

Course List - March 2012

	Main Category	Sub Category	Product	ID	Duration (mins)
NEW	Basic & Functional Skills	General	An Introduction to Innovation in Organisations	7884	180
NEW	Basic & Functional Skills	General	An Introduction to Planning	7878	240
	Basic & Functional Skills	General	Level 1 - English, ICT, Maths	7789	30
	Basic & Functional Skills	General	Level 2 - English, ICT, Maths	7790	20
	Basic & Functional Skills	ICT	ICT Level 1	7784	630
	Basic & Functional Skills	ICT	ICT Level 2	7785	630
	Basic & Functional Skills	Literacy	Basic Skills Literacy Entry Levels 1, 2 and 3 (Train 2 Gain/Real Talk Literacy)	6998	7200
	Basic & Functional Skills	Literacy	English Level 1	7778	570
	Basic & Functional Skills	Literacy	English Level 2	7779	660
	Basic & Functional Skills	Numeracy	Mathematics Level 1	7772	600
	Basic & Functional Skills	Numeracy	Mathematics Level 2	7774	660
	Communication Skills	Body Language	A Background to Body Language	6776	15
	Communication Skills	Body Language	Silent Selling - Using Body Language in Sales	6779	40
	Communication Skills	Body Language	Silent Speech - Understanding Body Language	6777	40
	Communication Skills	Body Language	Using Body Language in the Workplace	6778	40
New	Communication Skills	General	An Introduction to Communication Skills	7879	240
	Communication Skills	General	Communicating with Power Series	6992	540
	Communication Skills	General	Communication in the Workplace Series	7847	180
	Communication Skills	General	Communications Management	6161	120
	Communication Skills	General	Difficult Interactions (HMM10)	6958	60
	Communication Skills	General	Effective Business Communication Series	6237	660
	Communication Skills	General	Effective Communications	6143	45
	Communication Skills	General	Fast Effective Reading (Speed Reading)	7042	150
	Communication Skills	General	Meeting Management (HMM10)	6971	60
	Communication Skills	Negotiation	Introduction to Negotiation	179	50
	Communication Skills	Negotiation	Negotiating (HMM10)	6972	60
	Communication Skills	Negotiation	Negotiating Strategies 1 – Strategy Basics	178	30
	Communication Skills	Negotiation	Negotiating Strategies 2 – Psychological Strategies	177	50
	Communication Skills	Oral Communication Skills	An Introduction to Listening	166	40
	Communication Skills	Oral Communication Skills	Becoming a Better Listener	164	55
	Communication Skills	Oral Communication Skills	Persuading Others (HMM10)	6976	60
	Communication Skills	Oral Communication Skills	Questioning Skills - Unproductive Questions	167	40
	Communication Skills	Oral Communication Skills	Questioning Skills - Using Closed Questions	168	20
	Communication Skills	Oral Communication Skills	Questioning Skills - Using Open Questions	170	35
	Communication Skills	Oral Communication Skills	Questioning Skills - Using Probing Questions	169	30
	Communication Skills	Oral Communication Skills	Questioning Skills - Why Are Questions Important?	171	35
	Communication Skills	Oral Communication Skills	Removing the Barriers to Listening	165	55
	Communication Skills	Oral Communication Skills	The Persuasion Process	175	35
	Communication Skills	Presentation Skills	Presentation Skills (HMM10)	6977	60
	Communication Skills	Presentation Skills	Presentations 1 - Preparing For the Presentation	174	50
	Communication Skills	Presentation Skills	Presentations 2 - The Presentation	173	40
	Communication Skills	Written Communication Skill	Become More Productive with E-mail in 60 minutes or Less	7430	60
	Communication Skills	Written Communication Skill	Writing Skills (HMM10)	6988	60
	Computing / ICT	Databases	Access 2003 Series	5473	1320
	Computing / ICT	Databases	Access 2003 to 2010 Upgrade Series	7857	600
	Computing / ICT	Databases	Access 2007 Advanced Series	6994	540
	Computing / ICT	Databases	Access 2007 Series	6657	540
	Computing / ICT	Databases	Access 2010 Series	7852	180
	Computing / ICT	Databases	Advanced Skills in Microsoft Access 2010	7686	60
	Computing / ICT	Databases	Beginner Skills for Microsoft Access 2010	7684	120
	Computing / ICT	Databases	Core Training for Microsoft Office Access 2003	7454	390
	Computing / ICT	Databases	Core Training for Microsoft Office Access 2007	7457	360
	Computing / ICT	Databases	DB2 Universal Database Series	6229	1920
	Computing / ICT	Databases	FOCUS Series	2371	3180
	Computing / ICT	Databases	Getting Started with Microsoft Office Access 2007	7456	60
	Computing / ICT	Databases	Intermediate Skills in Microsoft Access 2010	7685	60
	Computing / ICT	Databases	Microsoft Office Access 2000 Level 1	6795	240
	Computing / ICT	Databases	Microsoft Office Access 2000 Level 2	6796	180
	Computing / ICT	Databases	Microsoft Office Access 2000 Level 3	6797	300
	Computing / ICT	Databases	Microsoft Office Access 2002 Level 1	6812	360
	Computing / ICT	Databases	Microsoft Office Access 2002 Level 2	6818	300
	Computing / ICT	Databases	Microsoft Office Access 2002 Level 3	6819	360
	Computing / ICT	Databases	Microsoft Office Access 2003 Level 1	6783	360
	Computing / ICT	Databases	Microsoft Office Access 2003 Level 2	6784	360
	Computing / ICT	Databases	Microsoft Office Access 2003 Level 3	6785	360
	Computing / ICT	Databases	Microsoft Office Access 2007 Level 1	6884	360
	Computing / ICT	Databases	Microsoft SQL Server 2005 Admin MCITP 70-444 Series	7037	780
	Computing / ICT	Databases	Microsoft SQL Server 2005 Data Access MCITP 70-442 Series	7038	840
	Computing / ICT	Databases	Microsoft SQL Server 2005 Design MCITP 70-443 Series	7039	960
	Computing / ICT	Databases	Microsoft SQL Server 2005 Solutions MCITP 70-441 Series	7040	720
	Computing / ICT	Databases	Microsoft SQL Server 2005 Upgrade MCITP 70-447 Series	7041	300
	Computing / ICT	Databases	Microsoft SQL Server 2008 Database MCTS 70-433 Series	7866	1140
	Computing / ICT	Databases	Microsoft SQL Server 2008 Maintenance MCTS 70-432 Series	7439	1740
	Computing / ICT	Databases	Oracle 10g Administration Series	6650	891
	Computing / ICT	Databases	Oracle 10g Database Administration II 1Z0-043 Series	7029	1140

Computing / ICT	Databases	Oracle 8 Series	978	1800
Computing / ICT	Databases	Oracle Database 11g Administration I (1Z0-052) Series	7448	1320
Computing / ICT	Databases	Oracle Database 11g Administration II (1Z0-053) Series	7569	1560
Computing / ICT	Databases	Oracle Series	977	2160
Computing / ICT	Databases	Oracle9i Database Fundamentals 1Z1-031 Series	979	1740
Computing / ICT	Databases	Oracle9i Database Fundamentals II 1Z0-032 Series	7030	1440
Computing / ICT	Databases	Oracle9i Database Performance Tuning 1Z0-033 Series	7031	1080
Computing / ICT	Databases	Oracle9i SQL 1Z0-007 Series	5515	1440
Computing / ICT	Databases	PowerBuilder 9 Advanced Development Series	5507	720
Computing / ICT	Databases	RDBMS Series	1026	240
Computing / ICT	Databases	Skills Training for Microsoft Access 2010	7683	240
Computing / ICT	Databases	SQL for the Windows Environment Series	6651	1260
Computing / ICT	Databases	SQL Server 2000 Admin, Config, Install Series	5529	780
Computing / ICT	Databases	SQL Server 2000 Design, Implement Series	2407	1260
Computing / ICT	Databases	SQL Server 2005 MCTS 70-431 Series	6623	1560
Computing / ICT	Databases	SQL Server 6.5 Admin, Config, Install Series	2408	2760
Computing / ICT	Databases	SQL Server 7 Admin, Config, Install Series	2413	3600
Computing / ICT	Databases	Sybase Series	2388	1380
Computing / ICT	Databases	What's New in Microsoft Access 2007	7455	60
Computing / ICT	Databases	What's New in Microsoft Access 2010	7687	60
Computing / ICT	Databases	XML Series	2454	900
Computing / ICT	DTP / Graphics / Powerpoint	ActionScript 1.0 Series	5565	2160
Computing / ICT	DTP / Graphics / Powerpoint	ActionScript 2.0 Series	5546	660
Computing / ICT	DTP / Graphics / Powerpoint	Advanced Skills in Microsoft PowerPoint 2010	7710	60
Computing / ICT	DTP / Graphics / Powerpoint	Beginner Skills in Microsoft PowerPoint 2010	7709	120
Computing / ICT	DTP / Graphics / Powerpoint	Beginner Skills Training in Microsoft Publisher 2010	7804	60
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office PowerPoint 2003	7474	300
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office PowerPoint 2007	7479	360
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Project 2003	7480	390
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Project 2007	7483	240
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Visio 2007	7493	240
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Office Visio Standard 2003	7487	300
Computing / ICT	DTP / Graphics / Powerpoint	Core Training for Microsoft Visio Standard 2002	7488	240
Computing / ICT	DTP / Graphics / Powerpoint	Flash 8 Series	6517	420
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX 2004 Series	6248	1440
Computing / ICT	DTP / Graphics / Powerpoint	Flash MX Series	2447	1080
Computing / ICT	DTP / Graphics / Powerpoint	Getting Started with Microsoft Office Project 2007	7482	60
Computing / ICT	DTP / Graphics / Powerpoint	Getting Started with Microsoft Office Visio 2007	7490	60
Computing / ICT	DTP / Graphics / Powerpoint	Getting Started with PowerPoint 2007	7477	60
Computing / ICT	DTP / Graphics / Powerpoint	GUI Design Series	2450	600
Computing / ICT	DTP / Graphics / Powerpoint	Intermediate Skills in Microsoft PowerPoint 2010	7711	60
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 1	6801	240
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 2	6802	240
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2000 Level 3	6805	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 1	6813	420
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 2	6827	300
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2002 Level 3	6828	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 1	6833	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 2	6837	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2003 Level 3	6844	300
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 1	6889	360
Computing / ICT	DTP / Graphics / Powerpoint	Microsoft Office PowerPoint 2007 Level 2	6890	360
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop 7 Series	4329	2640
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop CS Series	5563	1980
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop CS4 Series	7631	1500
Computing / ICT	DTP / Graphics / Powerpoint	Photoshop Series	2451	1140
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2003 Series	5477	1500
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2007 Series	6995	1140
Computing / ICT	DTP / Graphics / Powerpoint	PowerPoint 2010 Series	7855	240
Computing / ICT	DTP / Graphics / Powerpoint	Skills Training for Microsoft PowerPoint 2010	7722	240
Computing / ICT	DTP / Graphics / Powerpoint	Skills Training in Microsoft Project 2010	7717	240
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft InfoPath 2010	7693	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Office PowerPoint 2007	7476	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Office Visio 2007	7492	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft PowerPoint 2010	7698	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Project 2010	7699	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Publisher 2010	7701	60
Computing / ICT	DTP / Graphics / Powerpoint	What's New in Microsoft Visio 2010	7702	60
Computing / ICT	ECDL / ICDL	ECDL Essentials 2007	7734	900
Computing / ICT	ECDL / ICDL	ECDL Essentials 2003	7736	900
Computing / ICT	ECDL / ICDL	ECDL Extra 2003	7738	1500
Computing / ICT	ECDL / ICDL	ECDL Extra 2007	7735	1500
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - European Computer Driving Licence	7441	2400
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Improving Productivity	7654	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 1 - Security for IT Users	7645	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 2 - IT User Fundamentals	7647	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 3 - Word Processing	7648	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 4 - Spreadsheets	7649	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 5 - Database Software	7650	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 6 - Presentation Software	7651	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2003) - Module 7 - Using E-mail and the Internet	7652	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - European Computer Driving Licence	7442	2400
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Improving Productivity	7662	300

Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 1 - Security for IT Users	7655	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 2 - IT User Fundamentals	7656	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 3 - Word Processing	7657	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 4 - Spreadsheets	7658	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 5 - Database Software	7659	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 6 - Presentation Software	7660	300
Computing / ICT	ECDL / ICDL	ECDL Syllabus 5 (2007) - Module 7 - Using E-mail and the Internet	7661	300
Computing / ICT	Internet & email	Advanced Skills in Microsoft Outlook 2010	7707	60
Computing / ICT	Internet & email	Advanced Training for Microsoft Office Outlook 2003	7466	240
Computing / ICT	Internet & email	Beginner Skills in Microsoft Outlook 2010	7706	120
Computing / ICT	Internet & email	CIW Foundations 1D0-510 Series	6625	680
Computing / ICT	Internet & email	CIW Security 1D0-470 Series	5562	2340
Computing / ICT	Internet & email	Core Training for Microsoft Office FrontPage 2002	7808	540
Computing / ICT	Internet & email	Core Training for Microsoft Office FrontPage® 2003	7809	360
Computing / ICT	Internet & email	Core Training for Microsoft Office Outlook 2003	7465	300
Computing / ICT	Internet & email	Core Training for Microsoft Office Outlook 2007	7473	360
Computing / ICT	Internet & email	Dreamweaver 8 Series	6516	240
Computing / ICT	Internet & email	Dreamweaver CS4 Series	7629	1680
Computing / ICT	Internet & email	Dreamweaver MX 2004 Series	5547	1380
Computing / ICT	Internet & email	Dreamweaver MX Series	2444	2520
Computing / ICT	Internet & email	Dynamic HTML Series	2445	1080
Computing / ICT	Internet & email	Flash CS4 Series	7630	1740
Computing / ICT	Internet & email	Frontpage 2000 Series	2448	660
Computing / ICT	Internet & email	Getting Started with Microsoft Office Outlook 2007	7472	60
Computing / ICT	Internet & email	IIS 6 Series	6622	2220
Computing / ICT	Internet & email	Intermediate Skills in Microsoft Outlook 2010	7708	60
Computing / ICT	Internet & email	Microsoft Office FrontPage 2000 Level 1	6808	240
Computing / ICT	Internet & email	Microsoft Office FrontPage 2000 Level 2	6809	240
Computing / ICT	Internet & email	Microsoft Office FrontPage 2002 Level 1	6831	420
Computing / ICT	Internet & email	Microsoft Office FrontPage 2002 Level 2	6832	360
Computing / ICT	Internet & email	Microsoft Office FrontPage 2003 Level 1	6841	360
Computing / ICT	Internet & email	Microsoft Office Outlook 2000 Level 1	6806	240
Computing / ICT	Internet & email	Microsoft Office Outlook 2000 Level 2	6807	240
Computing / ICT	Internet & email	Microsoft Office Outlook 2002 Level 1	6829	1080
Computing / ICT	Internet & email	Microsoft Office Outlook 2002 Level 2	6830	300
Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 1	6834	420
Computing / ICT	Internet & email	Microsoft Office Outlook 2003 Level 2	6840	300
Computing / ICT	Internet & email	Microsoft Office Outlook 2007 Level 1	6887	420
Computing / ICT	Internet & email	Microsoft Office Outlook 2007 Level 2	6888	300
Computing / ICT	Internet & email	Outlook 2003 Complete Training	7511	270
Computing / ICT	Internet & email	Outlook 2003 Series	5480	1500
Computing / ICT	Internet & email	Outlook 2007 Series	7023	900
Computing / ICT	Internet & email	PHP and MySQL Series	6240	2580
Computing / ICT	Internet & email	Skills Training for Microsoft Outlook 2010	7716	240
Computing / ICT	Internet & email	Visual C# Web Applications MCAD 70-315 Series	4311	2880
Computing / ICT	Internet & email	Web Design & Graphics Series	2453	960
Computing / ICT	Internet & email	Web Publishing and Design with HTML 4.01 and XHTML Series	6243	900
Computing / ICT	Internet & email	WebSphere 5.0 Studio Application Developer and J2EE Series	5564	840
Computing / ICT	Internet & email	What's New in Microsoft Outlook 2007	7467	60
Computing / ICT	Internet & email	What's New in Microsoft Outlook 2010	7697	60
Computing / ICT	Networking	Active Directory Quickstart	6436	480
Computing / ICT	Networking	Cisco Related Series BCMSN 642-811 Series	5499	1500
Computing / ICT	Networking	Cisco Related Series BCMSN 642-812 Series	6823	600
Computing / ICT	Networking	Cisco Related Series BCMSN 642-821 Series	5500	780
Computing / ICT	Networking	Cisco Related Series BSCI 642-801 Series	5510	1020
Computing / ICT	Networking	Cisco Related Series BSCI 642-901 Series	6824	660
Computing / ICT	Networking	Cisco Related Series by MindLeaders SWITCH 642-813 Series	7861	1200
Computing / ICT	Networking	Cisco Related Series by MindLeaders TSHOOT 642-832 Series	7862	1200
Computing / ICT	Networking	Cisco Related Series CCDA 640-863 Series	7024	840
Computing / ICT	Networking	Cisco Related Series CCNA 640-801 Series	5512	900
Computing / ICT	Networking	Cisco Related Series CCNA 640-802 Series	7025	1140
Computing / ICT	Networking	Cisco Related Series CIT 642-831 Series	5514	1080
Computing / ICT	Networking	Cisco Related Series ICND1 640-822 Series	7026	660
Computing / ICT	Networking	Cisco Related Series ICND2 640-816 Series	7027	300
Computing / ICT	Networking	Cisco Related Series ISCW 642-825 Series	6825	660
Computing / ICT	Networking	Cisco Related Series ONT 642-845 Series	6826	540
Computing / ICT	Networking	Client/Server Technology for Managers Series	1061	420
Computing / ICT	Networking	Comp TIA Security+ 2008 (SY0-201) Series	7438	1980
Computing / ICT	Networking	CompTIA A+ 2006 (220-601) Series	6654	1440
Computing / ICT	Networking	CompTIA A+ 2006 (220-602) Series	6655	1260
Computing / ICT	Networking	CompTIA A+ 2006 (220-603) Series	6656	1200
Computing / ICT	Networking	CompTIA A+ 2006 (220-604) Series	6653	900
Computing / ICT	Networking	CompTIA A+ 2009 Essentials (220-701) Series	7446	1920
Computing / ICT	Networking	CompTIA A+ 2009 Practical Application (220-702) Series	7447	1140
Computing / ICT	Networking	CompTIA Network+ 2005 (N10-003) Series	6235	2280
Computing / ICT	Networking	CompTIA Network+ 2009 (N10-004) Series	7792	1860
Computing / ICT	Networking	CompTIA Security+ 2011 (SY0-301) Series	7863	1020
Computing / ICT	Networking	CompTIA Security+ SY0-101 Series	7140	1440
Computing / ICT	Networking	CompTIA Server+ 2005 (SK0-002) Series	6515	2760
Computing / ICT	Networking	Getting Started with Microsoft Office Groove 2007	7816	120
Computing / ICT	Networking	Introduction to Exchange Server 2010	7896	60
Computing / ICT	Networking	MCTS Microsoft Certified Technology Specialist Active Directory	7681	1680
Computing / ICT	Networking	MCTS Microsoft Certified Technology Specialist Network Infrastructure	7682	1320

