

# Creo Skills

Course Brochure 2022



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## Welcome from Creo Skills

It gives us great pleasure to welcome you to the courses and qualifications provided by Creo Skills Ltd

Creo Skills was created in response to the demand for our learning and education services by employers, learners and learning providers all over the world and this is because in the highly competitive world organisations find themselves in, the need to develop talent within the organisation has never been more keenly felt.

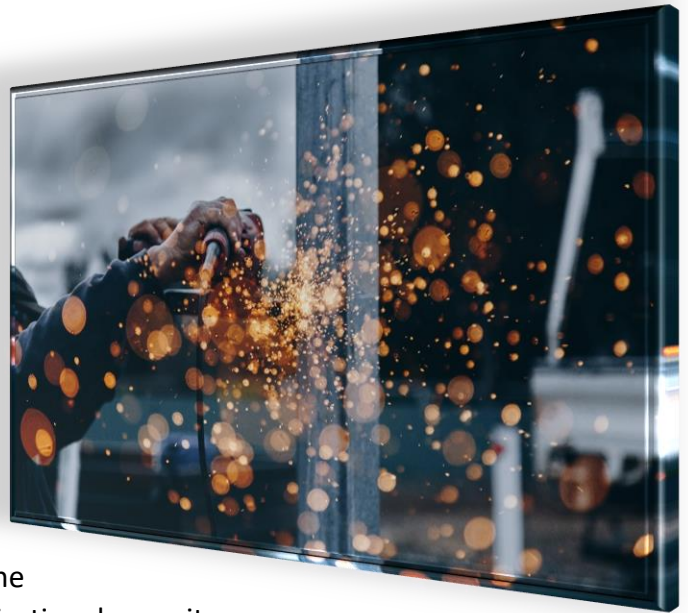
Whether you are an employer with a need for building competence in your managers and leaders, or a pressing need to build your organisational capacity, we are here to help.

Creo Skills will work with you across the range of its education consultancy services, its learning design services and education delivery services to help you achieve significant competitive advantage through the development of your human capital.

We will work with you to design and deliver the learning that you need to develop your organisational capacity whether that is a single, important, targeted delivery or a broader competence development across your workforce, we will work with you to meet your needs.

We are delighted to welcome you to Creo Skills and we look forward to working with you.

For prices please contact us at [enquiries@creo-skills.co.uk](mailto:enquiries@creo-skills.co.uk)



## 1. Short Courses

### 1.1 Determining Competence

<b>Title</b>	Determining Competence
<b>Level</b>	3
<b>Credits</b>	2
<b>Description</b>	<p>This course was designed in response to a commission within the Energy and Utilities Construction Sectors</p> <p>The course is an introduction to assessing workplace competence and enables delegates to be able to quantify the knowledge, skills and behaviours of their employees</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand what is meant by the term "competence" in the context of their workplace</li> <li>2. Understand methods of determining competence</li> <li>3. Be able to give feedback to an employee regarding their workplace competence</li> </ol> <p>The course is suitable as a preparation for those who wish to move on to the Level 3 Certificate in Assessing Vocational Achievement and qualified assessor status</p>
<b>Target Audience</b>	<p>All managers and leaders across an organisation from front line supervisors to senior managers</p> <p>Cohorts of learners need to be of similar role type and level because the course content is tailored to each cohort</p> <p>This course is approved by CITB as suitable for people who will supervise and assess apprentices and who contribute to end point assessment as assessors, panellists or witnesses.</p>
<b>Duration</b>	1 day
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	2
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDL896">http://www.agored.cymru/Units-and-Qualifications/Unit/CDL896</a>
<b>Assessment</b>	Learner Workbook Observed Skills



