



**FIND YOUR  
FUTURE  
HERE**

# Flexible Workforce Development Fund

Your guide to tailored training programmes  
offered by Moray College UHI



University of the  
Highlands and Islands  
Moray College



# FWDF FUND

This booklet provides an idea of the type of training provision offered by Moray College UHI to employers who are eligible for funding through the Flexible Workforce Development Fund (FWDF).

## Who is eligible for the FWDF?

Employers who pay the apprenticeship levy can access up to £15,000 for training for their employees or their supply chain companies.

Recently launched - Phase 2 of the 2020/21 FWDF now provides up to £5,000 for Small to Medium Enterprises (less than 250 employees).

Delivered through the college sector who are experienced in the delivery of flexible high quality training to businesses, we can offer you a wide range of training options to support your business to upskill your employees, diversify or grow.

Courses range from short day courses to longer provision including Professional Development Awards (PDAs).

These courses\* are some examples of what we offer. Please note that we can develop bespoke provision in line with your business requirements.

## Contact our Business Development team to discuss your training requirements:

email: [Jacqui.Taylor.Moray@uhi.ac.uk](mailto:Jacqui.Taylor.Moray@uhi.ac.uk)  
 tel: 01343 576425  
[www.moray.uhi.ac.uk/fwdf](http://www.moray.uhi.ac.uk/fwdf)

**Funding is awarded on a first come first serve basis - contact us today.**

*\* Please note this list is not exhaustive and new bespoke provision can be developed on demand.*

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# LEADERSHIP AND MANAGEMENT

Our Leadership and Management courses include a mixture of interactive and theoretical activity.

They can be targeted at any level of employee but generally we have been running these for middle managers.

The key thing to consider is to ensure that delegates on each course are at the same level.

The courses can be delivered on site at the employers premises, at college or by remote delivery and online tutorial support [following COVID-19 restrictions].

They can be delivered as stand-alone courses or as a suite of training in a specific order to the same delegates.

Modules and units included on all of the courses included in this booklet can be developed as stand alone or grouped as required in line with business requirements.

## CPD Responsible Leadership and Management

The course is designed to teach responsible leadership and management practices for middle and progressing managers working in a variety of contemporary business environments, whether local, national or globally focused.

The course is underpinned by ethical and responsible practice throughout (vital in today's contemporary socially responsible business environment) as well as sustainability through creativity, innovation and financial management.

The course consists of 3 modules which can be studied stand alone or as part of the longer programme:

- Responsible Leadership and Management For Organisational Performance
- Ethical Solutions For Global Business
- Sustainable Project Management

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

6 months (or 2 month per module)

### Start Date

Flexible

### Qualification Gained

UHI Accredited CPD (SCQF Level 8)

## Influencing and Negotiating

The course looks at what each of these terms means and how they relate to personality and behaviour:

- by understanding personality types and then how this comes into behaviour relating to influencing and negotiating
- by looking at the different approaches to influencing and negotiating and how to manage different situations and different types of people.
- by considering how important being able to influence people in the workplace is, especially for those in a supervisory or leadership role
- by considering how not to influence people and how it can easily turn into bullying or coercion.
- by considering how to influence effectively

The same approach would be taken for negotiation techniques:

- by considering what negotiation is, the different approaches there are and how the person negotiating must adapt according to the situation in order to negotiate effectively

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 - 1 day, depending on requirements  
Can be delivered as 2 separate courses

### Start Date

Flexible

### Qualification Gained

College Certificate

## Leadership and Management

This workshop explores these two vital aspects of effective business.

### What is management?

- What does a manager do and how can they tell if they are being effective in their management approach?

### What is leadership and how does it differ from management?

- What different leadership approaches are there and when are they adopted?
- How does leadership promote effective management?

This workshop will also touch on motivation as this is strongly linked to effective leadership and management.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 - 1 day, depending on requirements

### Start Date

Flexible

### Qualification Gained

College Certificate

## Teamwork

This workshop explores why team work is so often used in workplaces and why it is often more effective than individual work.

More can be achieved, knowledge and ideas can be sparked and shared, workload is spread and more effective.

However, working in teams is not easy and there are pitfalls if teams are not properly created and managed.

This workshop explores what teams are, how to create them and what can go wrong with them.

It also explores how to get the most from teams.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Assertiveness and Conflict

This course looks at approaches to assertiveness and the difference between passiveness, aggressiveness and bullying.

It also explores how to develop assertiveness skills for effective performance without infringing on the rights of others and maintaining control of difficult situations.

It then looks at conflict; what is it and where can it occur. Where are the potential flash points for conflict in the workplace and how can this be mitigated for? When it does happen and what are the techniques to take control and to manage conflict in teams?