Computing / ICT	Networking	Microsoft Certified Professional (MCP) - Windows XP Professional	6427	2400
Computing / ICT	Networking	Microsoft Certified Systems Administrator (MCSA)	6425	7200
Computing / ICT	Networking	Microsoft Certified Systems Engineer (MCSE)	6426	9600
Computing / ICT	Networking	Microsoft Exchange 2000 Server Administration Series	7794	1440
Computing / ICT	Networking	Microsoft Exchange Server 2003 Implement, Manage Sites Series	5519	960
Computing / ICT	Networking	Microsoft Exchange Server 2010 MCTS 70-662 Series	7865	840
Computing / ICT	Networking	Microsoft Exchange Server 5.5 Series	5524	2400
Computing / ICT	Networking	Microsoft Windows XP/Server 2003 Deployment	6439	1440
Computing / ICT	Networking	Networking and Services	6508	2400
Computing / ICT	Networking	Networking Services Rapid	5402	960
Computing / ICT	Networking	Novell 560 CNE Series	2384	1740
Computing / ICT	Networking	Novell 570 CNE Advanced Administration Series	2385	1080
Computing / ICT	Networking	Remote Administration	6435	480
Computing / ICT	Networking	Server 2003 Security Admin MCSA/MCSE 70-299 Series	5527	660
Computing / ICT	Networking	SharePoint 2010 Series	7860	240
Computing / ICT	Networking	TCP/IP (Transmission Control Protocol/Internet Protocol)	6434	960
Computing / ICT	Networking	TCP/IP Series	2415	2460
Computing / ICT	Networking	User Management In Active Directory	6437	2400
Computing / ICT	Networking	VMware Certified Professional VCP-410 Series	7864	720
Computing / ICT	Networking	Windows 2000 Server Admin, Config, Install Series	2393	180
Computing / ICT	Networking	Windows 2000 Active Directory Series	2425	1800
Computing / ICT	Networking	Windows 2000 Directory Design Series	2399	2100
Computing / ICT	Networking	Windows 2000 Network Administration Series	2400	1320
Computing / ICT	Networking	Windows 2000 Network Design Series	2401	1560
Computing / ICT	Networking	Windows 2000 Network Management Series	2405	2640
Computing / ICT	Networking	Windows 2000 Server Admin, Config, Install Series	2426	2760
Computing / ICT	Networking	Windows Server 2003 Active Directory MCSE 70-294 Series	5539	2220
Computing / ICT	Networking	Windows Server 2003 Administration MCSE 70-290 Series	5541	3240
Computing / ICT	Networking	Windows Server 2003 Infrastructure MCSE 70-297 Series	5551	1320
Computing / ICT	Networking	Windows Server 2003 Network Management MCSE 70-291 Series	5545	3240
Computing / ICT	Networking	Windows Server 2003 Network Planning MCSE 70-293 Series	5550	3060
Computing / ICT	Networking	Windows Server 2003 Security Admin MCP 70-299 Series	7795	660
Computing / ICT	Networking	Windows Server 2003 Security MCSE 70-298 Series	5555	1980
Computing / ICT	Networking	Windows Server 2003 Series	5526	1080
Computing / ICT	Networking	Windows Server 2008 Applications MCTS 70-643 Series	7145	480
Computing / ICT	Networking	Windows Server 2008 Networking MCTS 70-642 Series	7146	480
Computing / ICT	Operating Systems	Assessing Application Compatibility in Windows 7	7754	120
Computing / ICT	Operating Systems	CISSP Security Professional Series	5506	1440
Computing / ICT	Operating Systems	Configuring and Troubleshooting a Windows Server 2008 Network Infrastructure	7542	1200
Computing / ICT	Operating Systems	Configuring and Troubleshooting Internet Information Services 7.0 in Windows Server 2008	7555	1440
Computing / ICT	Operating Systems	Configuring Disks and Device Drivers in Windows 7	7745	120
Computing / ICT	Operating Systems	Configuring File Access and Printers on Windows 7 Client Computers	7746	120
Computing / ICT	Operating Systems	Configuring Hyper-V in Windows Server 2008	7538	600
Computing / ICT	Operating Systems	Configuring Identity and Access Solutions with Windows Server Active Directory	7546	600
Computing / ICT	Operating Systems	Configuring Mobile Computing and Remote Access in Windows 7	7752	120
Computing / ICT	Operating Systems	Configuring Network Connectivity Windows 7	7747	120
Computing / ICT	Operating Systems	Configuring Network Security in Windows 7	7750	120
Computing / ICT	Operating Systems	Configuring Windows Server 2008 Active Directory	7539	1200
Computing / ICT	Operating Systems	Configuring Windows Server 2008 Terminal Services	7549	840
Computing / ICT	Operating Systems	Configuring Wireless Network Connections in Windows 7	7748	120
Computing / ICT	Operating Systems	Core Training for Windows 7	7509	420
Computing / ICT	Operating Systems	Deploying Windows 7 by Using Lite Touch Installation and Zero Touch Installation	7759	120
Computing / ICT	Operating Systems	Deploying Windows 7 by Using Windows AIK	7757	120
Computing / ICT	Operating Systems	Deploying Windows 7 by Using Windows Deployment Services	7758	120
Computing / ICT	Operating Systems	Designing a Network Infrastructure in Windows Server 2008	7552	840
Computing / ICT	Operating Systems	Designing Active Directory Infrastructure and Services in Windows Server 2008	7547	1200
Computing / ICT	Operating Systems	Designing, Configuring, and Managing the Client Environment	7763	120
Computing / ICT	Operating Systems	Evaluating Windows 7 Deployment Methods	7755	120
Computing / ICT	Operating Systems	Fundamentals of a Windows Server 2008 Network Infrastructure and Application Platform	7545	1200
Computing / ICT	Operating Systems	Fundamentals of Windows Server 2008 Active Directory	7540	1080
Computing / ICT	Operating Systems	Implementing and Maintaining Microsoft SQL Server 2008	7536	960
Computing / ICT	Operating Systems	Installing and Configuring Windows 7 Client (70-680)	7742	1080
Computing / ICT	Operating Systems	Installing, Upgrading, and Migrating to Windows 7	7744	120
Computing / ICT	Operating Systems	Linux Red Hat Technician RHCT RH202 Series	6247	1440
Computing / ICT	Operating Systems	Linux Series	2373	1620
Computing / ICT	Operating Systems	Migrating User State by Using WET and USMT 4.0	7761	120
Computing / ICT	Operating Systems	Optimizing and Maintaining Windows 7 Client Computers	7751	120
Computing / ICT	Operating Systems	Planning and Deploying Applications and Updates to Windows 7 Clients	7762	120
Computing / ICT	Operating Systems	Planning and Managing Windows 7 Desktop Deployments and Environments	7743	1200
Computing / ICT	Operating Systems	Preparing to Deploy Windows 7 Business Desktops	7753	120
Computing / ICT	Operating Systems	SAS 6 Series	2376	2280
Computing / ICT	Operating Systems	SAS 8 Series	2377	2280
Computing / ICT	Operating Systems	Securing Windows 7 Desktops	7749	120
Computing / ICT	Operating Systems	Solaris 8 System Administrator 310-011 Series	2379	1860
Computing / ICT	Operating Systems	Solaris 9 System Administrator 310-014/310-015 Series	6250	1020
Computing / ICT	Operating Systems	UNIX- Systems Series	2389	2340
Computing / ICT	Operating Systems	Updating your Active Directory Technology Skills to Windows Server 2008	7556	1200
Computing / ICT	Operating Systems	Updating your Application Infrastructure Technology Skills to Windows Server 2008	7537	1200
Computing / ICT	Operating Systems	Updating your Network Infrastructure Technology Skills to Windows 2008	7557	1200
Computing / ICT	Operating Systems	Updating your Windows Server 2003 Server Administration Skills to Windows Server 2008	7541	960
Computing / ICT	Operating Systems	Updating your Windows Server 2003 Server Design Skills to Windows Server 2008	7554	1200
Computing / ICT	Operating Systems	Windows 2000 Professional Series	2416	2520
Computing / ICT	Operating Systems	Windows 7 Essentials I	7508	60