## 1.2 Presentation and Communication Skills

<b>Title</b>	Presentation and Communication Skills
<b>Level</b>	2
<b>Credits</b>	2
<b>Description</b>	<p>This course will lead to a level 2 accredited unit in Presentation and Communication skills</p> <p>The course is an introduction to how to speak in public to groups of people and to be able to deliver presentations. We cover learning theory and how to approach speaking to groups so that confidence is built We examine the psychology of speaking to groups, how to achieve high quality, authentic and powerful presentations so that people grow the confidence and skills to present</p> <p>Learners will be required to deliver a workbased toolbox talk or presentation on the third day and this will be assessed by our facilitator</p> <p>The course has the following learning outcomes. By then of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Know how to plan for a talk or presentation</li> <li>2. Understand how to organise material for a talk or presentation</li> <li>3. Be able to give a talk or presentation</li> <li>4. Be able to evaluate own performance</li> </ol> <p>The course is suitable as a preparation for those who wish to move on to the Level 3 Award in Education and Training and Qualified Trainer status</p>
<b>Target Audience</b>	All managers and leaders across an organisation from front line supervisors to senior managers
<b>Duration</b>	2 days + 1 day
<b>No of Delegates</b>	Up to 8
<b>No of trainers</b>	1 for the first two days and 2 for the final day
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDB965">http://www.agored.cymru/Units-and-Qualifications/Unit/CDB965</a>
<b>Assessment</b>	Learner Workbook Observed Skills

### 1.3 Facilitation Skills

<b>Title</b>	Facilitation Skills
<b>Level</b>	3
<b>Credits</b>	6
<b>Description</b>	<p>This course leads to a level 3 accredited unit in Effective Facilitation Skills</p> <p>The course is designed to develop facilitation skills so that managers and leaders at all levels, trainers, coaches and mentors can polish and hone their skills in building teams, developing workshops so that they achieve strong outcomes and encouraging collaboration</p> <p>Learners will be required to facilitate a session</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the principles of effective facilitation</li> <li>2. Understand key skills and qualities of an effective facilitator</li> <li>3. Understand consensus building techniques</li> <li>4. Be able to use participatory techniques</li> <li>5. Plan, design and deliver a facilitated session using a variety of techniques.</li> </ol> <p>The course is suitable as a preparation for those who wish to move on to the Level 3 Award in Education and Training and Qualified Trainer status</p>
<b>Target Audience</b>	All managers and leaders across an organisation from front line supervisors to senior managers. Trainers, coaches and mentors at all levels. HR staff
<b>Duration</b>	2 days + 1 day
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	1 for the first two days and 2 for the final day
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CCZ426">http://www.agored.cymru/Units-and-Qualifications/Unit/CCZ426</a>
<b>Assessment</b>	Learner Workbook Observed Skills

## 1.4 Train the Trainer

<b>Title</b>	Train the Trainer
<b>Level</b>	3
<b>Credits</b>	3
<b>Description</b>	<p>This course was leads to a level 3 accredited unit Train the Trainer</p> <p>The course is designed to develop training skills so that managers and leaders at all levels, trainers, coaches and mentors can develop high quality skills in training groups of learners. Learning theory is covered in depth and practical training skills are taught</p> <p>Learners will be required to plan and facilitate a microteach session</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand how to support the different needs of learner</li> <li>2. Understand methods, activities and assessment processes</li> <li>3. Be able to create a learner profile report</li> <li>4. Be able to create a training plan</li> <li>5. Be able to deliver a training session</li> <li>6. Be able to evaluate the training</li> </ol> <p>The course is suitable as a preparation for those who wish to move on to the Level 3 Award in Education and Training and Qualified Trainer status</p>
<b>Target Audience</b>	All managers and leaders across an organisation from front line supervisors to senior managers. Trainers, coaches and mentors at all levels. HR staff
<b>Duration</b>	2 days
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	1 for the first two days and 2 for the final day
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDL920">http://www.agored.cymru/Units-and-Qualifications/Unit/CDL920</a>
<b>Assessment</b>	Learner Workbook Observed Skills

## 1.5 Mental Health and Wellbeing

<b>Title</b>	Mental Health and Wellbeing
<b>Level</b>	2
<b>Credits</b>	2
<b>Description</b>	<p>This course leads to a level 2 accredited unit Mental Health and Wellbeing</p> <p>The course is designed to develop an understanding of mental health in general and mental health in the workplace. We examine mental health as an emerging issue and explore warning signs and approaches</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the concept of mental health and wellbeing</li> <li>2. Understand how different factors affect mental health and wellbeing</li> <li>3. Understand how stereotyping impacts on mental health and wellbeing</li> <li>4. Understand where to get support and help</li> </ol> <p>We also examine organisational culture and how it can facilitate more positive mental health outcomes</p>
<b>Target Audience</b>	All managers and leaders across an organisation from front line supervisors to senior managers
<b>Duration</b>	2 days
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	1 for the first two days and 2 for the final day
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDC068">http://www.agored.cymru/Units-and-Qualifications/Unit/CDC068</a>
<b>Assessment</b>	Learner Workbook