There are many situations that can result in conflict e.g. not covering workloads effectively, missing people out of communication, being overly critical, taking credit for the work of others, clash of personalities and so on.

This workshop will outline various techniques to either mitigate for these situations or to manage them effectively when they occur.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 - 1 day, depending on requirements  
Can be delivered as 2 separate courses

### Start Date

Flexible

### Qualification Gained

College Certificate

## Coaching and Mentoring

Coaching is a means of guiding someone towards the achievement of a professional learning goal in order to increase organisational performance. It does require the ability to understand how to facilitate learning and growth; the ability to listen and understand the needs of the learner and to identify appropriate processes for learning; to keep them motivated and progressing and so on.

Mentoring is less direct and more about putting the responsibility for learning with the learner. Someone being mentored will already know how to do the job but might be quite new in the role and so they need someone who will listen to their ideas, provide feedback, support and motivation. A mentor might also share their own knowledge to help the mentee learn from their experiences. Overall mentoring is about providing support so that the mentee is empowered to make effective decisions.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day (can be delivered over 2 half days)

### Start Date

Flexible

### Qualification Gained

College Certificate

## Time Management and Stress Management

These two behavioural skills go hand in hand and therefore sit naturally together in one workshop.

This course will explore how stress occurs in the workplace both in the supervisor and their team.

It will explore different approaches to handle stress and also to mitigate for it.

Time is scarce and the proper management of it not only ensures that organisations are more effective and the workplace more harmonious but is also ensures that stress is minimalised.

This workshop will look at practical ways to manage time and therefore manage stress and be more effective in work.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 - 1 day, depending on requirements

Can be delivered as 2 separate courses

### Start Date

Flexible

### Qualification Gained

College Certificate

## Resilience

This workshop explores the following questions:

- What is resilience?
- Why is it important for individuals and organisations?
- What are the essential elements for resilience?
- How we can develop resilience?

Throughout the workshop delegates will work in small groups, to share ideas on:

- What is resilience?
- Why is resilience important for individuals?
- Why is resilience important for organisations?
- What can individuals do to develop resilience at work?
- What kinds of issues have individuals faced and how have they responded to them resiliently?

Delegates have to be prepared to share their thoughts with the rest of the group and in pairs have to do a presentation on how to develop resilience at work.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Internal Communications

This workshop looks why internal communication is important by looking at:

- what is internal communication
- role of internal communication
- a model of communication
- opportunities for organisations
- action planning

This workshop is ideal for companies where internal communication is not working effectively.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day (can be delivered over 2 half days)

### Start Date

Flexible

### Qualification Gained

College Certificate

## Unconscious Bias - Recruitment and Selection

This course looks at:

- what is unconscious bias
- impact of unconscious bias in recruitment and selection process
- best practice for eliminating unconscious bias in recruitment and selection process

Delivered through a mixture of group work and interactive activity the course main objectives are to:

- identify 5 types of unconscious bias
- determine 5 best practices within the recruitment and selection process

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Unconscious Bias - Management Behaviour

This course looks at:

- what is unconscious bias
- impact of unconscious bias in management behaviour
- best practice for eliminating unconscious bias in management behaviour

Delivered through a mixture of group work and interactive activity we explore unconscious bias in management behaviours and why this is important.

For example:

- to go beyond compliance
- to go beyond policies
- to develop a workplace inclusion climate

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Project Management (Introduction)

This 2-day course covers the following areas:

### Projects Defined: What is a Project?

- project examples

### Project Organisation, People and Management

- project roles
- managing the project team
- the project life cycle

### Project Scope Management

- scope planning
- scope definition
- work breakdown structure
- scope verification
- scope control

### Microsoft Project: Setting up a Project

- identifying project tasks
- determining predecessors
- critical path analysis
- milestones/ stage gates
- the project timeline
- project slack
- assigning project resources
- the project budget

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

2 days

### Start Date

Flexible

### Qualification Gained

College Certificate

## PDA in Financial Accounting

This Professional Development Award (PDA) will develop technical and administrative knowledge relevant to current financial accounting practice.

Delegates will gain knowledge of manual book-keeping skills and be prepared for employment in a financial accounting role.

Delegates will develop skills using commercially produced financial accounting software.

Delegates will gain experience in preparing final accounts for a range of business organisations.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day per week or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Financial Accounting

## PDA in Management Accounting

This Professional Development Award (PDA) will cover the following areas: cost accounting and management accounting using standard accounting software packages.

Delegates will achieve a nationally-recognised award relevant to the workplace.

Delegates can progress to HNC, HND and degree-level study.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day per week or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Management Accounting

## PDA in Book-keeping

This Professional Development Award (PDA) will allow delegates to develop technical and administrative knowledge relevant to book-keeping and financial accounting practice.

