



Creo Skills

Course Brochure/Prospectus

2024



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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.

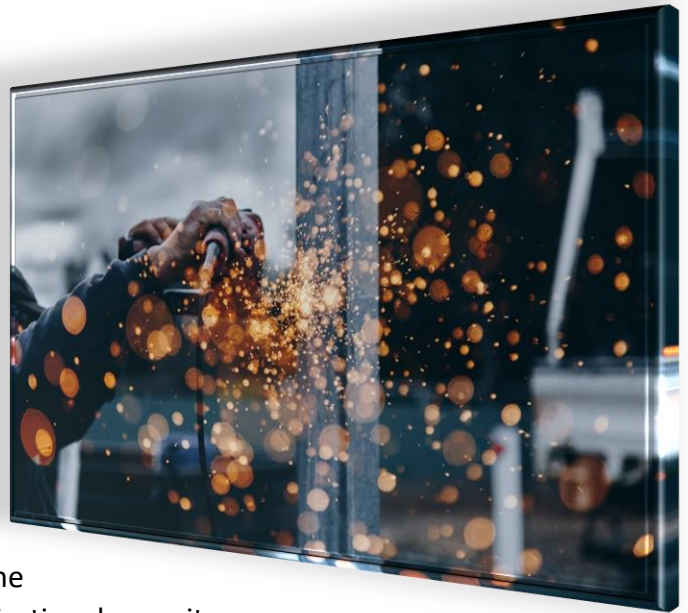
Whether you are an employer with a need for building competence in your managers and leaders, or a pressing need to build your organisational capacity, we are here to help.

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.

Please contact us at enquiries@creo-skills.co.uk



1. Short Courses

1.1 Determining Competence

Title	Determining Competence
Level	3
Credits	2
Description	<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"> 1. Understand what is meant by the term "competence" in the context of their workplace 2. Understand methods of determining competence 3. Be able to give feedback to an employee regarding their workplace competence <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>
Target Audience	<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>
Duration	1 day
No of Delegates	Up to 12
Cost	£1,200 for up to 12 delegates + Expenses + £50 per learner for the accreditation
No of trainers	2
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDL896
Assessment	Learner Workbook Observed Skills

1.2 Presentation and Communication Skills

Title	Advanced Presentation and Communication Skills
Level	2
Credits	2
Description	<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 the end of the course the delegates will be able to:</p> <ol style="list-style-type: none"> 1. Know how to plan for a talk or presentation 2. Understand how to organise material for a talk or presentation 3. Be able to give a talk or presentation 4. Be able to evaluate own performance <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>
Target Audience	All managers and leaders across an organisation from front line supervisors to senior managers
Duration	2 days + 1 day
No of Delegates	Up to 6
Cost	£3,000 for up to 8 delegates (or £2000 for a two day version) + Expenses + £50 per learner for the accreditation
No of trainers	1 Trainer depending on the number of delegates
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDB965
Assessment	Learner Workbook Observed Skills

1.3 Facilitation Skills

Title	Facilitation Skills
Level	3
Credits	6
Description	<p>This course was 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"> 1. Understand the principles of effective facilitation 2. Understand key skills and qualities of an effective facilitator 3. Understand consensus building techniques 4. Be able to use participatory techniques 5. Plan, design and deliver a facilitated session using a variety of techniques. <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>
Target Audience	All managers and leaders across an organisation from front line supervisors to senior managers. Trainers, coaches and mentors at all levels. HR staff
Duration	2 days + 1 day
No of Delegates	Up to 8
Cost	£3,000 for up to 12 delegates + Expenses + £50 per learner for the accreditation
No of trainers	1 for the first two days and 2 for the final day
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CCZ426
Assessment	Learner Workbook Observed Skills