Computing / ICT	Operating Systems	Windows 7 Essentials II	7507	60
Computing / ICT	Operating Systems	Windows 7 Upgrade Series	7570	480
Computing / ICT	Operating Systems	Windows Vista	6893	300
Computing / ICT	Operating Systems	Windows Vista & Office 2007 Desktops MCTS 70-624 Series	7128	540
Computing / ICT	Operating Systems	Windows Vista Configuration MCTS 70-620 Series	7131	840
Computing / ICT	Operating Systems	Windows Vista Enterprise Support MCITP 70-622 Series	7129	480
Computing / ICT	Operating Systems	Windows Vista Upgrade Series	6624	675
Computing / ICT	Operating Systems	Windows XP Application Support MCDST 70-272 Series	5548	780
Computing / ICT	Operating Systems	Windows XP Professional MCSE 70-270 Series	2430	1860
Computing / ICT	Operating Systems	Windows XP System Support MCDST 70-271 Series	5549	1020
Computing / ICT	PC Basics	Beginner Skills in Office 2010 (Word, Excel, PowerPoint, Outlook)	7715	540
Computing / ICT	PC Basics	Computing in Business	5660	2400
Computing / ICT	PC Basics	Core Training for Microsoft Office Professional Enterprise Edition 2003	7564	840
Computing / ICT	PC Basics	Core Training for Office 2007 Standard Edition	7535	1440
Computing / ICT	PC Basics	Getting Started with Office 2007 Standard Edition	7500	240
Computing / ICT	PC Basics	IC3 - Internet & Computing Core Certification	6919	1440
Computing / ICT	PC Basics	Introduction to the New Microsoft Office Fluent User Interface	7705	120
Computing / ICT	PC Basics	IT Induction: An eGuide to Windows 7 Office 2010	7727	30
Computing / ICT	PC Basics	Microsoft Office 2003 Training Library	7550	5340
Computing / ICT	PC Basics	Office 2003 - Whats New Series	5481	120
Computing / ICT	PC Basics	Office 2003 Standard Collection (Word, Excel, PowerPoint)	7551	1380
Computing / ICT	PC Basics	Office 2007 Library	7544	3240
Computing / ICT	PC Basics	Office 2007 Series	6621	840
Computing / ICT	PC Basics	QuickBooks 2004 Series	5485	1980
Computing / ICT	PC Basics	Skills Training for Office 2010 (Word, Excel, PowerPoint, Outlook)	7704	1020
Computing / ICT	PC Basics	TypingWeb Typing Tutor	6920	3000
Computing / ICT	PC Basics	What's New in Microsoft 2010 Applications	7694	720
Computing / ICT	PC Basics	What's New in Microsoft Office 2010	7695	60
Computing / ICT	PC Basics	What's New in the Microsoft Office 2007 System	7464	480
Computing / ICT	Programming	AJAX Series	6996	1200
Computing / ICT	Programming	C Series	974	2280
Computing / ICT	Programming	CGI/Perl Series	2431	900
Computing / ICT	Programming	ColdFusion MX Series	4291	1680
Computing / ICT	Programming	Core Training for Windows SharePoint Services 2003	7486	240
Computing / ICT	Programming	Getting Started with Microsoft Windows SharePoint Services 2.0	7485	360
Computing / ICT	Programming	Introducing Microsoft SharePoint Designer 2007	7484	60
Computing / ICT	Programming	Java 1.2 Series	2437	1200
Computing / ICT	Programming	Java 1.4 Programmer Certification 310-035 Series	2443	1740
Computing / ICT	Programming	Java 2 5.0 Programmer Certification 310-055 Series	7132	720
Computing / ICT	Programming	Java 2 5.0 Programming Series	6242	1860
Computing / ICT	Programming	Java 2 Developer SCJD CX-310-252A/CX-310-027 Series	5518	600
Computing / ICT	Programming	Java 2 Enterprise Design Series	2442	2640
Computing / ICT	Programming	Java Web Services Series	7147	900
Computing / ICT	Programming	JavaScript Series	6249	840
Computing / ICT	Programming	Microsoft .NET 2.0 App Development MCTS 70-536 Series	6659	1140
Computing / ICT	Programming	Microsoft .NET 2.0 Distributed Apps MCTS 70-529 Series	7032	720
Computing / ICT	Programming	Microsoft .NET 2.0 Web Development MCTS 70-528 Series	6660	960
Computing / ICT	Programming	Microsoft .NET 2.0 Windows Development MCTS 70-526 Series	7033	960
Computing / ICT	Programming	Microsoft .NET 3.5 ASP.NET Apps MCPD 70-564 Series	7571	780
Computing / ICT	Programming	Microsoft .NET 3.5 ASP.NET Apps MCTS 70-562 Series	7572	1200
Computing / ICT	Programming	Microsoft .NET 3.5 Enterprise Apps MCPD 70-565 Series	7624	960
Computing / ICT	Programming	Microsoft .NET 3.5 Forms Development MCTS 70-505 Series	7625	1020
Computing / ICT	Programming	Microsoft .NET 3.5 Windows Apps MCPD 70-563 Series	7573	1080
Computing / ICT	Programming	Microsoft .NET Implementing Applications Series	5520	960
Computing / ICT	Programming	Microsoft .NET Solutions Architectures Series	5521	960
Computing / ICT	Programming	Microsoft Exchange Server 2007 MCTS 70-236 Series	7034	900
Computing / ICT	Programming	Microsoft SharePoint 2010, Application Development (70-573)	7724	960
Computing / ICT	Programming	Microsoft SharePoint 2010, Configuring - 70-667	7732	960
Computing / ICT	Programming	Microsoft SharePoint Server 2007 MCTS 70-542 Series	7095	540
Computing / ICT	Programming	Microsoft SharePoint Server 2007 MCTS 70-630 Series	7036	1200
Computing / ICT	Programming	Notes 5 Programming Series	2383	1320
Computing / ICT	Programming	Object-Oriented Analysis & Design Series	2386	360
Computing / ICT	Programming	OOP Using C++ Series	2387	2280
Computing / ICT	Programming	Rational Unified Process Series	5516	1080
Computing / ICT	Programming	RPG IV Programming Series	2375	2280
Computing / ICT	Programming	Skills Training for Microsoft SharePoint Designer 2010	7475	300
Computing / ICT	Programming	UML 2.0 Series	5501	540
Computing / ICT	Programming	Visual Basic .NET Web Application Series	5530	1140
Computing / ICT	Programming	Visual Basic .NET Web Services Series (MCSD/MCAD 70-305)	5531	900
Computing / ICT	Programming	Visual Basic .NET Windows Apps MCSD/MCAD 70-306 Series	5534	840
Computing / ICT	Programming	Visual Basic 2005 Series	6652	455
Computing / ICT	Programming	Visual Basic 6 Series	2392	1920
Computing / ICT	Programming	Visual C# Series	6822	1140
Computing / ICT	Programming	Visual C# XML MCAD 70-320 Series	5532	3180
Computing / ICT	Programming	Visual InterDev 6 Series	2452	1800
Computing / ICT	Programming	Visual Studio .NET Advanced Topic Series	5533	1680
Computing / ICT	Programming	Visual Studio .NET and ASP .NET Series	2422	480
Computing / ICT	Programming	Visual Studio .NET Overview Series	2423	360
Computing / ICT	Programming	Visual Studio .NET Programming with Visual C# Series	2424	600
Computing / ICT	Programming	WebSphere 7.0 with Rational Application Developer Series	6661	1200
Computing / ICT	Programming	What's New in Microsoft SharePoint Designer 2010	7700	60
Computing / ICT	Programming	Windows 7 Configuration MCTS 70-680 Series	7574	660
Computing / ICT	Programming	Windows Server 2008 Active Directory MCTS 70-640 Series	7144	540

Computing / ICT	Programming	Windows Server 2008 Enterprise Admin MCITP 70-647 Series	7626	1740
Computing / ICT	Programming	Windows Server 2008 Server Admin MCITP 70-646 Series	7632	1080
Computing / ICT	Programming	Windows SharePoint Services 3.0 MCTS 70-541 Series	7096	360
Computing / ICT	Programming	Windows SharePoint Services 3.0 MCTS 70-631 Series	7097	480
Computing / ICT	Spreadsheets	Advanced Skills in Microsoft Excel 2010	7691	120
Computing / ICT	Spreadsheets	Advanced Training for Microsoft Office Excel 2003	7460	300
Computing / ICT	Spreadsheets	Beginner Skills in Microsoft Excel 2010	7689	120
Computing / ICT	Spreadsheets	Collaborating with others in Microsoft Office 2007 Excel	7767	60
Computing / ICT	Spreadsheets	Core Training for Microsoft Office Excel 2003	7459	240
Computing / ICT	Spreadsheets	Core Training for Microsoft Office Excel 2007	7463	360
Computing / ICT	Spreadsheets	Excel 2003 Complete Training	7512	540
Computing / ICT	Spreadsheets	Excel 2003 Series	5475	1560
Computing / ICT	Spreadsheets	Excel 2007 Advanced Series	6820	720
Computing / ICT	Spreadsheets	Excel 2007 Series	6658	660
Computing / ICT	Spreadsheets	Excel 2010 MOS Series	7858	660
Computing / ICT	Spreadsheets	Excel 2010 Series	7853	120
Computing / ICT	Spreadsheets	Getting Started with Microsoft Office Excel 2007	7462	60
Computing / ICT	Spreadsheets	Intermediate Skills in Microsoft Excel 2010	7690	120
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 1	6798	300
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 2	6799	240
Computing / ICT	Spreadsheets	Microsoft Office Excel 2000 Level 3	6800	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 1	6811	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 2	6816	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2002 Level 3	6817	300
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 1	6836	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 2	6839	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2003 Level 3	6842	360
Computing / ICT	Spreadsheets	Microsoft Office Excel 2007 Level 1	6885	420
Computing / ICT	Spreadsheets	Microsoft Office Excel 2007 Level 2	6886	360
Computing / ICT	Spreadsheets	Skills Training for Microsoft Excel 2010	7688	360
Computing / ICT	Spreadsheets	What's New in Microsoft Excel 2007	7461	60
Computing / ICT	Spreadsheets	What's New in Microsoft Excel 2010	7692	60
Computing / ICT	Word processing	Advanced Skills in Microsoft Word 2010	7714	90
Computing / ICT	Word processing	Advanced Training for Microsoft Office Word 2003	7495	300
Computing / ICT	Word processing	Beginner Skills in Microsoft Word 2010	7712	120
Computing / ICT	Word processing	Core Training for Microsoft Office Word 2003	7494	240
Computing / ICT	Word processing	Core Training for Microsoft Office Word 2007	7499	360
Computing / ICT	Word processing	Getting Started with Microsoft Office Word 2007	7497	60
Computing / ICT	Word processing	Intermediate Skills in Microsoft Word 2010	7713	90
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 1	6794	240
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 2	6803	300
Computing / ICT	Word processing	Microsoft Office Word 2000 Level 3	6804	360
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 1	6810	360
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 2	6814	300
Computing / ICT	Word processing	Microsoft Office Word 2002 Level 3	6815	480
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 1	6835	360
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 2	6838	420
Computing / ICT	Word processing	Microsoft Office Word 2003 Level 3	6845	420
Computing / ICT	Word processing	Microsoft Office Word 2007 Level 1	6891	360
Computing / ICT	Word processing	Microsoft Office Word 2007 Level 2	6892	420
Computing / ICT	Word processing	Skills Training for Microsoft Word 2010	7723	300
Computing / ICT	Word processing	What's New in Microsoft Office Word 2007	7498	60
Computing / ICT	Word processing	What's New in Microsoft OneNote 2010	7696	60
Computing / ICT	Word processing	What's New in Microsoft Word 2010	7703	60
Computing / ICT	Word processing	Word 2003 Complete Training	7510	540
Computing / ICT	Word processing	Word 2003 Series	5476	1920
Computing / ICT	Word processing	Word 2007 Series	6781	840
Computing / ICT	Word processing	Word 2010 MOS Series	7859	540
Computing / ICT	Word processing	Word 2010 Series	7856	180
Computing / ICT	Word processing	Working with Advanced Features of Microsoft Word 2007	7623	60
Health & Safety	Assessment	Repetitive Strain Injury - Risk Assessment	804	40
Health & Safety	Assessment	Risk Assessment	6549	180
Health & Safety	Assessment	Risk Assessment for Managers	6771	60
Health & Safety	Assessment	Slips, Trips and Falls - Risk Assessment	801	40
Health & Safety	Driving	Staying Safe with Vehicles	6775	35
Health & Safety	Duty Of Care	An Introduction to Safeguarding Children	7578	150
Health & Safety	Duty Of Care	Awareness of Child Abuse or Neglect - Core	7109	120
Health & Safety	Duty Of Care	Awareness of Child Abuse or Neglect - Foundation	7108	120
Health & Safety	Duty Of Care	Basic Awareness of Domestic Violence	7819	120
Health & Safety	Duty Of Care	Child Accident Prevention	7835	90
Health & Safety	Duty Of Care	Cultural Awareness in Safeguarding	7834	90
Health & Safety	Duty Of Care	Dealing with Anti-Social Behaviour	7101	120
Health & Safety	Duty Of Care	Domestic Abuse	7107	120
Health & Safety	Duty Of Care	Domestic Violence	7118	120
Health & Safety	Duty Of Care	Early Child Development - Foundation	7845	90
Health & Safety	Duty Of Care	eSafety – Guidance for Practitioners	7833	90
Health & Safety	Duty Of Care	Falls and Fracture Prevention in Older People	7584	150
Health & Safety	Duty Of Care	Hidden Harm - Parental Alcohol & Drug Misuse	7124	120
Health & Safety	Duty Of Care	Information Sharing	7587	120
Health & Safety	Duty Of Care	Integrated Working and the Common Assessment Framework (CAF)	7111	120
Health & Safety	Duty Of Care	Mental Capacity Act	7590	150
Health & Safety	Duty Of Care	NSPCC Child Neglect	7892	180
Health & Safety	Duty Of Care	NSPCC Child Protection – Staying Aware	7161	60