Delegates will acquire manual book-keeping abilities using commercially-produced financial accounting software (SAGE Accounting and SAGE Payroll) to record accounting transactions, prepare accounting reports and process payroll.

Delegates will need access to SAGE Accounting and SAGE Payroll in order to take part in the course.

Delegates will also develop skills in basic payroll procedures using manual and computerised systems.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day per week or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Book-keeping

## PDA in Office Administration

This Professional Development Award (PDA) is aimed at those working in an office administration role and aims to further develop knowledge and experience gained from the workplace.

This award will help delegates to develop technical and administrative knowledge relevant to current administrative practice, develop personal effectiveness skill and customer care skills.

Delegates will also improve their communication and presentation techniques using IT and develop an awareness of legal and regulatory requirements in an administration environment.

Delegates can go on to complete other PDAs and work towards HNC Administration and Information Technology.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day per week or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Office Administration

## PDA in Information Technology in Business

This Professional Development Award (PDA) delivers the skills and knowledge needed for a range of administrative roles. It has particular emphasis on the use of IT within a business environment.

This course will enable delegates to develop technical and administrative knowledge relevant to current administrative practice.

Delegates will develop skills and knowledge of word processing and presentation packages to aid business communication.

Delegates will develop an understanding of database management software and the application of databases to aid business decision making.

This course will allow delegates to develop an understanding of spreadsheets and their use in providing solutions to business problems and to develop skills using technology in an administration role.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day per week or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Information Technology in Business





# MARKETING

## Introduction to Marketing

This course is aimed at people who have no experience of marketing but would benefit from being aware what it is and how they can contribute to supporting the marketing function in the workplace.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Marketing in Practice

This course is based on 2 modules:

- Using the marketing mix to communicate effectively and the roles of the different marketing tools, media and the message.
- Importance of industry regulations and marketing ethics: ie: GDPR.

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

0.5 day

### Start Date

Flexible

### Qualification Gained

College Certificate



# HEALTH AND WELL-BEING

## Scotland Mental Health First Aid at Work\*

This course, accredited by NHS Scotland, aims to give delegates the tools to help support mental health and support others in crisis.

The benefits from this course in the workplaces includes:

- become more confident in a mental health crisis
- recognise when a person may need help and appropriately approach them
- save lives by learning basic suicide intervention skills
- protect own mental health and well-being.
- feel more confident in support and leadership roles
- gain a recognised qualification toward personal and professional development

### Mode of Study

Face-to-face

### Duration

12 hours over 2 days

### Start Date

\*Flexible - once COVID-19 restrictions lifted

### Qualification Gained

NHS accredited

## Principles of Mental Health First Aid

This short course aims to give delegates a foundation in accessing tools to help support mental health and support others in crisis as well as maintaining their own self-care.

This course is perfect for those who are working in front-line roles and wish to increase their skills.

The course aims to:

- increase knowledge of mental health and local supports for signposting
- increase skills and confidence in signposting & supporting mental health.
- increase sense of hope that recovery is possible
- decrease stigma surrounding mental health
- increase confidence in working in partnership in Moray

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

3 hours

### Start Date

Flexible

### Qualification Gained

Certificate of completion

## Introduction to Counselling

This course is an ideal introduction if delegates are interested in knowing more about counselling or wish to explore counselling as a possible career.

It is also suitable if delegates use counselling or counselling skills as part of their work or voluntary activity.

### Mode of Study

Face-to-face

### Duration

3 hours per week over 10 weeks in the evening or by arrangement [minimum numbers required]

### Start Date

This course will run on demand [minimum numbers required]

### Qualification Gained

College Certificate







# COMPUTING

## One Day Business Course

One-day Business Courses in Microsoft Word/Excel/Access/PowerPoint

Courses are available for the following:

- Word: Beginners, Intermediate and Advanced
- Excel: Beginners, Intermediate and Advanced
- Access: Beginners and Intermediate.
- PowerPoint: Beginners

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

1 day

### Start Date

Flexible

### Qualification Gained

College Certificate

## Software Development Foundations

The skills covered across the two Higher National software development units will prepare delegates for an entry level career in software development.

### Mode of Study

Remote delivery and online tutorial support

### Duration

72 hours flexible

### Start Date

Flexible

### Qualification Gained

2 Higher National Units

## Making it on Mobile (Video Production)

This course introduces the skills needed for film and video production on mobile devices, such as mobile phones, to record, edit and upload video content for local businesses for promotion and marketing.