## 1.6 Health and Wellbeing

<b>Title</b>	Health and Wellbeing
<b>Level</b>	2
<b>Credits</b>	3
<b>Description</b>	<p>This course leads to a level 2 accredited unit Personal Health and Wellbeing in the Workplace</p> <p>The course is designed to develop an understanding of general health and wellbeing in the workplace. The course is designed to help all employees take personal responsibility for their health and wellbeing as a duty to themselves and to their employer</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the meaning of 'health and wellbeing</li> <li>2. Understand how poor health and wellbeing affect individuals and organisations</li> <li>3. Be able to plan personal changes in relation to health and wellbeing.</li> <li>4. Understand ways of managing own personal health and wellbeing in the workplace</li> </ol>
<b>Target Audience</b>	All staff and managers and leaders across an organisation
<b>Duration</b>	1 day
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	1
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDM035">http://www.agored.cymru/Units-and-Qualifications/Unit/CDM035</a>
<b>Assessment</b>	Learner Workbook

## 1.7 Mentoring Skills

<b>Title</b>	Mentoring Skills
<b>Level</b>	3
<b>Credits</b>	3
<b>Description</b>	<p>This course leads to a level 3 accredited unit Mentoring Skills</p> <p>The course is designed to develop an understanding of mentoring and to support supervisors, managers and leaders to develop the skills of being a workplace mentor.</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand mentoring</li> <li>2. Understand the boundaries of the mentoring relationship</li> <li>3. Understand the stages of the mentoring relationship</li> <li>4. Understand professional boundaries</li> <li>5. Be able to use <b>communication skills</b> in mentoring</li> <li>6. Understand health and safety in the context of mentoring</li> </ol>
<b>Target Audience</b>	All supervisors, managers and leaders across an organisation
<b>Duration</b>	2 day
<b>No of Delegates</b>	Up to 12
<b>No of trainers</b>	1
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDD322">http://www.agored.cymru/Units-and-Qualifications/Unit/CDD322</a>
<b>Assessment</b>	Learner Workbook

It is possible to complete a CMI Award in Coaching and Mentoring as an alternative. See full qualifications below

## 1.8 Workforce Planning

<b>Title</b>	Workforce Planning
<b>Level</b>	3, 4 or 6
<b>Credits</b>	3 (at level 3 and 4) or 6 (at Level 6)
<b>Description</b>	<p>This course exists at three distinct levels depending on the audience</p> <p>The course is designed to develop an understanding and a skill set for planning the workforce over the medium to long term. The courses enable managers and leaders and HR professionals to learn the classic process and skillset for workforce planning designed to get the right people, with the right skills, in the right job, at the right time.</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Understand the meaning, scope and importance of workforce planning in organisations</li> <li>2. Understand how workforce planning is related to strategic planning and business objectives</li> <li>3. Understand factors affecting workforce demands and supply in organisations</li> <li>4. Know how to assess workforce demand</li> <li>5. Know how to assess workforce supply</li> <li>6. Know how to create a workforce plan</li> <li>7. Be able to plan data capture, collation and organisation to inform workforce planning in an organisation</li> </ol>
<b>Target Audience</b>	All supervisors, managers and leaders across an organisation HR business partners and managers
<b>Duration</b>	3 days
<b>No of Delegates</b>	Up to 10
<b>No of trainers</b>	1
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru/Chartered Management Institute
<b>Unit</b>	Level 3 <a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDC880">http://www.agored.cymru/Units-and-Qualifications/Unit/CDC880</a> Level 4 <a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDG084">http://www.agored.cymru/Units-and-Qualifications/Unit/CDG084</a> Level 6 <a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDm987">http://www.agored.cymru/Units-and-Qualifications/Unit/CDm987</a>
<b>Assessment</b>	Level 3 and 4 Learner Workbook Level 6 Production of a Workforce Plan