1.4 Train the Trainer

Title	Train the Trainer
Level	3
Credits	3
Description	<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"> 1. Understand how to support the different needs of learner 2. Understand methods, activities and assessment processes 3. Be able to create a learner profile report 4. Be able to create a training plan 5. Be able to deliver a training session 6. Be able to evaluate the training <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>
Target Audience	All managers and leaders across an organisation from front line supervisors to senior managers. Trainers, coaches and mentors at all levels. HR staff
Duration	3 days
No of Delegates	Up to 8
Cost	£2,000 for up to 12 delegates + Expenses + £50 per learner for the accreditation
No of trainers	1 for the first two days and 2 for the final day
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDL920
Assessment	Learner Workbook Observed Skills

1.5 Mental Health and Wellbeing

Title	Mental Health and Wellbeing
Level	2
Credits	2
Description	<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>Unlike the Mental Health First Aid course we examine a range of specific conditions including addiction and personality disorders</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"> 1. Understand the concept of mental health and wellbeing 2. Understand how different factors affect mental health and wellbeing 3. Understand how stereotyping impacts on mental health and wellbeing 4. Understand where to get support and help <p>We also examine organisational culture and how it can facilitate more positive mental health outcomes</p>
Target Audience	All managers and leaders across an organisation from front line supervisors to senior managers
Duration	2 days
No of Delegates	Up to 12
Cost	£2,000 for up to 12 delegates + Expenses + £50 per learner for the accreditation
No of trainers	1
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDC068
Assessment	Learner Workbook

1.6 Health and Wellbeing

Title	Health and Wellbeing
Level	2
Credits	3
Description	<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"> 1. Understand the meaning of 'health and wellbeing 2. Understand how poor health and wellbeing affect individuals and organisations 3. Be able to plan personal changes in relation to health and wellbeing. 4. Understand ways of managing own personal health and wellbeing in the workplace
Target Audience	All staff and managers and leaders across an organisation
Duration	1 day
No of Delegates	Up to 12
Cost	£1,200 for up to 12 delegates + Expenses + £50 per learner for the accreditation
No of trainers	1
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDM035
Assessment	Learner Workbook

1.7 Mentoring Skills

Title	Mentoring Skills
Level	3
Credits	3
Description	<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"> 1. Understand mentoring 2. Understand the boundaries of the mentoring relationship 3. Understand the stages of the mentoring relationship 4. Understand professional boundaries 5. Be able to use communication skills in mentoring 6. Understand health and safety in the context of mentoring
Target Audience	All supervisors, managers and leaders across an organisation
Duration	3 day
No of Delegates	Up to 8
Cost	£3,000 for up to 8 delegates + Expenses + £50 per learner for the accreditation
No of trainers	1
Accredited	Yes
Awarding body	Agored Cymru
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDD322
Assessment	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

Title	Workforce Planning
Level	3, 4 or 6
Credits	3 (at level 3 and 4) or 6 (at Level 6)
Description	<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"> 1. Understand the meaning, scope and importance of workforce planning in organisations 2. Understand how workforce planning is related to strategic planning and business objectives 3. Understand factors affecting workforce demands and supply in organisations 4. Know how to assess workforce demand 5. Know how to assess workforce supply 6. Know how to create a workforce plan 7. Be able to plan data capture, collation and organisation to inform workforce planning in an organisation
Target Audience	All supervisors, managers and leaders across an organisation HR business partners and managers
Duration	3 days
No of Delegates	Up to 10
Cost	£3,000 for up to 8 delegates + Expenses + £50 per learner for the accreditation. CMI certification is also available for £200 per delegate which comes with membership of the institute and access to all of CMI's on-line resources
No of trainers	1
Accredited	Yes
Awarding body	Agored Cymru/Chartered Management Institute
Unit	Level 3 http://www.agored.cymru/Units-and-Qualifications/Unit/CDC880 Level 4 http://www.agored.cymru/Units-and-Qualifications/Unit/CDG084 Level 6 http://www.agored.cymru/Units-and-Qualifications/Unit/CDm987
Assessment	Level 3 and 4 Learner Workbook Level 6 Production of a Workforce Plan