New

New	Health & Safety	Duty Of Care	NSPCC Child Protection Awareness	7048	240
	Health & Safety	Duty Of Care	NSPCC Child Protection Awareness in Education	7049	240
	Health & Safety	Duty Of Care	NSPCC Child Protection Awareness in Health	7050	240
New	Health & Safety	Duty Of Care	NSPCC Child Protection Awareness in Sport and Active Leisure	7893	240
	Health & Safety	Duty Of Care	NSPCC Child Sexual Abuse	7894	240
New	Health & Safety	Duty Of Care	NSPCC Children's Rights	7443	60
	Health & Safety	Duty Of Care	NSPCC Preventing Bullying Behaviour	7091	240
	Health & Safety	Duty Of Care	Parental Mental Health	7592	120
	Health & Safety	Duty Of Care	Protecting Vulnerable Adults	7056	240
	Health & Safety	Duty Of Care	Runaways - South Yorkshire Protocol	7112	120
	Health & Safety	Duty Of Care	Safeguarding Children from Abuse by Sexual Exploitation	7597	90
	Health & Safety	Duty Of Care	Safeguarding Children Refresher Training	7599	150
	Health & Safety	Duty Of Care	Safeguarding Children with Disabilities	7600	120
	Health & Safety	Duty Of Care	Safeguarding Vulnerable Adults (POVA)	7601	120
	Health & Safety	Duty Of Care	Safeguarding Vulnerable Adults Test	7895	240
	Health & Safety	Duty Of Care	Safer Working Practices	7823	60
	Health & Safety	Duty Of Care	Self Care	7602	90
	Health & Safety	Duty Of Care	Short Breaks for Disabled Children	7831	150
	Health & Safety	Duty Of Care	Strategic Managers Integrated Working - Common Assessment Framework (CAF)	7604	150
	Health & Safety	Duty Of Care	Teenage Pregnancy	7605	60
	Health & Safety	Duty Of Care	Think Safe, Be Safe, Stay Safe	7606	120
	Health & Safety	Fire / Hazard Safety	An Introduction to Welding Safety	6553	180
	Health & Safety	Fire / Hazard Safety	Asbestos Awareness	7824	150
	Health & Safety	Fire / Hazard Safety	Asbestos Basic Awareness	7843	45
	Health & Safety	Fire / Hazard Safety	Avoiding Slips, Trips and Falls	158	50
	Health & Safety	Fire / Hazard Safety	Fire Safety	6464	120
	Health & Safety	Fire / Hazard Safety	Fire Safety and Evacuation	156	45
	Health & Safety	Fire / Hazard Safety	Staying Safe with Electricity	6773	35
	Health & Safety	Fire / Hazard Safety	Staying Safe with Hazardous Substances	6774	35
	Health & Safety	Fire / Hazard Safety	Staying Safe with Noise	6772	35
	Health & Safety	First Aid	Anaphylaxis Awareness	7820	150
	Health & Safety	Food Hygiene	Basic Food Hygiene	7043	180
	Health & Safety	Food Hygiene	Food Safety & Hygiene Level 2 for Catering	7098	180
	Health & Safety	Food Hygiene	Food Safety & Hygiene Level 2 for Manufacturing	7100	180
	Health & Safety	Food Hygiene	Food Safety & Hygiene Level 2 for Retail	7099	180
	Health & Safety	Food Hygiene	Food Safety Foundation Refresher Course in Catering	7234	120
	Health & Safety	Food Hygiene	IOSH Food Safety Foundation Course in Catering	7150	420
	Health & Safety	Food Hygiene	Level 3 Supervising Food Safety	7841	480
	Health & Safety	Food Hygiene	Polish IOSH Food Safety Foundation Course in Catering	7802	420
	Health & Safety	Healthcare	An Introduction to Telecare and Telehealth	7836	150
	Health & Safety	Healthcare	Aseptic Techniques	7126	120
	Health & Safety	Healthcare	Awareness of Legionnaires' Disease	7826	150
	Health & Safety	Healthcare	Common Induction Standards 2010 (Adult Services)	7796	1080
	Health & Safety	Healthcare	Conflict Resolution for Healthcare	6532	180
	Health & Safety	Healthcare	Dementia Awareness	7822	60
	Health & Safety	Healthcare	Dignity in Care	7821	90
	Health & Safety	Healthcare	Hand Hygiene – A Video Guide to Effective Hand Washing	7812	10
	Health & Safety	Healthcare	Health and Safety for Healthcare	7585	150
	Health & Safety	Healthcare	Lean Healthcare Overview	7110	120
	Health & Safety	Healthcare	Living with Diabetes	7190	240
	Health & Safety	Healthcare	Lone Working in the NHS	7104	60
	Health & Safety	Healthcare	The Assessment and Management of Urinary Incontinence and Bladder Dysfunction in Adults	7838	210
	Health & Safety	Healthcare	The Management of Urinary Catheterisation for Adults	7125	120
	Health & Safety	Healthcare	The Safe Use of Insulin	7837	90
	Health & Safety	Healthcare	TIGER Caldicott	6529	180
	Health & Safety	Healthcare	TIGER Confidentiality	6531	180
	Health & Safety	Healthcare	TIGER Data Protection	7607	180
	Health & Safety	Healthcare	TIGER Essentials	7608	180
	Health & Safety	Healthcare	TIGER Freedom of Information	7609	120
	Health & Safety	Healthcare	TIGER Health Records	6540	180
	Health & Safety	Healthcare	TIGER Information Security	7610	120
	Health & Safety	Healthcare	Tissue Viability	7829	150
	Health & Safety	Healthcare	Wellbeing in Sexual Health - Blackpool	7612	90
	Health & Safety	Infection Control	Infection Prevention and Control	6460	60
	Health & Safety	Manual Handling	Manual Handling - Risk Assessment	803	40
	Health & Safety	Manual Handling	Moving and Handling Objects	6463	180
	Health & Safety	Manual Handling	Moving and Handling Objects and People	6462	180
	Health & Safety	Manual Handling	Moving Loads by Lifting and Slings	7106	120
	Health & Safety	Manual Handling	Safe Manual Handling	157	50
	Health & Safety	Workplace Safety	An Introduction to Health & Safety at Work	154	45
New	Health & Safety	Workplace Safety	An Introduction to Risk Assessment	7471	120
	Health & Safety	Workplace Safety	An Introduction to Risk Assessment	7887	180
	Health & Safety	Workplace Safety	Asbestos Awareness	7764	120
	Health & Safety	Workplace Safety	Core Health and Safety	7077	120
	Health & Safety	Workplace Safety	Health & Safety	6130	60
	Health & Safety	Workplace Safety	Health and Safety (IOSH)	7045	360
	Health & Safety	Workplace Safety	Health and Safety in the Workplace	7827	210
	Health & Safety	Workplace Safety	IOSH International Managing Safely for Non UK Students	7733	1440
	Health & Safety	Workplace Safety	IOSH Managing Safely	6997	1290
	Health & Safety	Workplace Safety	IOSH Managing Safely Refresher	7622	429
	Health & Safety	Workplace Safety	IOSH Working Safely	5390	600
	Health & Safety	Workplace Safety	Managing Health and Safety	806	90
	Health & Safety	Workplace Safety	NEBOSH Fire Safety and Risk Management Certificate	7020	6000