## 1.9 Transformational Leadership

<b>Title</b>	Transformational Leadership
<b>Level</b>	4
<b>Credits</b>	5
<b>Description</b>	<p>This course is designed to enable managers and leaders in an organisation to understand how leadership can affect the culture of an organisation and leads to the achievement of the accredited unit Provide Leadership and Direction for Own Area of Responsibility</p> <p>We begin with a stocktake of the delegates leadership style through a questionnaire and this sets the baseline for personal leadership development for each individual delegate</p> <p>The course is rounded off with a personal development plan for leadership skills</p> <p>The course has the following learning outcomes. By the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> <li>1. Be able to lead in own area of responsibility</li> <li>2. Be able to provide direction and set objectives in own area of responsibility</li> <li>3. Be able to communicate the direction for own area of responsibility and collect feedback to inform improvement</li> <li>4. Be able to assess own leadership performance</li> </ol>
<b>Target Audience</b>	All supervisors, managers and leaders across an organisation
<b>Duration</b>	2 days
<b>No of Delegates</b>	Up to 10
<b>No of trainers</b>	1
<b>Accredited</b>	Yes
<b>Awarding body</b>	Agored Cymru/Chartered Management Institute
<b>Unit</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Unit/CDD460">http://www.agored.cymru/Units-and-Qualifications/Unit/CDD460</a>
<b>Assessment</b>	Workbook and practical evidence

1.10 Management 101

<b>Title</b>	Management 101
<b>Level</b>	Various
<b>Credits</b>	Various
<b>Description</b>	<p>Management 101 is a bespoke offering, where we are able to pull together a range of short management courses and skills that can be tailored to the needs of an organisation. We have a range of courses available and we can discuss with an organisation any priorities they have for their management development programme</p> <p>In addition to the courses above we can also offer courses such as:</p> <ul style="list-style-type: none"> <li>• Time Management</li> <li>• Work allocation and delegation</li> <li>• Performance Management</li> <li>• Having difficult conversations</li> <li>• Conflict Management</li> <li>• Emotional Intelligence and Personal Resilience</li> <li>• Project Management</li> <li>• Change Management</li> <li>• Leadership</li> <li>• Ethical Management</li> <li>• Managing Poor Performance</li> <li>• Talent Management</li> <li>• Succession Planning</li> </ul>
<b>Target Audience</b>	All supervisors, managers and leaders across an organisation. Courses can be tailored to roles and levels
<b>Duration</b>	Negotiable
<b>No of Delegates</b>	Negotiable
<b>No of trainers</b>	1 or 2
<b>Accredited</b>	Accreditation may be available for some courses and modules
<b>Awarding body</b>	Agored Cymru/Chartered Management Institute
<b>Unit</b>	
<b>Assessment</b>	Workbook and practical evidence Skills observations

### 1.11 Perfect Appraisals

<b>Title</b>	The Perfect Appraisal – Conducting a Performance Appraisal
<b>Level</b>	3
<b>Credits</b>	
<b>Description</b>	<p>This course is designed to support managers and leaders in conducting strong, fair and reliable performance appraisals with their staff. The course is designed to be versatile and adaptable to most sectors and settings and to be able to conform to most performance management systems, as well as being designed to follow good practice as established in the National Occupational Standards for Management.</p> <p>This course focuses on developing practical skills and knowledge to maximise the effectiveness of the performance appraisal process.</p> <ul style="list-style-type: none"> <li>➤ Performance appraisals and employee engagement</li> <li>➤ Planning for the appraisal meeting</li> <li>➤ Conducting the appraisal meeting</li> <li>➤ Setting and agreeing employee objectives</li> <li>➤ Conducting check-in meetings</li> <li>➤ Understanding the calibration process (if required)</li> </ul>
<b>Target Audience</b>	<p>Leaders, managers and supervisors who have responsibility for supporting employees through the performance appraisal.</p> <p>Human Resources professionals who guide and coach managers to support employees.</p>
<b>Duration</b>	2 Days
<b>No of Delegates</b>	Up to 10 delegates
<b>No of trainers</b>	1 or 2
<b>Accredited</b>	Accreditation may be available for some courses and modules
<b>Awarding body</b>	Agored Cymru/Chartered Management Institute
<b>Unit</b>	
<b>Assessment</b>	<p>Workbook and practical evidence</p> <p>Skills observations</p>



## 2. Full Qualifications - Management

### Introduction

Creo Skills is a Chartered Centre for the Chartered Management Institute (CMI) and offer the full range of Management and Leadership and Coaching and Mentoring qualifications



We can design and deliver a full suite of courses leading to full management and leadership qualifications for the organisation which can provide a management qualification framework for the organisation, which can be used to inform succession planning

We can also offer 1:1 coached approaches to these qualifications through on-line coaching and mentoring approaches and distance learning.

