders of the Future (Middle Managers)	2
	Developing the Strategic Manager (Senior Managers)	2
	Finance for Non-Finance Managers	1
	Managing and Leading the Team (First Line Managers)	2
	Managing and Supporting Young People in the Workplace	1
	Managing Performance of Staff	1
Mechanical and Automotive	CNC Programming Lathe	6
	Geometric Dimensioning and Tolerancing	0.5
	IMI Level 2 Award in MOT Testing (classes 4 and 7)	5
	IMI Level 3 Award in MOT Test Centre Management	2
	IRTEC Inspection Technician Bus and Coach or Large Commercial Vehicle or Heavy Vehicle Trailer	1.5
	L1 Award in Electric/Hybrid Vehicle Awareness	1
	L2 Award in Electric/Hybrid Vehicles Routine Maintenance Activities	2
	L3 Award in Electric/Hybrid Vehicle System Repair and Replacement	2
	Manual Milling or Turning	3
	Net Zero	Global Wind Organisation - Basic Technical Training
Heat Pump Installer (Air Source)		4
Electric Vehicle Charging Equipment Installation (City and Guilds 2921-34)		2
Professional Qualifications	AAT Level 2 Certificate in Accounting	10 months
	AAT Level 2 Certificate in Bookkeeping	10 months
	AAT Level 3 Certificate in Bookkeeping	1 year
	AAT Level 3 Diploma in Accounting	1 year
	AAT Level 4 Diploma in Professional Accounting	15 months
	CIPD Associate Diploma in People Management	18 months
	CIPD Foundation Certificate in People Practice	10 months
	CMI Level 3 Certificate in the Principles of Management and Leadership	12 weeks
	CMI Level 5 Award in Management and Leadership	2 months
	CMI Level 5 Certificate in Management and Leadership	4 months

Area	Course Title	Duration	
Professional Qualifications	CMI Level 5 Chartered Diploma in Management and Leadership	10 months	
	CMI Level 5 Diploma in Management and Leadership	10 months	
	CMI level 7 Award in Strategic Management and Leadership	2 months	
	CMI level 7 Certificate in Strategic Management and Leadership	4 months	
	CMI level 7 Diploma in Strategic Management and Leadership	1 year	
	PDA Acute and Community Care	TBC	
	PDA Administration of Medication	TBC	
	PDA Health and Social Care Supervision	TBC	
	PDA Health and Social Care: Promoting Enhanced Professional Practice	TBC	
	CCNA Cisco Networking	1	
	Project Management	APM Project Fundamentals Qualification	2
		APM Project Management Qualification	5 (plus half-day exam)
		PRINCE2 Project Management - Foundation	3
		PRINCE2 Project Management - Foundation and Practitioner	4 (plus half-day exam)
		PRINCE2 Project Management - Foundation to Practitioner Conversion	1 (plus half day exam)
Introduction to Project Management		1	
SVQ	SVQ Business and Administration SCQF Level 5	6-12 months	
	Business and Administration SCQF Level 6	12-18 months	
	Care Services Leadership and Management SCQF Level 10	12-18 months	
	Engineering (Multiple Disciplines) SCQF Level 6	24 months	
	Engineering (Multiple Disciplines) SCQF Level 7	24 months	
	Learning and Development at SCQF Level 8	12-18 months	
	Learning and Development at SCQF Level 9	12-18 months	
	Management SCQF Level 11	12-18 months	
	Management SCQF Level 7	12-18 months	
	Management SCQF Level 9	12-18 months	
	Social Services (Children and Young People) SCQF Level 6	12-18 months	
	Social Services (Children and Young People) SCQF Level 7	12-18 months	
	Social Services (Children and Young People) SCQF Level 9	12-18 months	
	Social Services and Health Care (Adults) SCQF Level 6	12-18 months	
	Social Services and Health Care (Adults) SCQF Level 7	12-18 months	
	Social Services and Health Care (Adults) SCQF Level 9	12-18 months	
	Supply Chain Management SCQF Level 7	12-18 months	
	Supply Chain Management SCQF Level 9	12-18 months	
VTCT Level 3 Cert Assessing Vocational Achievement	6 months		
Welding	Intro to practical MIG welding skills	1	
	Welding Assessment to BS 4872, Pt-1	1	
	Welding Skills (MIG/MAG)	12 evenings	
	Welding Skills (TIG)	12 evenings	
Wellbeing	Managing Mental Health	1	
	Mental Health in the Workplace	1	
	Emergency First Aid at Work	1	
	First Aid at Work	3	
	Moving and Handling (People) (Scottish Manual Handling Passport)	1	

“We are growing quickly and made the business decision to invest in our own training capacity. Designed specifically for Mowi, the Fife College training was delivered on-site at our Rosyth facility and focused on the way we work and our needs. We are delighted with the results. The positive impact on performance across the business has been impressive.”

- Mowi

“SGN and Fife College have worked together on a world-first project for training engineers involved in the delivery of hydrogen for homes. This project will be critical in assisting the UK in meeting its net zero targets. In all of the years we have dealt with [Fife College] for training, we have not received one complaint! [We] wish all of our training providers were as good! The team make it an absolute pleasure to deal with.”

- SGN

“Fife College has been a valuable partner in meeting our training needs as we develop our team’s skills. They understood our daily operations and designed a delivery plan that accommodated our shift patterns, tailoring their services to our organisation. This kind of flexibility and adaptability has greatly improved the effectiveness of the programmes they delivered.”

- TechnipFMC

We provide high-quality training across various sectors, and our commitment to excellence is reflected by our continued industry recognition. A recent highlight was claiming the ‘Transformational Change through Education and Skills’ award at the CeeD Awards, won in close partnership with Babcock through the Production Support Operative programme.

Our partnerships with accredited bodies ensure our courses are industry-relevant and globally recognised. Here are just some of the awarding and professional bodies we work with:



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