### Mode of Study

Remote delivery and online tutorial support

### Duration

72 hours flexible

### Start Date

Flexible

### Qualification Gained

2 Higher National Units

## Adobe Short Course

This course provides candidates with an introduction to the:

- basic use of software including Photoshop, Illustrator and Lightroom
- digital awareness
- image editing, manipulation and design

### Mode of Study

Remote delivery and online tutorial support

### Duration

Flexible

### Start Date

Flexible

### Qualification Gained

College Certificate





## IOSH Working Safely

This course is for people at any level, in any sector worldwide, who need a grounding in the essentials of safety and health. It gives everyone at work an understanding of why they must work safely.

The course, accredited by IOSH, covers the following areas:

- an outline of occupational safety and health - defining hazard and risk
- identifying common hazards
- improving safety performance

### Mode of Study

Face-to-face

### Duration

1 day

### Start Date

Flexible

### Qualification Gained

IOSH Working Safely

## IOSH Managing Safely

Managing Safely is designed for managers and supervisors in any sector, and any organisations worldwide.

Delegates won't suddenly become safety experts – but they'll get up-to-speed on the practical actions they need to take, and gain the knowledge and tools to tackle the safety and health issues they're responsible for.

This course, accredited by IOSH, covers the following areas:

- assessing risks
- controlling risks
- understanding responsibilities
- understanding hazards investigating incidents
- measuring performance

### Mode of Study

Face-to-face

### Duration

3 - 4 days

### Start Date

Flexible

### Qualification Gained

IOSH Managing Safely

# HEALTH & SAFETY FIRST AID

## First Aid at Work

This course covers all aspects of First Aid to gain certification as a suitable person and is valid for 3 years.

The course meets the requirements of the Health and Safety (First Aid) Regulations 1981.

Aims of the course include:

- to enable delegates to understand the principles of First Aid
- to enable delegates to practise First Aid procedures, emphasising resuscitation and recovery position
- to enable delegates to deal with emergency situations

### Mode of Study

Face-to-face

### Duration

2 days

### Start Date

Flexible

### Qualification Gained

College Certificate (approved by FAIB\*)

## First Aid at Work - Requalification

This course is available to delegates if they hold a current First Aid at Work Certificate.

This course is designed to update their first aid skills and renew their certification for a further three years.

This certificate meets the requirements of the Health and Safety (First Aid) Regulations 1981.

The course provides a practical update on all aspects of First Aid covered in the First Aid at Work Certificate course.

Aims of the course includes:

- to enable delegates to understand the principles of First Aid.
- to enable delegates to practise First Aid procedures, emphasising resuscitation and the recovery position.
- to enable delegates to deal with emergency situations

### Mode of Study

Face-to-face

### Duration

2 days

### Start Date

Flexible

### Qualification Gained

College Certificate (approved by FAIB\*)

## Emergency First Aid

This course is designed to meet the requirements of employers in lower risk environments and covers resuscitation, shock, bandaging and medical emergencies.

The course meets the requirements of the Health and Safety (First Aid) Regulations 1981.

Aims of the course include:

- to enable delegates to understand the principles of First Aid
- to enable delegates to practise First Aid procedures, emphasising resuscitation and the recovery position
- to enable delegates to deal with emergency situations

### Mode of Study

Classroom based either at college or at the employer premises

### Duration

1 day

### Start Date

Flexible

### Qualification Gained

College Certificate (approved by FAIB\*)

## Automatic External Defibrillator

This course is designed to provide an introduction to the use of an Automatic External Defibrillator (AED) and Resuscitation in the work place in line with the latest UK Resuscitation Council Guidelines.

The aims of the course are for delegates to be able to:

- resuscitate an adult
- operate an automatic external defibrillator

### Mode of Study

Classroom based either at college or at the employer premises

### Duration

3 hours

### Start Date

Flexible

### Qualification Gained

College Certificate (approved by FAIB\*)

\*FAIB is the First Aid Industry body who now validate our training and ensure standards are maintained nationwide in accordance with the Health and Safety (First Aid) Regulations 1981. Further details are on their website <http://www.firstaidindustrybody.co.uk>



## Forest Kindergarten

This 40 hour programme is suitable for qualified early learning practitioners, early years workers, managers, teachers, 3rd sector practitioners.

This programme recognises the value of woodland as an integral part of the learning process for pre school children.

Course content includes:

- Forest Kindergarten Site (The Place)  
Locating a suitable woodland and practical steps to ensure a setting can use it
- Planning and Engaging With Children and Adults (The People)  
Suggestions to prepare, inform and educate staff, children and parents about the woodland visits
- Setting Up and Leading Forest Kindergarten Sessions (The Activities)  
Possible lines of development to extend children's experiences of playing in the woods

### Mode of Study

Face-to-face/remote delivery and online tutorial support

### Duration

40 hours or by demand

### Start Date

Flexible

### Qualification Gained

National Workplace Award, accredited by the SQA



# CHILD CARE





# HOSPITALITY

## Customer Service Skills

Fun and interactive training to enhance customer service skills.

