

Fife College
Training & Development

FIFE COLLEGE WORKFORCE DEVELOPMENT PORTFOLIO

As one of Scotland's leading training providers, Fife College offers a diverse range of training opportunities to support workforce development. From short courses and technical training to professional qualifications and SVQs, our training can help you develop the skills your people and organisation need.

Whether you're looking to develop an individual member of staff, upskill a team or address a wider organisational skills gap, our experienced team can help you find the right training solution.

Benefits of training with Fife College:

- Access high-quality, industry-relevant training
- Upskill and reskill your existing workforce
- Develop skills to meet current and future needs
- Engage and motivate your employees
- Support workplace productivity
- Choose flexible learning options to suit your needs

Our training portfolio

Our workforce development portfolio includes training across a wide range of areas, including health and safety, technical and trade skills, IT and digital, management, professional qualifications and more.

We can also work with you to understand your organisation's specific skills needs and develop tailored training solutions, including flexible delivery options to suit your workforce.

Course durations are in days, unless stated otherwise.

Area	Course Title	Duration (Days)
Built Environment	CAD Skills for Industry	1 night per week over 8 weeks
Care	Moving & Handling (People) (Scottish Manual Handling Passport)	1
	Managing & Leading the Care Team	4
	Introduction to Trauma Informed Organisations	Half day
	First Aid at Work	3
	First Aid at Work Refresher	2
	Emergency First Aid at Work	1
	Emergency Paediatric First Aid	1
	Basic Life Support for Adults, Children and Infants in Clinical Practice	1
	Level 3 Award in First Response Emergency Care	5
	PDA Health & Social Care Supervision	12 weeks
	PDA Health & Social Care Administration of Medication	15 weeks
	Understanding Mental Health in the Workplace – Level 2 Award	1
	Mental Health in the Workplace - Level 3 Award	2
CPD	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

Area	Course Title	Duration
Electrical Safety	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
Food Hygiene	REHIS Elementary	E-learning
Health and Safety	Abrasive Wheels (Fixed and Portable)	0.5
	Accident Investigating and Reporting	1
	Asbestos Awareness	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
	Introduction to Environmental Principles and Best Practice	1
	Introduction to Fire Safety Principles	1
Health and Safety	Introduction to Risk Assessment	1
	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 Diploma in Occupational Health and Safety E-learning	E-learning
	NEBOSH National General Certificate in Occupational Health and Safety E-learning	E-learning
	Oil and Chemical Spill Planning and Response	1
	Rack Inspection (On-site)	0.5
	Working at Height and Safety Harness Use	1

Area	Course Title	Duration
Electronics Manufacturing & IPC	Hand Soldering, Introductory – Plated Through Hole (PTH)	1
	Hand Soldering, Advanced – PTH, Including Reworking	2
	Hand Soldering, Introductory - Surface Mount Technology (SMT)	1
	Hand Soldering, Advanced – SMT, Including Reworking	2
	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
	IPC-7711/7721 - CIT Certification/ Recertification	4
	IPC-A-610 – CIT Certification/Recertification	4
IT and Digital	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
	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	1 day per month over 5 months
	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	Manual Milling Machine Operation	6 weeks, ½ day per week
	Geometric Dimensioning and Tolerancing	0.5
	Turning - Manual Lathe Operation	6 weeks, ½ day per week

Area	Course Title	Duration
Net Zero	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
	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	Business and Administration SCQF Level 5	9 months
	Business and Administration SCQF Level 6	12 months
	Business and Administration SCQF Level 8	12 months
	Care Services Leadership and Management SCQF Level 10	12 months
	Care Services Leadership and Management SCQF Level 10 (2 units only)	4 months
	Engineering Asset Lifecycle and Maintenance Level 7	24 months
	Engineering Manufacturing and Fabrication Level 7	24 months
	Engineering Technical Support Level 7	24 months
	Food & Drink Manufacturing Level 5	12 months
	Process Engineering Maintenance (Mechanical) SCQF 7	24 months
	Process Engineering Maintenance (Electrical) SCQF 7	24 months
	Learning and Development at SCQF Level 8	12 months
	Learning and Development at SCQF Level 9	12 months
	Management SCQF Level 7	12 months
	Management SCQF Level 9	12 months
	Social Services (Children and Young People) SCQF Level 6	9 months
	Social Services (Children and Young People) SCQF Level 7	12 months
	Social Services (Children and Young People) SCQF Level 9	12 months
	Social Services and Health Care (Adults) SCQF Level 6	9 months
	Social Services and Health Care (Adults) SCQF Level 7	12 months
	Social Services and Health Care (Adults) SCQF Level 9	12 months
	Team Leading Level 6	12 months
	Spirit Operations Level 6	12 months
	Supply Chain Management SCQF Level 7	12 months
Welding	Welding Appreciation - MIG	1 day
	Coded Welding Testing - BS 4872, Pt-1	½ day
	Welder Assessment (Evaluation of a welder's readiness to complete a Coded Welding Test)	½ day
	Welder Training (Skills development to prepare a welder for a Coded Welding Test)	½ day
	Welding Skills - Introduction to MIG	12 evenings
	Welding Skills - Introduction to TIG	12 evenings
Wellbeing	Managing Mental Health	1
	Mental Health in the Workplace	1

Trusted by employers

"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

0344 248 0128
business.fife.ac.uk
sales@fife.ac.uk

Published October 2026
Fife College is a registered Scottish charity (No. SCO21203)

Industry-recognised training

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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