We offer Level 3 (front line managers), 5 (middle and senior managers) and 7 (C-Suite, strategic leaders and directors and executives) in both Management and Leadership and Coaching and Mentoring. At each level there are three sizes of qualification on offer, Awards (small), Certificates (Medium) and Diplomas (large)

These qualifications are internationally recognised and fully regulated by Ofqual

Learners are registered with CMI and become affiliate/student members for the duration of their study and this enables them to use the CMI on-line library of resources and study aids. In addition, for some units at Level 3 and Level 5 we are able to purchase additional study materials

Learner assessment is conducted through Creo Skills workbooks that have been approved by CMI. These are shared with learners in MS Word format so that assignments can be collated. Learners are encouraged to apply the theories to their own organisation, their own place of work and to make improvements as they learn management theory and practice

People who complete a Level 5 Diploma or a Level 7 Diploma in Management and Leadership qualify to apply for chartered status. We are licenced to support our learners through to the achievement of Chartered Manager status which carries the post nominals of CMgr MCMi

For people with substantial experience at a senior level, we are also able to support learners through to the achievement of the Fellowship of CMI (FCMI). This can be combined with chartered status to achieve Chartered Fellow status (CMgr FCMI)

For a clear discussion around your needs please contact us so that we can design these qualifications to suit your organisational needs

## 2.1 Level 3 Management and Leadership Qualifications

<b>Title</b>	Level 3 Award in Principles of Management and Leadership (1 Unit) Level 3 Certificate in Principles of Management and Leadership (1-5 Units) Level 3 Diploma in Principles of Management and Leadership (7 Units +)																																											
<b>Units available</b>		<table border="1"> <tr><td>CMI 301</td><td>Principles of Management and Leadership</td></tr> <tr><td>CMI 302</td><td>Managing a Team to Achieve Results</td></tr> <tr><td>CMI 303</td><td>Managing Individuals to be Effective in their Role</td></tr> <tr><td>CMI 304</td><td>Principles of Communication in the Workplace</td></tr> <tr><td>CMI 305</td><td>Building Stakeholder Relationships using Effective Communication</td></tr> <tr><td>CMI 306</td><td>Principles of Equality, Diversity and Inclusive Working Practice</td></tr> <tr><td>CMI 307</td><td>Developing the Knowledge, Skills and Abilities of Individuals and Teams</td></tr> <tr><td>CMI 308</td><td>Managing Volunteers</td></tr> <tr><td>CMI 309</td><td>Responding to Conflict in the Workplace</td></tr> <tr><td>CMI 310</td><td>Supporting Teams and Individuals Through Change</td></tr> <tr><td>CMI 311</td><td>Contributing to the Delivery of a Project</td></tr> <tr><td>CMI 312</td><td>Managing Daily Activities to Achieve Results</td></tr> <tr><td>CMI 313</td><td>Developing and Sharing Good Practice</td></tr> <tr><td>CMI 314</td><td>Managing Budgets and Resources</td></tr> <tr><td>CMI 315</td><td>Principles of Health and Safety in the Workplace</td></tr> <tr><td>CMI 316</td><td>Monitoring Quality to Improve Outcomes</td></tr> <tr><td>CMI 317</td><td>Supporting the Delivery of Customer Service</td></tr> <tr><td>CMI 318</td><td>Managing Data and Information</td></tr> <tr><td>CMI 319</td><td>Managing Meetings</td></tr> <tr><td>CMI 320</td><td>Presenting for Success</td></tr> <tr><td>CMI 321</td><td>Managing Own Personal and Professional Development</td></tr> </table>	CMI 301	Principles of Management and Leadership	CMI 302	Managing a Team to Achieve Results	CMI 303	Managing Individuals to be Effective in their Role	CMI 304	Principles of Communication in the Workplace	CMI 305	Building Stakeholder Relationships using Effective Communication	CMI 306	Principles of Equality, Diversity and Inclusive Working Practice	CMI 307	Developing the Knowledge, Skills and Abilities of Individuals and Teams	CMI 308	Managing Volunteers	CMI 309	Responding to Conflict in the Workplace	CMI 310	Supporting Teams and Individuals Through Change	CMI 311	Contributing to the Delivery of a Project	CMI 312	Managing Daily Activities to Achieve Results	CMI 313	Developing and Sharing Good Practice	CMI 314	Managing Budgets and Resources	CMI 315	Principles of Health and Safety in the Workplace	CMI 316	Monitoring Quality to Improve Outcomes	CMI 317	Supporting the Delivery of Customer Service	CMI 318	Managing Data and Information	CMI 319	Managing Meetings	CMI 320	Presenting for Success	CMI 321	Managing Own Personal and Professional Development
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<b>Rules of Combination</b>	Learners may be required to select from groups of units in combination to make up larger qualifications																																											