1.9 Transformational Leadership

Title	Transformational Leadership
Level	4
Credits	5
Description	<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"> 1. Be able to lead in own area of responsibility 2. Be able to provide direction and set objectives in own area of responsibility 3. Be able to communicate the direction for own area of responsibility and collect feedback to inform improvement 4. Be able to assess own leadership performance
Target Audience	All supervisors, managers and leaders across an organisation
Duration	2 days
No of Delegates	Up to 8
Cost	<p>£2,000 for up to 8 delegates + Expenses + £50 per learner for the accreditation.</p> <p>CMI certification is also available for £200 per delegate which comes with membership of the institute and access to all of CMI's on-line resources</p>
No of trainers	1
Accredited	Yes
Awarding body	Agored Cymru/Chartered Management Institute
Unit	http://www.agored.cymru/Units-and-Qualifications/Unit/CDD460
Assessment	Workbook and practical evidence

1.10 Management 101

Title	Management 101
Level	Various
Credits	Various
Description	<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"> • Time Management • Work allocation and delegation • Performance Management • Having difficult conversations • Conflict Management • Emotional Intelligence and Personal Resilience • Project Management • Change Management • Leadership • Ethical Management • Managing Poor Performance • Talent Management • Succession Planning
Target Audience	All supervisors, managers and leaders across an organisation. Courses can be tailored to roles and levels
Duration	Negotiable
No of Delegates	Negotiable
Cost	£1,200 per day for up to 8 delegates + Expenses Accreditation may be available and this can be costed separately
No of trainers	1 or 2 depending on volume and subject matter
Accredited	Accreditation may be available for some courses and modules
Awarding body	Agored Cymru/Chartered Management Institute
Unit	
Assessment	Workbook and practical evidence Skills observations

1.11 Perfect Appraisals

Title	The Perfect Appraisal – Conducting a Performance Appraisal
Level	3
Credits	
Description	<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"> ➤ Performance appraisals and employee engagement ➤ Planning for the appraisal meeting ➤ Conducting the appraisal meeting ➤ Setting and agreeing employee objectives ➤ Conducting check-in meetings ➤ Managing poor performance ➤ Having difficult conversations
Target Audience	<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>
Duration	2 or 3 Days
No of Delegates	Up to 10 delegates
Cost	£1,200 per day for up to 8 delegates + Expenses Accreditation may be available and this can be costed separately
No of trainers	1 or 2 depending on the number of learners
Accredited	Accreditation may be available for some courses and modules
Awarding body	Agored Cymru/Chartered Management Institute
Unit	
Assessment	<p>Workbook and practical evidence</p> <p>Skills observations</p>



1.12 Notes on Short Courses

- All courses can be discounted for multiple cohorts of learners
- Accreditation is optional and we can offer each course with or without accreditation and with or without assessment
- Subsistence expenses are claimed for travel to and from your venue and for overnight stays and meals. Expenses are capped according to our expenses policy and are charged at cost
- Fuel expenses are 45p per mile
- Accreditation costs include assessment, IQA checks, awarding body registration fees and certification
- All courses can be delivered face to face, blended or via on-line distance learning
- We offer electronic badging for non-accredited courses at £10 per learner. This enables the successful learners to upload their credential to LinkedIn, X, Intranet profiles etc. The badge is an icon which is hyperlinked to a web page that set out the detail of what the learner has achieved