Health & Safety	Workplace Safety	NEBOSH International General Certificate in Occupational Health and Safety	7019	6000	
Health & Safety	Workplace Safety	NEBOSH National Certificate in Construction Health and Safety	7021	6480	
Health & Safety	Workplace Safety	NEBOSH National General Certificate in Occupational Health and Safety	7018	6000	
Health & Safety	Workplace Safety	Personal Safety	7078	300	
Health & Safety	Workplace Safety	Personal Safety for Lone Workers	7593	60	
Health & Safety	Workplace Safety	Polish IOSH Working Safely	7817	600	
Health & Safety	Workplace Safety	Protecting the Environment at Work and Home	6782	45	
Health & Safety	Workplace Safety	Safety in Business - Safeguarding People and Productivity	7057	240	
Health & Safety	Workplace Safety	Stress in the Workplace Risk Assessment	7814	10	
Health & Safety	Workplace Safety	Working Safely in an Engineering Environment	7613	150	
Health & Safety	Workstation Safety	DSE and Workstation Health & Safety - Risk Assessment	802	30	
Health & Safety	Workstation Safety	DSE and Workstation Health and Safety	155	45	
Health & Safety	Workstation Safety	RSI – What It Is and How To Avoid It	807	40	
Languages	English	English Advanced	6496	2400	
Languages	English	English Beginner	6497	2400	
Languages	English	English Beginner +	6498	2400	
Languages	English	English Intermediate	6499	2400	
Languages	English	English Intermediate +	6500	2400	
Languages	English	ESOL Entry Levels 1, 2 and 3 (Train 2 Gain/Real Talk English)	6510	7200	
Languages	French	French Beginner	6501	2400	
Languages	French	French Beginner +	6502	2400	
Languages	French	French Intermediate	6503	2400	
Languages	French	Vektor Online Resources – French - Advanced	5427	2400	
Languages	German	German Beginner	6520	2400	
Languages	German	German Beginner +	6521	2400	
Languages	German	German Intermediate	6626	2400	
Languages	Italian	Vektor Online Resources - Italian - Advanced	5433	2400	
Languages	Italian	Vektor Online Resources - Italian - Beginner	5430	2400	
Languages	Italian	Vektor Online Resources - Italian - Beginner Plus	5431	2400	
Languages	Italian	Vektor Online Resources - Italian - Intermediate	5432	2400	
Languages	Spanish	Spanish Beginner	6504	2400	
Languages	Spanish	Spanish Beginner +	6505	2400	
Languages	Spanish	Spanish Intermediate	6519	2400	
Languages	Spanish	Vektor Online Resources - Spanish - Advanced	5429	2400	
New	Managing Finance	Budgeting	An Introduction to Finance; Budgeting	7883	300
	Managing Finance	Budgeting	Budgeting (HMM10)	6947	60
	Managing Finance	Budgeting	Capital Budgeting	235	60
	Managing Finance	Budgeting	Context and Purpose of Budgeting	232	120
	Managing Finance	Budgeting	Implementing Budgets	237	30
	Managing Finance	Budgeting	Introduction to Budgeting	7066	360
	Managing Finance	Budgeting	Master Budgets	236	60
	Managing Finance	Budgeting	Money Matters – Financial Inclusion	7591	60
	Managing Finance	Budgeting	Revenue Budgeting	234	30
	Managing Finance	Budgeting	The Budgeting Process	233	120
	Managing Finance	Business & strategic plans	Business Plan Development (HMM10)	6949	60
	Managing Finance	Business & strategic plans	Strategic Analysis	7065	480
	Managing Finance	Business & strategic plans	Strategic Thinking (HMM10)	6981	60
	Managing Finance	Business & strategic plans	Strategy Execution (HMM10)	6982	60
	Managing Finance	Business Basics	Accounting	7641	420
	Managing Finance	Business Basics	Accredited Finance for Non-Financial Managers	6990	1200
	Managing Finance	Business Basics	Activity Based Management	7070	300
	Managing Finance	Business Basics	Analysis of the Balance Sheet	7616	75
	Managing Finance	Business Basics	Analysis of the Cash Flow Statement	7617	75
	Managing Finance	Business Basics	Analysis of the Income Statement	7618	75
	Managing Finance	Business Basics	Balance Sheet	221	150
	Managing Finance	Business Basics	Business Basics	7067	540
	Managing Finance	Business Basics	Business Perspectives	240	120
	Managing Finance	Business Basics	Cash Flow	222	150
	Managing Finance	Business Basics	Cash Flow Challenge	367	180
	Managing Finance	Business Basics	Cash, Debtors and Creditors	248	120
	Managing Finance	Business Basics	CIMA Fundamentals of Business Economics 2006 (C04)	7519	1200
	Managing Finance	Business Basics	CIMA Fundamentals of Business Economics 2011 (C04)	7872	1200
	Managing Finance	Business Basics	CIMA Fundamentals of Business Mathematics 2006 (C03)	7518	660
	Managing Finance	Business Basics	CIMA Fundamentals of Business Mathematics 2011 (C03)	7871	600
	Managing Finance	Business Basics	CIMA Fundamentals of Ethics, Corporate Governance and Business Law 2011 (C05)	7873	960
	Managing Finance	Business Basics	CIMA Fundamentals of Financial Accounting 2011 (C02)	7870	1080
	Managing Finance	Business Basics	CIMA Fundamentals of Management Accounting 2011 (C01)	7869	840
	Managing Finance	Business Basics	Finance Essentials (HMM10)	6962	60
	Managing Finance	Business Basics	Financial Fundamentals	7063	660
	Managing Finance	Business Basics	Introduction to Financial Analysis	7062	30
	Managing Finance	Business Basics	Introduction to Financial Statements	219	120
	Managing Finance	Business Basics	Introduction to Working Capital	246	90
	Managing Finance	Business Basics	Operational Analysis	7064	660
	Managing Finance	Business Basics	Planning for the Future – Budgeting	243	210
	Managing Finance	Business Basics	Profit and Loss Account	239	90
	Managing Finance	Business Basics	Sources of Financial Information	241	90
	Managing Finance	Business Basics	Understanding Financial Reports	6407	75
	Managing Finance	Business Basics	Understanding the Business	242	120
	Managing Finance	Business Basics	Value Creation	7071	360
	Managing Finance	Business Basics	Value for Money	7828	40
	Managing Finance	Business Basics	Working Capital Management	7069	300
	Managing Finance	Currency & Risk	Bribery and Corruption	7726	20
	Managing Finance	Currency & Risk	Fraud Awareness	7725	20

Managing Finance	Currency & Risk	FSA Financial Crime	6509	150
Managing Finance	Currency & Risk	International Currency Management	7068	210
Managing Finance	Currency & Risk	International Currency Management	244	90
Managing Finance	Currency & Risk	Managing International Currency Risk	245	120
Managing Finance	Currency & Risk	Treating Customers Fairly - Insurance Firms	7092	30
Managing Finance	Currency & Risk	UK Anti-Money Laundering	7621	90
Managing Finance	Financial Accounts	Asset Turnover	226	150
Managing Finance	Financial Accounts	CIMA Financial Operations (F1)	7521	1560
Managing Finance	Financial Accounts	CIMA Fundamentals of Financial Accounting 2006 (C02)	7517	1080
Managing Finance	Financial Accounts	CIMA Fundamentals of Management Accounting 2006 (C01)	7516	720
Managing Finance	Financial Accounts	Costing Decisions	223	150
Managing Finance	Financial Accounts	Dividends and Growth	229	150
Managing Finance	Financial Accounts	Introduction to Activity Based Costing	230	90
Managing Finance	Financial Accounts	Investment Appraisal	224	180
Managing Finance	Financial Accounts	Profit Margin	225	120
Managing Finance	Financial Accounts	Return on Capital Employed	238	180
Managing Finance	Financial Accounts	Return on Equity	228	150
Managing Finance	Financial Accounts	Sage 50 Accounts	7450	360
Managing Finance	Financial Accounts	Sage Bookkeeping Stage 1	7452	360
Managing Finance	Financial Accounts	Sage Bookkeeping Stage 2	7453	360
Managing Finance	Financial Accounts	Sage Instant Accounts	7451	360
Managing Finance	Financial Markets	Bank Lending	7633	450
Managing Finance	Financial Markets	Bank Regulation	7680	50
Managing Finance	Financial Markets	Banker/Customer Relationship	7674	75
Managing Finance	Financial Markets	Basel II - An Overview	6757	75
Managing Finance	Financial Markets	Basis Trading	6696	60
Managing Finance	Financial Markets	Bond - Prices & Yields	6685	60
Managing Finance	Financial Markets	Bond Futures	6694	60
Managing Finance	Financial Markets	Bond Futures Basis	6695	60
Managing Finance	Financial Markets	Bond Hedging with Options	6699	60
Managing Finance	Financial Markets	Bond Hedging with Swaps	6700	60
Managing Finance	Financial Markets	Bond Strategies - Fundamentals	6692	50
Managing Finance	Financial Markets	Bonds - An Introduction	6391	60
Managing Finance	Financial Markets	Bonds - Primary and Secondary Markets	6392	75
Managing Finance	Financial Markets	Building a Yield Curve	6720	60
Managing Finance	Financial Markets	Cash Management	7675	60
Managing Finance	Financial Markets	Collateral & Credit Risk Mitigation (Part I)	7637	60
Managing Finance	Financial Markets	Collateral & Credit Risk Mitigation (Part II)	7638	60
Managing Finance	Financial Markets	Collective Investment Schemes	6760	60
Managing Finance	Financial Markets	Collective Investment Schemes (UK)	6759	220
Managing Finance	Financial Markets	Complaints Handling	6766	40
Managing Finance	Financial Markets	Conduct of Business Sourcebook	7644	180
Managing Finance	Financial Markets	Corporate Banking Customers and Their Needs	7672	45
Managing Finance	Financial Markets	Credit Derivatives	6735	1040
Managing Finance	Financial Markets	Credit Derivatives - An Introduction	6736	60
Managing Finance	Financial Markets	Credit Derivatives - Basket Default Swaps	6746	75
Managing Finance	Financial Markets	Credit Derivatives - Capital Structure Arbitrage	6748	60
Managing Finance	Financial Markets	Credit Derivatives - CDS Indexes	6749	75
Managing Finance	Financial Markets	Credit Derivatives - Credit Default Swap Valuation	6741	180
Managing Finance	Financial Markets	Credit Derivatives - Credit Default Swaps	6742	60
Managing Finance	Financial Markets	Credit Derivatives - Credit Spread Options	6745	75
Managing Finance	Financial Markets	Credit Derivatives - Credit-Linked Notes	6744	75
Managing Finance	Financial Markets	Credit Derivatives - Pricing Methods	6740	60
Managing Finance	Financial Markets	Credit Derivatives - Regulation and Documentation	6738	55
Managing Finance	Financial Markets	Credit Derivatives - Synthetic CDOs	6747	90
Managing Finance	Financial Markets	Credit Derivatives - Total Rate of Return Swaps	6743	60
Managing Finance	Financial Markets	Credit Derivatives - Types	6737	55
Managing Finance	Financial Markets	Credit Derivatives - Uses & Applications	6739	55
Managing Finance	Financial Markets	Credit Management	6398	60
Managing Finance	Financial Markets	Credit Risk - An Introduction	6753	60
Managing Finance	Financial Markets	Derivatives - An Overview	6704	90
Managing Finance	Financial Markets	Duration and Convexity	6686	90
Managing Finance	Financial Markets	Equities	6681	115
Managing Finance	Financial Markets	Equities - An Introduction	6393	120
Managing Finance	Financial Markets	Equities - Issuing	6394	60
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Managing Finance	Financial Markets	Eurobonds - Issuing & Investment	6689	75
Managing Finance	Financial Markets	Financial Markets - An Introduction	6388	90
Managing Finance	Financial Markets	Financial Resources: Calculating own Funds and Capital Resources	6767	60
Managing Finance	Financial Markets	Fixed Income	6684	825
Managing Finance	Financial Markets	Fixed Income - Credit Risk	6687	60
Managing Finance	Financial Markets	Fixed Income Analysis	6693	545
Managing Finance	Financial Markets	Floating Rate Notes (FRNs)	6690	60
Managing Finance	Financial Markets	Foreign Exchange	6673	415
Managing Finance	Financial Markets	Foreign Exchange - Introduction to the Forwards Market	6676	50
Managing Finance	Financial Markets	Foreign Exchange - Introduction to the Spot Market	6675	50
Managing Finance	Financial Markets	Foreign Exchange - Market Evolution	6674	60
Managing Finance	Financial Markets	Foreign Exchange - Market Overview	6390	50
Managing Finance	Financial Markets	Forwards & Futures	6708	375
Managing Finance	Financial Markets	Forwards & Futures - An Introduction	6705	75
Managing Finance	Financial Markets	Forwards & Futures - Hedging (Part I)	6711	75