## 2.2 Level 5 Management and Leadership Qualifications

<b>Title</b>	Level 5 Award in Management and Leadership (1 Unit) Level 5 Certificate in Management and Leadership (1-5 Units) Level 5 Diploma in Management and Leadership (7 Units +)																																																		
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## 2.3 Level 7 Management and Leadership Qualifications

<b>Title</b>	Level 7 Award in Strategic Management and Leadership Practice (1 Unit) Level 7 Certificate in Strategic Management and Leadership Practice (1-5 Units) Level 7 Diploma in Strategic Management and Leadership Practice (7 Units +)																																															
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## 2.4 Level 3 Coaching and Mentoring Qualifications

<b>Title</b>	Level 3 Award in Management Coaching and Mentoring (1 Unit) Level 3 Certificate in Management Coaching and Mentoring (1-5 Units) Level 3 Diploma in Management Coaching and Mentoring (7 Units +)																					
<b>Units available</b>	<table border="1" data-bbox="416 461 1406 703"> <tr> <td>Unit 3011V1</td> <td>Principles, skills and impact of coaching and mentoring</td> </tr> <tr> <td>Unit 3012V1</td> <td>Coaching and mentoring for individual and team needs</td> </tr> <tr> <td>Unit 3013V1</td> <td>Managing the coaching and mentoring relationships</td> </tr> <tr> <td>Unit 3014V1</td> <td>Coaching and mentoring processes</td> </tr> <tr> <td>Unit 3015V1</td> <td>Completing the coaching and mentoring process</td> </tr> <tr> <td>Unit 3016V1</td> <td>Coaching and mentoring process evaluation</td> </tr> </table> <p data-bbox="416 748 596 779">Diploma Only</p> <table border="1" data-bbox="416 779 1406 1003"> <tr> <td>Unit 3016V1</td> <td>Coaching and mentoring process evaluation</td> </tr> <tr> <td>Unit 4003V1</td> <td>Introducing organisational culture, values and behaviour</td> </tr> <tr> <td>Unit 4004V1</td> <td>Managing team dynamics</td> </tr> <tr> <td>Unit 4008V1</td> <td>Managing equality and diversity</td> </tr> </table>		Unit 3011V1	Principles, skills and impact of coaching and mentoring	Unit 3012V1	Coaching and mentoring for individual and team needs	Unit 3013V1	Managing the coaching and mentoring relationships	Unit 3014V1	Coaching and mentoring processes	Unit 3015V1	Completing the coaching and mentoring process	Unit 3016V1	Coaching and mentoring process evaluation	Unit 3016V1	Coaching and mentoring process evaluation	Unit 4003V1	Introducing organisational culture, values and behaviour	Unit 4004V1	Managing team dynamics	Unit 4008V1	Managing equality and diversity
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## 2.5 Level 5 Management and Leadership Qualifications