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

Title	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 +)																																											
Units available	<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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Rules of Combination	Learners may be required to select from groups of units in combination to make up larger qualifications																																											
Costs	<table border="1"> <thead> <tr> <th data-bbox="416 1547 783 1608">Level 3</th> <th data-bbox="783 1547 1142 1608">Qualification cost</th> </tr> </thead> <tbody> <tr> <td data-bbox="416 1608 783 1675">Award – 1 Unit</td> <td data-bbox="783 1608 1142 1675">£510 + VAT</td> </tr> <tr> <td data-bbox="416 1675 783 1742">Certificate-3 units</td> <td data-bbox="783 1675 1142 1742">£1000 + VAT</td> </tr> <tr> <td data-bbox="416 1742 783 1809">Diploma</td> <td data-bbox="783 1742 1142 1809">£1750 + VAT</td> </tr> </tbody> </table> <p data-bbox="416 1854 1455 2000"> These are costs for 1:1 versions of the qualifications. Please ask us about programmes and group teaching where discounts might apply. Please also note that we only have small number of places available for Diplomas so there may be a waiting list </p>		Level 3	Qualification cost	Award – 1 Unit	£510 + VAT	Certificate-3 units	£1000 + VAT	Diploma	£1750 + VAT																																		
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2.2 Level 5 Management and Leadership Qualifications

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506	Managing Equality, Diversity and Inclusion																																														
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512	Workforce Planning																																														
513	Managing Projects to Achieve Results																																														
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515	Creating and Delivering Operational Plans																																														
516	Planning, Procuring and Managing Resources																																														
518	Managing Risk																																														
519	Managing Quality and Continuous Improvement																																														
520	Managing Finance																																														
521	Using Data and Information for Decision Making																																														
524	Conducting a Management Project																																														
608*	Strategic Corporate Responsibility and Sustainability																																														
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2.3 Level 7 Management and Leadership Qualifications

Title	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 +)																																													
Units available	<table border="1"> <tr><td>701</td><td>Strategic Leadership</td></tr> <tr><td>702</td><td>Leading and Developing People to Optimise Performance</td></tr> <tr><td>703</td><td>Collaboration and Partnerships</td></tr> <tr><td>704</td><td>Developing Organisational Strategy</td></tr> <tr><td>705</td><td>Leading Strategic Change</td></tr> <tr><td>706</td><td>Finance for Strategic Leaders</td></tr> <tr><td>707</td><td>Organisational Design and Development</td></tr> <tr><td>708</td><td>Strategic Risk Management</td></tr> <tr><td>709</td><td>Strategic Management of Data and Information</td></tr> <tr><td>710</td><td>Marketing Strategy</td></tr> <tr><td>711</td><td>Entrepreneurial Practice</td></tr> <tr><td>712</td><td>Strategic Management Project</td></tr> <tr><td>713</td><td>Applied Research for Strategic Leaders</td></tr> <tr><td>714</td><td>Personal and Professional Development for Strategic Leaders</td></tr> <tr><td>715</td><td>Strategic Approaches to Equality Diversity and Inclusion</td></tr> <tr><td>716</td><td>Strategic Approaches to Mental Health and Wellbeing</td></tr> </table> <p>Diploma Only</p> <table border="1"> <tr><td>607</td><td>Principles of Contracting and Procurement</td></tr> <tr><td>608</td><td>Strategic Corporate Social Responsibility and Sustainability</td></tr> <tr><td>609</td><td>Leading Quality Management</td></tr> <tr><td>610</td><td>Principles and Practices of Policy Development</td></tr> <tr><td>612</td><td>Coaching Skills for Leaders</td></tr> <tr><td>614</td><td>Principles and Practices of Ethical Decision Making</td></tr> </table>		701	Strategic Leadership	702	Leading and Developing People to Optimise Performance	703	Collaboration and Partnerships	704	Developing Organisational Strategy	705	Leading Strategic Change	706	Finance for Strategic Leaders	707	Organisational Design and Development	708	Strategic Risk Management	709	Strategic Management of Data and Information	710	Marketing Strategy	711	Entrepreneurial Practice	712	Strategic Management Project	713	Applied Research for Strategic Leaders	714	Personal and Professional Development for Strategic Leaders	715	Strategic Approaches to Equality Diversity and Inclusion	716	Strategic Approaches to Mental Health and Wellbeing	607	Principles of Contracting and Procurement	608	Strategic Corporate Social Responsibility and Sustainability	609	Leading Quality Management	610	Principles and Practices of Policy Development	612	Coaching Skills for Leaders	614	Principles and Practices of Ethical Decision Making
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2.4 Coaching and Mentoring Qualifications Coaching