This course includes WorldHost Principles of Customer Service Qualification (accredited by People 1st).

The course will give staff the necessary customer service skills to enhance the reputation of their business including:

- people skills
- first impressions
- communication
- listening
- visitor needs

### Mode of Study

Face-to-face

### Duration

1 day (6 hours)

### Start Date

Flexible

### Qualification Gained

People 1st - WorldHost Principles of Customer Service

## Scottish Certificate for Personal Licence Holders

The Licensing (Scotland) Act 2005 states that all personal licence holders in licensed premises will need to hold an accredited qualification from 1st September 2009.

This Unit is about showing delegates how the licensing process works in Scotland, how people employed within the licensed trade can work responsibly and the consequences of this if they don't.

The Unit forms the Scottish Certificate for Personal License Holders Group Award.

Understanding and applying skills in these key areas are important because they help delegates work effectively in their present job.

It would be beneficial if delegates had some knowledge or experience of the licensed on-sales or off-sales trade in Scotland, either through working or prior study.

### Mode of Study

Usually face-to-face but online delivery possible

### Duration

6 hours or by arrangement

### Start Date

Flexible

### Qualification Gained

Scottish Certificate for Personal Licence Holders



## Scottish Certificate for Personal Licence Holders (Refresher)

The Scottish Certificate for Personal Licence Holders is for those who authorise the sale of alcohol or manage/supervise in premises where alcohol is served.

It is a "relevant qualification" under the Licensing (Scotland) Act 2005 for anyone applying for a Personal Licence in Scotland.

This Refresher course must be completed within five years of the date that the Personal Licence was issued or last refresher.

Evidence of the Refresher training must be provided to the Licensing Board within three months after this deadline.

### Mode of Study

Usually face-to-face but online delivery possible

### Duration

3 hours (plus pre-study)

### Start Date

Flexible

### Qualification Gained

Scottish Certificate for Personal Licence Holders

## Travel and Tourism

The Travel and Tourism short course has been designed to meet the needs of delegates who work in tourist information offices or tourist attractions.

The aim of the course is to ensure they have the skills and knowledge to succeed within the industry, covering tour guiding, visitor attractions and tourist information services.

### Mode of Study

Blended - online and face-to-face, guest lectures and field-trips where possible

### Duration

80 hours

### Start Date

Flexible

### Qualification Gained

City & Guilds Level 2 Award in Travel and Tourism

## Barista Skills

The City & Guilds Level 2 Award in Barista skills will provide delegates with specialist skills and knowledge in one of the major growth areas of the Hospitality industry - the Beverage Sector.

This course is also aimed at all first line operatives where coffee is served - this includes coffee bars, coffee houses, cafes, hotels and restaurants.

This course is designed to provide delegates with the knowledge on beverage products, along with techniques to correctly handle and store them.

Delegates will be taught specific skills in the preparation, presentation and serving of beverages to create the "best beverage experience".

Delegates will also learn how to operate equipment safely, how to keep the equipment clean and in good working order.

### Mode of Study

Face-to-face

Training delivered in the Beechtree Restaurant at the Moray College UHI Hospitality and Tourism Academy

### Duration

20 hours

### Start Date

Flexible

### Qualification Gained

City & Guilds Level 2 Award in Barista Skills

## REHIS Elementary Food Hygiene Certificate

This course provides information for all food handlers. The syllabus is set by REHIS (The Royal Environmental Health Institute of Scotland) and the course ends with a 30 question multiple choice exam (30 mins).

Successful completion of the course provides delegates with a nationally recognised Elementary Food Hygiene qualification.

A number of delivery dates will be set throughout the year for this qualification. Delivery can also be scheduled to suit specific requirements wherever possible.

This qualification is essential for anyone working in a food handling/food preparation role.

### Mode of Study

Face-to-face

### Duration

6 hours (1 day) or by arrangement

### Start Date

Flexible

### Qualification Gained

REHIS Elementary Food Hygiene Certificate

## REHIS Intermediate Food Hygiene Certificate

This course provides in-depth, food hygiene information, for food handlers. It is particularly relevant to food handlers in a supervisory position. The syllabus is set by REHIS (The Royal Environmental Health Institute of Scotland) and the course ends with a 2 hour written examination.

Successful completion of the course provides delegates with a nationally recognised Intermediate Food Hygiene qualification.

Bespoke delivery of this qualification can be arranged, both in the college and in the workplace.

Delegates must have an REHIS Elementary Food Hygiene Certificate or equivalent to undertake this course.