<b>Title</b>	Level 5 Award in Management Coaching and Mentoring (1 Unit) Level 5 Certificate in Management Coaching and Mentoring (1-5 Units) Level 5 Diploma in Management Coaching and Mentoring (7 Units +)															
<b>Units available</b>	<table border="1" data-bbox="416 461 1385 745"> <tr> <td data-bbox="416 461 624 501">Unit 5001V1</td> <td data-bbox="624 461 1385 501">Personal development as a manager and leader</td> </tr> <tr> <td data-bbox="416 501 624 542">Unit 5014V1</td> <td data-bbox="624 501 1385 542">Introduction to management coaching and mentoring</td> </tr> <tr> <td data-bbox="416 542 624 582">Unit 5015V1</td> <td data-bbox="624 542 1385 582">Management of coaching and mentoring</td> </tr> <tr> <td data-bbox="416 582 624 622">Unit 5016V1</td> <td data-bbox="624 582 1385 622">Using coaching and mentoring skills as a manager</td> </tr> <tr> <td data-bbox="416 622 624 663">Unit 5017V1</td> <td data-bbox="624 622 1385 663">Coaching practice and theory</td> </tr> <tr> <td data-bbox="416 663 624 703">Unit 5018V1</td> <td data-bbox="624 663 1385 703">Mentoring practice and theory</td> </tr> <tr> <td data-bbox="416 703 624 745">Unit 5019V1</td> <td data-bbox="624 703 1385 745">Management of action learning</td> </tr> </table>		Unit 5001V1	Personal development as a manager and leader	Unit 5014V1	Introduction to management coaching and mentoring	Unit 5015V1	Management of coaching and mentoring	Unit 5016V1	Using coaching and mentoring skills as a manager	Unit 5017V1	Coaching practice and theory	Unit 5018V1	Mentoring practice and theory	Unit 5019V1	Management of action learning
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## 2.6 Level 7 Coaching and Mentoring Qualifications

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<b>Rules of Combination</b>	Learners may be required to select from groups of units in combination to make up larger qualifications																					

<b>3</b>	<b>Learning and Development Qualifications</b>
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### 3.1 Level 3 Certificate in Assessing Vocational Achievement

<b>Title</b>	Level 3 Certificate in Assessing Vocational Achievement							
<b>Purpose</b>	<p>The qualification offers qualified assessor status upon the successful candidate, which enables them to assess any and all regulated qualifications that fall within their competence footprint</p> <p>In addition successful candidates are well placed to undertake competence assessments for the purposes of competence and performance investigations and reports</p>							
<b>Target Audience</b>	<p>All training and L&amp;D staff and managers</p> <p>All managers in an organisation would find the qualification relevant as it covers in depth how accurate vocational determination of competence and performance is assessed and is particularly pertinent to managers of apprentices</p>							
<b>Units</b>	<table border="1"> <tr> <td><a href="#">GB83CY019</a></td> <td>Understanding the Principles and Practices of Assessment</td> </tr> <tr> <td><a href="#">GB83CY020</a></td> <td>Assess Occupational Competence in the Work Environment</td> </tr> <tr> <td><a href="#">GB83CY021</a></td> <td>Assess Vocational Skills, Knowledge and Understanding</td> </tr> </table>		<a href="#">GB83CY019</a>	Understanding the Principles and Practices of Assessment	<a href="#">GB83CY020</a>	Assess Occupational Competence in the Work Environment	<a href="#">GB83CY021</a>	Assess Vocational Skills, Knowledge and Understanding
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<a href="#">GB83CY021</a>	Assess Vocational Skills, Knowledge and Understanding							
<b>Qualification</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Qualification/116">http://www.agored.cymru/Units-and-Qualifications/Qualification/116</a>							