Managing Finance	Financial Markets	Forwards & Futures - Hedging (Part II)	6712	75
Managing Finance	Financial Markets	Forwards & Futures - Pricing	6709	75
Managing Finance	Financial Markets	Forwards & Futures - Trading	6713	75
Managing Finance	Financial Markets	Futures - Building a Yield Curve (Actual Dates)	6722	60
Managing Finance	Financial Markets	Futures - Building a Yield Curve (Even Periods)	6721	65
Managing Finance	Financial Markets	Futures Markets	6710	75
Managing Finance	Financial Markets	FX Dealing - Forwards Market - An Introduction	6679	90
Managing Finance	Financial Markets	FX Dealing - Forwards Market - Hedging and Cash Management	6680	75
Managing Finance	Financial Markets	FX Dealing - Spot Market	6678	90
Managing Finance	Financial Markets	High - Yield Debt	6698	50
Managing Finance	Financial Markets	Individual Capital Adequacy Standards (ICAS)	6769	90
Managing Finance	Financial Markets	Interest Rate & Currency Swap Fundamentals	6726	585
Managing Finance	Financial Markets	Interest Rate Options	6723	560
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Managing Finance	Financial Markets	Introduction to Derivatives	6703	285
Managing Finance	Financial Markets	Introduction to Financial Markets	6387	520
Managing Finance	Financial Markets	Investment Trusts (UK)	7620	60
Managing Finance	Financial Markets	Lending - An Introduction	7634	75
Managing Finance	Financial Markets	Loan Trading	7639	60
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Managing Finance	Financial Markets	MiFID - An Overview	6770	60
Managing Finance	Financial Markets	Money Markets - An Introduction	6389	50
Managing Finance	Financial Markets	Open-Ended Investment Companies (OEICs)	6763	50
Managing Finance	Financial Markets	Operational Risk - An Introduction	6754	75
Managing Finance	Financial Markets	Options	6714	180
Managing Finance	Financial Markets	Options - An Introduction	6706	60
Managing Finance	Financial Markets	Options - Managing an Interest Rate Option Book	6716	120
Managing Finance	Financial Markets	Options - Managing an Option Portfolio	6725	90
Managing Finance	Financial Markets	Options - Trading Strategies	6715	90
Managing Finance	Financial Markets	Principles of Lending	7676	75
Managing Finance	Financial Markets	Problem Loans	7640	60
Managing Finance	Financial Markets	Relative Value Trading - An Introduction	6701	60
Managing Finance	Financial Markets	Relative Value Trading - Strategies & Risks	6702	75
Managing Finance	Financial Markets	Risk Identification & Mitigation	7678	60
Managing Finance	Financial Markets	Risk Management	6750	420
Managing Finance	Financial Markets	Risk Management - An Introduction	7642	75
Managing Finance	Financial Markets	Risk Management - Liquidity Analysis & Control	6755	120
Managing Finance	Financial Markets	Security	7677	60
Managing Finance	Financial Markets	Swaps - An Introduction	6707	60
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Managing Finance	Financial Markets	Swaps - Applications for Corporates	6728	75
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Managing Finance	Financial Markets	Swaps - Book Management	6734	90
Managing Finance	Financial Markets	Swaps - Credit Exposure	6732	75
Managing Finance	Financial Markets	Swaps - Documentation & Settlement	6733	75
Managing Finance	Financial Markets	Swaps - Pricing & Valuation (Part I)	6730	60
Managing Finance	Financial Markets	Swaps - Pricing & Valuation (Part II)	6731	75
Managing Finance	Financial Markets	Swaptions	6724	75
Managing Finance	Financial Markets	Syndicated Lending	7636	75
Managing Finance	Financial Markets	The Lending Cycle	7635	60
Managing Finance	Financial Markets	UK Bond Market	6691	60
Managing Finance	Financial Markets	UK Corporate Banking	7671	520
Managing Finance	Financial Markets	UK Equity Market	6682	65
Managing Finance	Financial Markets	Understanding the Corporate Banking Marketplace	7673	35
Managing Finance	Financial Markets	Unit Trusts	6762	50
Managing Finance	Financial Markets	Yield Curves	6719	185
Managing Finance	Financial Markets	Zero - Coupon Bonds	6697	60
Managing Finance	Grants & funds	Tendering Toolkit	6440	120
Managing Finance	Investment	CIMA Financial Strategy (F3)	7529	1260
Managing Finance	Investment	Investing Fundamentals Series	4317	1320
Managing Finance	Targets & performance	CIMA Performance Management (P2)	7528	960
Managing Finance	Targets & performance	Driving Value	250	120
Managing Finance	Targets & performance	Introduction to ABM	252	90
Managing Finance	Targets & performance	Introduction to Shareholder Value	231	90
Managing Finance	Targets & performance	Moving to ABM	254	120
Managing Finance	Targets & performance	Performance Measurement (HMM10)	6975	60
Managing Finance	Targets & performance	The Value Creation Concept	249	120
Managing Finance	Targets & performance	The Value Model	251	120
Managing Finance	Targets & performance	Traditional Costing and ABM	253	90
New Managing Information	Data protection & security	An Introduction to Data Protection	7881	300
Managing Information	Data protection & security	An Overview of the Data Protection Act 1998	6488	40
Managing Information	Data protection & security	Confidentiality in the Workplace	7614	60
Managing Information	Data protection & security	Data Protection (UK)	6408	60
Managing Information	Data protection & security	Data Protection in the Workplace	7119	120
Managing Information	Data protection & security	Freedom of Information Act 2000	6490	50
Managing Information	Knowledge Management	Data Warehousing Series	1063	300
Managing Information	Knowledge Management	TIGER IG Management	6542	180
Managing Information	Knowledge Management	TIGER Information Quality Assurance	6543	180
Managing Information	Problem Solving	Crisis Management (HMM10)	6953	60
Managing Information	Problem Solving	Decision Making (HMM10)	6955	60
Managing Information	Problem Solving	Effective Decision Making	6132	60
Managing Information	Problem Solving	Problem Solving	7594	210
New Managing People	Appraisal	An Introduction to Staff Training	7889	240

	Managing People	Appraisal	An Overview of Performance Appraisal	183	35
	Managing People	Appraisal	Feedback Essentials (HMM10)	6961	60
	Managing People	Appraisal	On-going Appraisal	180	25
	Managing People	Appraisal	Performance Appraisal (HMM10)	6974	60
	Managing People	Appraisal	Preparing for the Appraisal	182	25
	Managing People	Appraisal	Supervision and Appraisal in Early Years Settings	7830	90
	Managing People	Appraisal	The Appraisal Discussion	181	40
	Managing People	Employment law	Dismissing an Employee (HMM10)	6959	60
New	Managing People	Employment law	Flexible Working	6478	35
	Managing People	Equal opportunities	An Introduction to Equality and Diversity	7882	240
	Managing People	Equal opportunities	Avoiding and Dealing with Age Discrimination	7806	50
	Managing People	Equal opportunities	Avoiding and Dealing with Disability Discrimination	7805	60
	Managing People	Equal opportunities	Avoiding and Dealing with Race Discrimination	7478	30
	Managing People	Equal opportunities	Avoiding and Dealing with Sex Discrimination	7491	30
	Managing People	Equal opportunities	Avoiding and Dealing with Sexual Orientation Discrimination	7807	45
	Managing People	Equal opportunities	Awareness	6125	345
	Managing People	Equal opportunities	Diversity	6126	45
	Managing People	Equal opportunities	Diversity (HMM10)	6960	60
	Managing People	Equal opportunities	Diversity, Equality and Discrimination	7730	50
	Managing People	Equal opportunities	Equal Opportunities in the Workplace - Parents in Employment	7770	75
	Managing People	Equal opportunities	Equal Opportunities in the Workplace: Recruitment and Selection 2010	7728	50
	Managing People	Equal opportunities	Equality	6127	90
	Managing People	Equal opportunities	Equality and Diversity for Healthcare	7582	150
	Managing People	Equal opportunities	Equality and Diversity in the Workplace	7583	120
	Managing People	Equal opportunities	Harassment and Victimisation	7729	30
	Managing People	Grievance & disciplinary	Conflict Resolution in the Workplace	7615	60
	Managing People	Grievance & disciplinary	Dealing with Sexual Harassment	6129	60
	Managing People	Grievance & disciplinary	Managing Problem Performance	6140	75
	Managing People	Grievance & disciplinary	Preventing Bullying in the Workplace	6663	30
	Managing People	Grievance & disciplinary	Workplace Bullying	6128	90
New	Managing People	Leadership	An Introduction to Leadership	7886	240
	Managing People	Leadership	CIMA Enterprise Management (E2)	7522	1080
	Managing People	Leadership	Coaching (HMM10)	6952	60
	Managing People	Leadership	Delegating (HMM10)	6956	60
	Managing People	Leadership	Delegation	172	40
	Managing People	Leadership	Developing Employees (HMM10)	6957	60
	Managing People	Leadership	Effective Coaching	6136	75
	Managing People	Leadership	Effective Delegation	6134	90
	Managing People	Leadership	Smarter Objectives for Managers	7093	40
	Managing People	Leadership	The Effective Manager	6131	750
New	Managing People	Leadership	Vaultex - The Effective Manager	7643	750
	Managing People	Managing change	Change Management (HMM10)	6951	60
	Managing People	Managing change	Effective Management of Change	6137	60
	Managing People	Managing change	Innovation Implementation (HMM10)	6966	60
	Managing People	Managing change	Laying Off Employees (HMM10)	6967	60
	Managing People	Managing change	New Manager Transitions (HMM10)	6973	60
	Managing People	Meetings	Conducting Effective Meetings	196	30
	Managing People	Meetings	Effective Meetings	6142	45
	Managing People	Meetings	Effective Meetings in 60 minutes or Less	7431	60
	Managing People	Meetings	Introduction to Meetings & Meeting Types	198	20
	Managing People	Meetings	Meeting Behaviour & Dealing with Problem Characters	195	20
	Managing People	Meetings	Meeting Planning & Preparation	197	30
	Managing People	Meetings	Virtual Meetings	194	30
New	Managing People	Motivating employees	An Introduction to Motivation	7875	240
	Managing People	Motivating employees	An Introduction to Persuading and Influencing	176	30
	Managing People	Motivating employees	Effective Motivation	6135	60
	Managing People	Motivating employees	Goal Setting (HMM10)	6963	60
	Managing People	Motivating employees	Innovation and Creativity (HMM10)	6965	60
	Managing People	Motivating employees	Leading and Motivating (HMM10)	6968	60
	Managing People	Motivating employees	Retaining Employees (HMM10)	6980	60
	Managing People	Recruitment & selection	Attracting Candidates & Producing Job Advertisements	186	20
	Managing People	Recruitment & selection	Candidate References & Selection	184	25
	Managing People	Recruitment & selection	Hiring (HMM10)	6964	60
	Managing People	Recruitment & selection	NSPCC Safer Recruitment	7053	240
	Managing People	Recruitment & selection	Shortlisting Candidates & Interview Techniques	185	45
	Managing People	Recruitment & selection	The Recruitment Process – An Overview	188	15
	Managing People	Recruitment & selection	Writing Job Descriptions & Person Specifications	187	40
	Managing People	Stress management	Managing & Handling Stress at Work	159	60
	Managing People	Stress management	Samaritans WorkLife Stress Management	7058	240
	Managing People	Stress management	Stress Management (HMM10)	6983	60
New	Managing People	Teambuilding	An Introduction to Effective Team Work	7876	180
	Managing People	Teambuilding	Effective Team Building	6138	45
	Managing People	Teambuilding	Effective Team Leadership	6139	60
	Managing People	Teambuilding	Supervisory Management	7060	300
	Managing People	Teambuilding	Team Leadership (HMM10)	6984	60
	Managing People	Teambuilding	Team Management (HMM10)	6985	60
	Managing People	Teambuilding	Virtual Teams (HMM10)	6987	60
	Personal Development	Behaviour	Hate Crime	7832	90
	Personal Development	Career Development	Career Library	7868	1200
	Personal Development	Career Development	Career Management (HMM10)	6950	60
	Personal Development	Career Development	CIMA Fundamentals of Ethics, Corporate Governance and Business Law 2006 (C05)	7520	960
	Personal Development	Career Development	Climbing the Career Ladder	7580	60
	Personal Development	Career Development	Creating Smarter Objectives	7094	30