### Mode of Study

Face-to-face

### Duration

24 hours over 1 week or by arrangement

### Start Date

Flexible

### Qualification Gained

REHIS Intermediate Food Hygiene Certificate

## PDA in Professional Cookery

This Professional Development Award (PDA) is designed to support continuing professional development for individuals in professional kitchens.

They are suitable for delegates who:

- have relevant experience in the industry but no formal qualifications
- wish to develop knowledge and skills in new areas to enhance career progression
- have partly completed a relevant HNC/HND and want recognition for the units they have successfully completed

Modules will include:

- Intermediate Food Hygiene
- Hospitality: Financial and Control Systems
- Professional Cookery: Cold Kitchen
- Professional Cookery: Hot Kitchen

### Mode of Study

Blended - online and face-to-face, with some practical kitchen sessions at the Moray College UHI Hospitality and Tourism Academy

### Duration

12 hours per week over 1 Semester or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Professional Cookery

## PDA in Professional Patisserie

With a growing spotlight on baking and patisserie, via TV shows like *The Great British Bake Off* and outstanding local talents such as award-winning patissier and chocolatier, William Curley, there is a growing demand for experienced professionals to bring their skills to the kitchen.

It is suitable for delegates who:

- have relevant experience in the industry but no formal qualifications
- wish to develop knowledge and skills in new areas to enhance career progression
- have partly completed a relevant HNC/HND and want recognition for the units they have successfully completed

Modules will include:

- Fermented Patisserie
- Intermediate Food Hygiene
- Patisserie
- Production Cookery: Sweets & Desserts

### Mode of Study

Blended - online and face-to-face, with practical kitchen sessions at the Moray College UHI Hospitality & Tourism Academy

### Duration

12 hours per week over 1 Semester or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Professional Patisserie

## PDA in Hospitality

This Professional Development Award (PDA) supports continuing professional development for individuals who hold, or aspire to hold, team leading or supervisory roles within the hospitality industry.

The course is designed to help address the well-documented and ongoing management skills gap in the sector, and is suitable for delegates who:

- have relevant experience in the industry but no formal qualifications
- wish to develop knowledge and skills in new areas to enhance career progression
- have partly completed a relevant HNC/D and want recognition for the Units they have successfully completed

Modules will include:

- Alcoholic Beverages
- Intermediate Food Hygiene
- Hospitality: Financial and Control Systems
- Hospitality Industry
- Hospitality Supervision

### Mode of Study

Blended - online and face-to-face, with some practical sessions for Supervision and Beverage elements

### Duration

12 hours per week over 1 Semester or by arrangement [minimum numbers required]

### Start Date

Flexible

### Qualification Gained

PDA in Hospitality

## NPA Bakery

The National Progression Award (NPA) in Bakery introduces delegates to a range of bakery skills.

This course is designed for those who are currently working and provides invaluable practical experience and knowledge in the more technical professions which exist in bakery.

Completion of this NPA may also provide delegates with opportunities for progression either within the industry or to other non-advanced or advanced level academic qualifications.

The course consists of:

- Craft Baking: An Introduction
- Bread Making: An Introduction
- Cake Decorating: An Introduction
- Pastry

### Mode of Study

Face-to-face practical sessions at the Moray College Hospitality and Tourism Academy

### Duration

160 hours

### Start Date

Flexible

### Qualification Gained

NPA Bakery

## Hospitality Skills Development Training

This unique training programme is aimed at Kitchen and Restaurant teams rather than individuals and includes a combination of training for kitchen and front-of-house staff.

The programme focuses on systems, professionalism, quality, teamwork, customer care and hospitality skills.

### Mode of Study

Combination of staff training session at Moray College UHI and observation and training at employer premises

### Duration

Varies dependant on requirements

### Start Date

Flexible

### Qualification Gained

Moray College UHI Hospitality and Tourism Academy Certificate







# HAIRDRESSING

## Basic Gents Cutting and Styling

Delegates will learn basic gents clipper cutting techniques including blending and styling.

This short course will enhance their cutting and gents styling skills, building confidence with cutting techniques and use of tools and equipment.

Delegates should be working towards Hairdressing or Barbering SCQF Level 5 (or equivalent).

### Mode of Study

Face-to-face

### Duration

4 days (9am - 12 noon) or by arrangement

### Start Date

Thursdays, 4, 11, 18, 25 March 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Advanced Gents Cutting

Advance delegates gents cutting skills using a variety of on trend techniques including styling and finishing.

This 1-day course will build their confidence with cutting techniques including cutting and shaping facial hair and use of tools and equipment.

Delegates should hold a Hairdressing or Barbering SCQF Level 5 (or equivalent).

### Mode of Study

Face-to-face

### Duration

1 day (9am - 4pm) or by arrangement

### Start Date

Thursday 15 April 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate



## Creative Cutting

This creative cutting course will enhance delegates cutting skills in an ever-advancing industry.