### 3.2 Level 3 Award in Education and Training

<b>Title</b>	Level 3 Award in Education and Training							
<b>Purpose</b>	<p>The qualification offers qualified trainer status upon the successful candidate which enables them to train and teach towards any and all regulated qualifications that fall within their competence footprint</p> <p>In addition successful candidates are on a potential pathway through higher levels towards qualified teacher status</p>							
<b>Target Audience</b>	<p>All training and L&amp;D staff and managers</p> <p>All managers in an organisation would find the qualification relevant as it covers how to plan and deliver learning and development opportunities and how to evaluate learning and development courses that they might procure. This is particularly pertinent to managers of apprentices</p>							
<b>Units</b>	<table border="1"> <tr> <td><a href="#">GA13CY020</a></td> <td>Understanding Roles, Responsibilities and Relationships in Education and Training</td> </tr> <tr> <td><a href="#">GA13CY019</a></td> <td>Understanding and using Inclusive Teaching and Learning Approaches in Education and Training</td> </tr> <tr> <td><a href="#">GB83CY019</a></td> <td>Understanding the Principles and Practices of Assessment</td> </tr> </table>		<a href="#">GA13CY020</a>	Understanding Roles, Responsibilities and Relationships in Education and Training	<a href="#">GA13CY019</a>	Understanding and using Inclusive Teaching and Learning Approaches in Education and Training	<a href="#">GB83CY019</a>	Understanding the Principles and Practices of Assessment
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<a href="#">GB83CY019</a>	Understanding the Principles and Practices of Assessment							
<b>Qualification</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Qualification/126968">http://www.agored.cymru/Units-and-Qualifications/Qualification/126968</a>							

### 3.3 Level 4 Certificate in Assessing Vocational Achievement

<b>Title</b>	Level 4					
<b>Purpose</b>	The qualification offers qualified Internal Quality Assurer (Internal Verifier) status upon the successful candidate which enables them to act as an IQA for any and all regulated qualifications that fall within their competence footprint					
<b>Target Audience</b>	All training and L&D staff and managers					
<b>Units</b>	<table border="1"> <tr> <td><a href="#">GB84CY002</a></td> <td>Understanding the Principles and Practices of Internally Assuring the Quality of Assessment</td> </tr> <tr> <td><a href="#">GB84CY003</a></td> <td>Internally Assure the Quality of Assessment</td> </tr> </table>		<a href="#">GB84CY002</a>	Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	<a href="#">GB84CY003</a>	Internally Assure the Quality of Assessment
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<a href="#">GB84CY003</a>	Internally Assure the Quality of Assessment					
<b>Qualification</b>	<a href="http://www.agored.cymru/Units-and-Qualifications/Qualification/58">http://www.agored.cymru/Units-and-Qualifications/Qualification/58</a>					

### 3.4 Level 4 Certificate in Learning and Development

<b>Title</b>	<b>Level 4 Award in Learning and Development</b>					
<b>Purpose</b>	This qualification is a strong introduction to learning and development theory and practice and is designed to equip delegates with the knowledge skills and behaviours to both understand the underpinning theories of learning and development and to create learning and development courses and opportunities that deliver strong development for employers and employees					
<b>Target Audience</b>	All training and L&D staff and managers, training consultants, trainers, tutors, coaches and mentors, HR officers who would like to develop their knowledge, skills and behaviours in constructing appropriate learning and development opportunities for employees at all levels					
<b>Units</b>	<table border="1"> <tr> <td><a href="#">GB84CY028</a></td> <td>Principles, Theories and Practices of Learning and Development</td> </tr> <tr> <td><a href="#">GB84CY020</a></td> <td>Develop Learning and Development Programmes</td> </tr> </table>		<a href="#">GB84CY028</a>	Principles, Theories and Practices of Learning and Development	<a href="#">GB84CY020</a>	Develop Learning and Development Programmes
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<a href="#">GB84CY020</a>	Develop Learning and Development Programmes					
<b>Qualification</b>	<a href="https://www.agored.cymru/Units-and-Qualifications/Qualification/126995">https://www.agored.cymru/Units-and-Qualifications/Qualification/126995</a>					



## 4 Bespoke Accreditations

### 4.1 Bespoke Accreditations

We are able to create and accredit, through our awarding body contacts, bespoke training courses commissioned by individual organisations and training providers

This could be in the form of regulated units which carry levels and credits or it could be in the form of awarding body or Creo Skills quality assurance and endorsement



Please contact us to discuss how we can help you design, quality assure and accredit training that you would like to commission

## Contact us

Contact: +44 (0) 7943707837

[enquiries@creo-skills.co.uk](mailto:enquiries@creo-skills.co.uk)

[www.creo-skills.co.uk](http://www.creo-skills.co.uk)

<https://twitter.com/CreoSkills>

<https://www.instagram.com/creoskills/>