Title	<p>Level 2 Understanding Coaching Level 3 Introduction to Coaching and Mentoring CMI Level 3 Award in Coaching and Mentoring CMI Level 3 Certificate in Coaching and Mentoring CMI Level 5 Diploma in Coaching and Mentoring CMI Level 5 Award in Principles of Professional Coaching CMI Level 5 Certificate in Principles of Professional Coaching</p>
Units available	<p>We have a range of coaching and mentoring accreditations and qualifications available</p> <p>Level 2</p> <p>Understanding Coaching https://www.agored.cymru/Units-and-Qualifications/Unit/CDP466</p> <p>Level 3</p> <p>Practical Coaching in the workplace Practical Mentoring on the Workplace</p> <p>CMI Level 3 Units:</p> <p>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</p> <p>CMI Level 5 Units:</p> <p>531 Principles of Professional Coaching 532 The Role of the Professional Coach 533 Strategies for Delivering Professional Coaching</p>
Rules of Combination	<p>Learners may be required to select from groups of units in combination to make up larger qualifications</p>
Costs	<p>Please contact us for a quotation based on your requirements</p>

3	Learning and Development Qualifications
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3.1 Level 3 Certificate in Assessing Vocational Achievement

Title	Level 3 Certificate in Assessing Vocational Achievement							
Purpose	<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>							
Target Audience	<p>All training and L&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>							
Units	<table border="1"> <tr> <td>GB83CY019</td> <td>Understanding the Principles and Practices of Assessment</td> </tr> <tr> <td>GB83CY020</td> <td>Assess Occupational Competence in the Work Environment</td> </tr> <tr> <td>GB83CY021</td> <td>Assess Vocational Skills, Knowledge and Understanding</td> </tr> </table>		GB83CY019	Understanding the Principles and Practices of Assessment	GB83CY020	Assess Occupational Competence in the Work Environment	GB83CY021	Assess Vocational Skills, Knowledge and Understanding
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GB83CY021	Assess Vocational Skills, Knowledge and Understanding							
Costs	<p>Level 3 Certificate in Assessing Vocational Achievement - £1000</p> <p>£750 if Level 3 Award in Education and Training has been achieved.</p> <p>These are costs for 1:1 versions of the qualifications. Please ask us about programmes and group teaching where discounts might apply</p>							
Qualification	http://www.agored.cymru/Units-and-Qualifications/Qualification/116							

3.2 Level 3 Award in Education and Training

Title	Level 3 Award in Education and Training							
Purpose	<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>							
Target Audience	<p>All training and L&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>							
Units	<table border="1"> <tr> <td>GA13CY020</td> <td>Understanding Roles, Responsibilities and Relationships in Education and Training</td> </tr> <tr> <td>GA13CY019</td> <td>Understanding and using Inclusive Teaching and Learning Approaches in Education and Training</td> </tr> <tr> <td>GB83CY019</td> <td>Understanding the Principles and Practices of Assessment</td> </tr> </table>		GA13CY020	Understanding Roles, Responsibilities and Relationships in Education and Training	GA13CY019	Understanding and using Inclusive Teaching and Learning Approaches in Education and Training	GB83CY019	Understanding the Principles and Practices of Assessment
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Costs	<p>Level 3 award in Education and Training - £1000</p> <p>£750 if Level 3 Certificate in Assessing Vocational Achievement has been achieved.</p> <p>These are costs for 1:1 versions of the qualifications. Please ask us about programmes and group teaching where discounts might apply</p>							
Qualification	http://www.agored.cymru/Units-and-Qualifications/Qualification/126968							

4	Bespoke Accreditations
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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

In addition we offer a badging service for issuing electronic certifications for learner achievement

Contact us

Contact: +44 (0) 7943707837

enquiries@creo-skills.co.uk

www.creo-skills.co.uk

<https://twitter.com/CreoSkills>