They will build confidence learning a variety of techniques using a range of tools and equipment.

Delegates should hold a Hairdressing or Barbering SCQF Level 5 (or equivalent).

### Mode of Study

Face-to-face

### Duration

3 days (10am - 2pm) or by arrangement

### Start Date

Mondays, 12, 19, 26 April 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Colour on Trend

Delegates will learn advanced techniques to cover up-to-date trends using the Wella™ product range.

This course will enhance their colouring skills, allowing them to build confidence with colour applications and the use of products.

Delegates will learn a range of colouring skills using Wella™ products.

Delegates will gain confidence in using new colouring technique.

Delegates should hold a Hairdressing or Barbering SCQF Level 5 (or equivalent).

### Mode of Study

Face-to-face

### Duration

2 days (10am - 2pm) or by arrangement

### Start Date

Mondays, 10 and 17 May 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Perm Winding

Delegates will learn perming techniques suited to their ability including classic and on trend looks. They will also gain knowledge and practical skills in perm winding.

This short course will enhance their CV for gaining employment or building a clientele.

Delegates should hold a Hairdressing or Barbering SCQF Level 5 (or equivalent).

### Mode of Study

Face-to-face

### Duration

2 days (10am - 2pm) or by arrangement

### Start Date

Mondays, 24 and 31 May 2021

### Qualification Gained

College Certificate





# BEAUTY THERAPY

## Basic Nail Art

This short day course allows therapists to add to their existing nail qualification by adding nail art techniques to their repertoire.

Delegates will be introduced to a range of nail art techniques and applications.

Freehand nail design will be incorporated alongside the use of nail embellishments.

### Mode of Study

Face-to-face

### Duration

1 day (2pm - 9pm)

### Start Date

Wednesday 16 June 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Advanced Nail Technicians

This short course for qualified technicians or beauty therapists will enable them to update and upskill existing qualifications.

Delegates will learn both practical skills and the theory behind Builder Gel and Polygel which are known to be gentler on the nail and are currently in high demand within the industry.

Delegates will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

3 evenings (6pm - 9pm) or by arrangement

### Start Date

Thursdays, 20, 27 May, 3 June 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Day/Bridal Make-up

This 1-day workshop is suitable for beginners or those wishing to become more confident in creating natural day/bridal makeup.

Using Jane Iredale® products, the workshop will cover a variety of application techniques enabling them to achieve their desired look.

This is a desired skill within the beauty therapy industry.

Delegates will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

1 day (9am - 4pm) or by arrangement

### Start Date

Monday 17 May 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Facial Threading

This 1-day workshop is designed for working therapists who wish to add to their portfolio. Delegates will learn the art of threading including lip, eyebrow and chin.

This is a key skill desirable within the beauty therapy industry.

Delegates will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

1 day (9am - 4pm) or by arrangement

### Start Date

Thursday 29 April 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Brow Lamination

This 1-day Brow Lamination course will give delegates the skills to deliver the newest brow treatment in the industry.

Also known as "fluffy brows" this course will help to give the illusion of thicker, fuller brows for clients whilst taming any stray hairs.

This is a desired skill within the beauty therapy industry.

Delegates will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

1 day (9am - 4pm) or by arrangement

### Start Date

Tuesday 22 June 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Lash Lift

This 1-day workshop is designed for working therapists who wish to add to their portfolio. Delegates will learn how to successfully complete a lash lift treatment.

This is a desirable skill within the beauty therapy industry.

Delegates will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

1 day (9am - 4pm) or by arrangement

### Start Date

Thursday 11 March 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Semi-Permanent Lashes

This short course will allow delegates to develop the practical skills required to apply a full set of semi permanent lashes.

The course has been split to enable delegates to build a portfolio and become confident with the treatment before being assessed.

This is a desired skill within the beauty therapy industry.

### Mode of Study

Face-to-face

### Duration

6 evenings (6pm - 9pm) or by arrangement

### Start Date

Mondays, 12, 19, 26 April, 10, 17, 24 May 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Spray Tanning

This practical 1-day interactive session will enable delegates to learn the skills to carry out a full body spray tan application using Crazy Angel® spray tan.

This is a desired skill within the beauty therapy industry.

They will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

1 day (10am - 4pm) or by arrangement

### Start Date

Thursday 25 February 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Female Intimate Waxing

This short course in advanced waxing is designed for experienced beauty therapists to learn Brazilian and Hollywood intimate waxing techniques using hot wax.

This is a desirable treatment to add to delegates repertoire.

They will require to work and be worked on as part of this short course.