New	Personal Development	Career Development	Get Ready for Work	7891	300
	Personal Development	Career Development	Harvard ManageMentor 10 (HMM10)	6989	2520
	Personal Development	Career Development	Housing Governance: The Regulatory Framework for Arms Length Management Organisations (ALMOs)	7122	120
	Personal Development	Career Development	Housing Governance: The Regulatory Framework for Housing Associations	7121	120
	Personal Development	Career Development	Housing Governance: The Role of the Board Member - Arms Length Management Organisations (ALMOs)	7123	120
	Personal Development	Career Development	Housing Governance: The Role of the Board Member – Housing Associations	7120	120
	Personal Development	Career Development	Running an Online Business Series	7148	3300
	Personal Development	Career Development	Vehicle Fitting - NVQ Level 1	6991	180
	Personal Development	Career Development	What is housing?	7102	60
	Personal Development	Self Development	21st Century Safety : What Parents Need To Know	7432	120
	Personal Development	Self Development	21st Century Safety : What Teens Need To Know	7433	120
New	Personal Development	Self Development	An Introduction to Interview Techniques	7877	180
	Personal Development	Self Development	Effective Objective Setting	6133	45
	Personal Development	Self Development	Healthy Living	7586	90
	Personal Development	Self Development	Human Resources Management	6160	90
	Personal Development	Self Development	Integration Management	6154	120
	Personal Development	Self Development	Managing a Home	7589	90
	Personal Development	Self Development	Managing Upward (HMM10)	6969	60
	Personal Development	Self Development	Quality Management	6159	240
	Personal Development	Self Development	Risk Management	6162	120
	Personal Development	Self Development	The Role of the Coach	6780	30
	Personal Development	Time management	Effective Time Management	6141	60
	Personal Development	Time management	Organising Your Time	202	40
	Personal Development	Time management	Planning Your Time	201	30
	Personal Development	Time management	The Purpose and Goals of Time Management	203	20
	Personal Development	Time management	Time Management (HMM10)	6986	60
	Personal Development	Time management	Time Management I	6156	180
	Personal Development	Time management	Time Management II	6157	120
	Personal Development	Time management	Time-Saving Tips & Technology	199	30
	Processes & Operations	Operational standards	CIMA Performance Operations (P1)	7524	1380
	Processes & Operations	Process management	5S Essentials	7575	120
	Processes & Operations	Process management	5S Productivity Suite	7576	420
	Processes & Operations	Process management	6S Productivity Suite	7577	420
	Processes & Operations	Process management	Business Case Development (HMM10)	6948	60
	Processes & Operations	Process management	Capacity and Demand	7579	210
	Processes & Operations	Process management	CIMA Performance Strategy (P3)	7525	1200
	Processes & Operations	Process management	Lean4Leaders	7588	120
	Processes & Operations	Process management	Process Flow Analysis (PFA)	7595	210
	Processes & Operations	Process management	Process Improvement (HMM10)	6978	60
	Processes & Operations	Process management	Procurement Management	6163	120
	Processes & Operations	Process management	Standard Operating Procedure (SOP)	7603	210
	Processes & Operations	Process management	Visual Management	7611	210
	Processes & Operations	Project management	APM Introductory Certificate in Project Management	7076	720
	Processes & Operations	Project management	CIMA Financial Management (F2)	7523	1080
	Processes & Operations	Project management	Closing a Project	6152	60
	Processes & Operations	Project management	Controlling a Project	6151	60
	Processes & Operations	Project management	Cost Management	6158	90
	Processes & Operations	Project management	Dealing with Time-Wasting Situations	200	35
	Processes & Operations	Project management	Executing a Project	6150	120
	Processes & Operations	Project management	Initiating a Project	6146	120
	Processes & Operations	Project management	ITIL V3 Foundation	7074	540
	Processes & Operations	Project management	ITIL Version 2 Foundation Certificate EX0-100 Series	7028	180
	Processes & Operations	Project management	ITIL Version 3 Foundation Certificate EX0-101 Series	7141	780
	Processes & Operations	Project management	Microsoft Office Project 2007 MCTS 70-632 Series	7035	540
	Processes & Operations	Project management	MSP (Managing Successful Programmes) Foundation	7075	540
	Processes & Operations	Project management	Overview of Project Management	6145	60
	Processes & Operations	Project management	Planning Project Activities	6148	120
	Processes & Operations	Project management	Planning Project Costs	6149	120
	Processes & Operations	Project management	Planning Project Scope	6147	60
	Processes & Operations	Project management	PRINCE2 Foundation	7072	540
	Processes & Operations	Project management	PRINCE2 Foundation	7815	600
	Processes & Operations	Project management	PRINCE2 Foundation & Practitioner Bundle	7840	1500
	Processes & Operations	Project management	PRINCE2 Foundation with examination	7192	540
	Processes & Operations	Project management	PRINCE2 Practitioner	7839	900
	Processes & Operations	Project management	PRINCE2 Practitioner Gold	7191	2400
	Processes & Operations	Project management	Project Management (HMM10)	6979	60
	Processes & Operations	Project management	Project Management Fundamentals	6144	720
	Processes & Operations	Project management	Project Management Professional	6153	1350
NEW	Processes & Operations	Project management	Project Management Professional Certification 2011 Series	7850	720
	Processes & Operations	Project management	Scope Management	6155	150
New	Sales / Marketing	Customer service	An Introduction to Customer Service	7880	240
	Sales / Marketing	Customer service	Customer Care	7581	180
	Sales / Marketing	Customer service	Customer Focus (HMM10)	6954	60
NEW	Sales / Marketing	Customer service	Customer Service for Managers Series	7848	180
NEW	Sales / Marketing	Customer service	Customer Service Fundamentals Series	7849	420
	Sales / Marketing	Marketing strategies	An Introduction to Social Media for Business	7825	40
New	Sales / Marketing	Marketing strategies	An Introduction to the Principles of Marketing	7890	240
	Sales / Marketing	Marketing strategies	CIMA Enterprise Operations (E1)	7526	1200
	Sales / Marketing	Marketing strategies	CIMA Enterprise Strategy (E3)	7527	1620
	Sales / Marketing	Marketing strategies	Internet Marketing Series	7133	360
	Sales / Marketing	Marketing strategies	Marketing Essentials (HMM10)	6970	60
	Sales / Marketing	Sales management	Inventory Management	247	90
New	Sales / Marketing	Sales management	An Introduction to Sales	7888	180

Sales / Marketing	Sales techniques	Sales – After the Sale	6175	30
Sales / Marketing	Sales techniques	Sales – Building Rapport and Call Introduction	6171	45
Sales / Marketing	Sales techniques	Sales – Client Needs & the Sales Cycle	6176	45
Sales / Marketing	Sales techniques	Sales – Closing and Negotiating	6174	45
Sales / Marketing	Sales techniques	Sales - Developing a Sales Solution	6172	45
Sales / Marketing	Sales techniques	Sales – Prospecting	6169	45
Sales / Marketing	Sales techniques	Sales – Selling the Benefits	6173	45
Sales / Marketing	Sales techniques	Sales – Selling Value	6170	60
Sales / Marketing	Sales techniques	Sales Skills	6168	360

(\* For access to these titles please contact Customer Services)