

Business and IT Qualifications

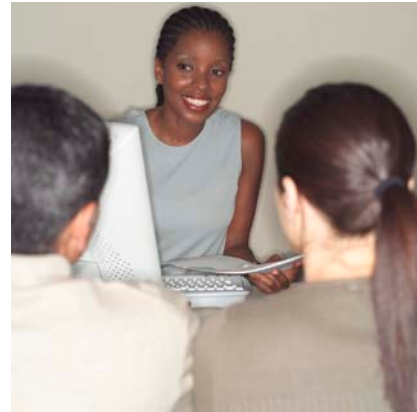
Business qualifications

We offer the suite of Business Skills and Business Administration qualifications at levels 2 and 3. These have been designed for new administrators at level 2 and for experienced administrators, team leaders, supervisors or first line managers at level 3.

Business Skills is based upon NVQ units in business administration, customer service, management, sales and health and safety allowing you and your staff to select the most relevant units to meet their learning needs and your business requirements.

Business Administration focuses more on the specific skills needed for using and developing business systems and procedures within an office environment.

We can provide these qualifications as Awards, Certificates or Diplomas depending on the amount of learning required. All learning is work-based and can be delivered individually or to groups, by an assessment only route or by providing training and assessment, depending on your needs and preferences.



ITQ

ITQ is the new QCF linked qualification for employees who use IT as part of their every day job. It is a tailored programme that will allow the learner to choose which new IT skills to learn and the assessment method that will suit them best.

It has the flexibility to allow you to develop your employees in a range of job roles. For example, the units can be built around “Creating a web presence” or “Working in an office”. The units can be contextualised to the organisation’s bespoke or specialist software and there are sector specific units. There is a very wide range of units which have been created to develop the full range of IT skills required in today’s working life.



Assessment occurs naturally in the workplace with options to use the portfolio approach, e-assignments or simulations, use of expert witnesses within your organisation or a combination of these methods.

For both **Business Skills and ITQ**, FCT will allocate an assessor to each learner who will support your employees through the

qualification. Assessment visits are agreed flexibly between the learner and the assessor so that learners can progress through the qualification at their own pace. On achievement at level 2, learners can progress to level 3 to build upon new skills gained and support their career progression in the workplace.

Who are we?

Four Counties Training (FCT) is a private training provider which offers bespoke training, qualifications and consultancy to employers in a wide range of sectors. Established in 1993, we have many years' experience in delivering the highest quality training and assessment services to employers. We are proud of our status:

- a centre with Grade 1 Ofsted inspection results across all areas;
- one of the largest City & Guilds assessment centre (under the name Qualbase) in the south east, with approval to offer a wide range of qualifications;
- an LSIS Beacon Centre;
- a Matrix accredited provider; and
- an accredited Investor in People.

We are focused on satisfying our client's needs and exceeding their expectations.

Our Assessment Centre

Qualbase is our City & Guilds assessment centre. It provides a central, all-through award support and accreditation service. Qualbase has:

- an excellent track record of candidate completion;
- systems to monitor changing standard requirements and keep assessment systems, materials and procedures up to date;
- a rapid response when securing approval for additional awards as members require them; and
- strong support systems for assessors and verifiers in member companies.



How we can help with funding

All our learning programmes are tailor made, so we like to meet clients face to face to discuss your organisation's needs in detail before we give an accurate price. We have excellent links with our funders and can usually access either part or full funding at level 2 and at level 3, depending upon the nature and number of candidates.

Contact us

If you are keen to employ a quality provider that also accesses a wide range of funding then please contact Lara Newson to discuss your needs further.

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