### Mode of Study

Face-to-face

### Duration

5 evenings (6pm - 9pm) or by arrangement

### Start Date

Mondays, 22 February, 1, 8, 15, 22 March 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate





# COMPLEMENTARY THERAPIES

## Thai Foot Massage

Thai foot massage is a therapeutic massage of the legs and feet, and using Thai foot sticks to stimulate reflex points.

The Thai Foot Massage course is a popular choice for therapists and reflexologists.

Elements of the course include working on 'Sen' lines from the Ayurvedic tradition and stimulating reflex points using the stick.

The body has channels of energy throughout - blockages in these channels may result in illness or disease and massage can help dissipate blockages and increase energy flow through the body which can have many positive health benefits.

### Mode of Study

Face-to-face

### Duration

1 day (10am - 4pm) or by arrangement

### Start Date

Friday 23 April 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Ear Candles and Facial Sinus Drainage

This short course is designed to develop skills in ear candling and facial sinus drainage in order to be able to safely perform this treatment on clients.

This course will give delegates the underpinning knowledge on the history of ear candles, how they work, common conditions that this treatment can help with alongside the practical skills needed to perform ear candling with facial sinus drainage on clients/friends/family.

### Mode of Study

Face-to-face

### Duration

2 days (9.30am - 3.30pm) or by arrangement

### Start Date

Thursdays, 29 April and 6 May 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Hot Stone Massage

This short course will teach delegates the skills they need to use hot/cold stones within a massage treatment.

The course is designed to allow practitioners of body massage, remedial and sports massage, reflexology and Indian Head Massage to incorporate stone therapy safely and effectively into their practice, thus enhancing the client experience and capturing new clients.

### Mode of Study

Face-to-face

### Duration

4 days (9.30am - 3.30pm) or by arrangement

### Start Date

Fridays, 5, 12, 19 and 26 March

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Hand Reflexology

This short course is designed to enhance qualified therapists' knowledge and understanding of hand reflexology.

Delegates will cover the structure of the hands, the related reflex areas and how this can be incorporated into their existing treatments.

This is a great specialist treatment to add to their current reflexology practice and knowledge.

### Mode of Study

Face-to-face

### Duration

2 days (9.30am - 3.30pm) or by arrangement

### Start Date

Fridays, 30 April and 7 May 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Massage Refresher

This 1-day course is designed for qualified therapists who require a refresher or the time to practice skills.

The aim of the course is to revive delegates skills, build confidence and to gain experience in the practice of massage again.

This may give them the confidence to start working as a therapist again whether that be self-employed or within a healthcare setting.

### Mode of Study

Face-to-face

### Duration

1 day (9.30am - 3.30pm) or by arrangement

### Start Date

Monday 29 March 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate

## Reflexology Refresher

This 1-day course is designed for qualified therapists who require a refresher or the time to practice their skills.

The aim is to revive delegates skills, build their confidence and to gain experience in working the feet again.

This may give them the confidence to start working as a therapist again whether that be self-employed or within a healthcare setting.

### Mode of Study

Face-to-face

### Duration

1 day (9.30am - 3.30pm) or by arrangement

### Start Date

Thursday 1 April 2021

There is also an option to run this course on demand [minimum numbers required]

### Qualification Gained

College Certificate



# SCIENCE

## PDA Modern Biological Technologies

This Professional Development Award (PDA) is for delegates who wish to improve their science qualifications.

Delegates will gain an understanding of practical skills needed in Cell Biology, Biotechnology and Microbiology.

Delegates will gain a recognised qualification in food and drink industry.

### Mode of Study

Short course: Blended delivery: Theory online with practicals in laboratory

### Duration

4 hours per day over 2 days

### Start Date

September 2021

### Qualification Gained

4 SQA Higher National Units

## Introduction to Practical Skills Needed in Food and Drink Industry

This course is for delegates who wish to improve their practical skills in a range of science subjects (at SCQF Levels 5 and 6.)

The skills are all used in the food drink industry such as:

- learn how to use microscopes to detect specific cells
- stain cells
- make serial dilutions
- standard solutions
- pipetting
- increase practical skills in laboratory.
- gain understanding of basic practical skills needed in Chemistry, Biology, Biotechnology and Microbiology

### Mode of Study

Short course: Blended delivery: Theory online with practicals in laboratory

### Duration

4 hours, 1 day per week for 5 weeks

### Start Date

5 May 2021

### Qualification Gained

College Certificate



# CONTACT US

Contact our Business Development team  
to discuss your training requirements:

email: [Jacqui.Taylor.Moray@uhi.ac.uk](mailto:Jacqui.Taylor.Moray@uhi.ac.uk)

tel: 01343 576425

[www.moray.uhi.ac.uk/fwdf](http://www.moray.uhi.ac.uk/fwdf)

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