

# professional training directory

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metropolitan  
intelligent training for business

[www.metropolitan-training.com](http://www.metropolitan-training.com)  
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# welcome

Welcome to the Metropolitan Professional Training Directory where we have information on a wide range of training solutions to support businesses and individuals with their professional development requirements.

Whether you are looking to add new skills or enhance your current skills base, Metropolitan can provide you with the training and knowledge needed for you to meet and exceed your business or professional goals.

Metropolitan is committed to the design and delivery of superior courses, so whether you need to train your staff, want to develop new skills or are looking to start a new career, Metropolitan can provide a range of courses designed to suit all your individual or company requirements.

Our tutors are not only experienced teachers and trainers, but also industry professionals that have wide experience in the products integral to the training we deliver.

We are committed to a training approach that focuses on the development of people. It is our conviction that the effective development of people comes through quality, practical, focused learning which is applied to the work environment.

Whichever course you choose, you will find:

- o Practical solutions to your workplace challenges
- o Experienced tutors who will guide you through your course and help ensure it is relevant to your workplace
- o High-quality professional course materials for you to take away
- o A friendly and supportive atmosphere in a modern learning environment

## Funding Support

About Individual Learning Account (ILA) Scotland  
ILA Scotland is a Scottish Executive scheme that can help you pay for the cost of your selected course. It's not a loan so you do not have to pay it back!

### ILA Scotland £200

If you earn less than £18,000 per year, are aged 16 or over and are a resident in Scotland then you may qualify for £200 funding each year from ILA Scotland. ILA's can be used towards the cost of many of our courses. Students must have their account number in place and be booked on by us with ILA Scotland before the start date of their selected course. Applications for funding can be obtained from ILA Scotland who can be contacted free on 0808 100 1090 or visit their website at: [www.ilascotland.org.uk](http://www.ilascotland.org.uk)

If you have any queries regarding ILA Scotland funding please call Linda Swankie on 01241 432769.

### ILA Scotland £500

If you earn less than £18,000 per year, are aged 18 or over and are a resident in Scotland then you may qualify for £500 funding each year from ILA Scotland. This funding can **only** be used towards selected Higher National qualifications. In order to use the funding you must be studying for 50% or more of the time needed to complete a full-time course. Applications for this funding can be obtained from ILA Scotland from June 2008 and they can be contacted free on 0808 100 1090 or visit their website at: [www.ilascotland.org.uk](http://www.ilascotland.org.uk)

If you have any queries regarding the ILA Scotland funding please call Linda Swankie on 01241 432769.

Please note that standard full-time courses in universities and colleges are not eligible for this type of funding however, there are a wide range of part-time courses to choose from.

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## How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your booking is handled promptly and efficiently. To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

## Corporate Team Building Activities

Whether you want to motivate or innovate we have many ideas and games which will test and challenge your staff. Working with you, our aim is to get to know your company needs and offer a bespoke package of activities which meets and exceeds your expectations.

So, if you are looking for a full day, a half day or even a couple of hours team building let us know your requirements and we will be happy to create a range of suitable activities.

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# business & management

PT01

## PDA Office Management with IT

### Description

This part-time course would be beneficial for a range of IT competent administration staff. The qualification consists of a selection of units from the HND Administration & Information Technology award.

### Course Content

- o Developing the Individual within a Team
- o Office Management
- o Project Management
- o Advanced Word Processing
- o Advanced Databases
- o Advanced Spreadsheets

### Target Group

This course is ideal for anyone who is in a promoted administration role with a good knowledge of Word Processing, Spreadsheets, Databases and PowerPoint. Those who do not have the required level of IT skills would be recommended to complete the HNC Microsoft options prior to undertaking the PDA.

### Benefits

This course would be of interest to anyone wishing to update their IT skills.

### Duration and Delivery Mode

These units are available on a part-time day basis. It may also be possible to complete a variety of these units through supported distance learning.

### Certification

SQA Certificate

PT02

## PDA Advanced Certificate in Medical Administration

### Description

The contents of this PDA are taken from the HNC/D Administration & Information Technology Group Award. The units have been specially selected and grouped together to appeal to those working in Hospitals or GP Surgeries.

### Course Content

- o IT in Business: Word Processing and Presentations Applications
- o IT in Business: Spreadsheets
- o IT in Business: Databases
- o Creating a Culture of Customer Care
- o Medical Terminology for Administration Staff
- o Hospital Patient Administration

### Target Group

This Professional Development Award is aimed at those already employed within the medical sector who require a relevant vocational qualification to update their existing qualifications and for those pursuing a career in a medical environment.

### Benefits

This course offers an opportunity to achieve a recognised qualification to support career development within the medical sector.

### Duration and Delivery Mode

The course is studied part-time over a period of one year. Parts of the course can be studied on a distance learning basis. The IT units may be available at Arbroath, Montrose and Forfar. The customer care and medical units are only delivered in Arbroath. Selected units may be available in the evening.

### Certification

SQA Certificate

PT03

## PDA Book-keeping

### Description

The content of this three credit PDA are taken from the HNC Accounting course and are designed as a "starter" certificate for anyone working in the financial sector of a small business.

### Course Content

The course comprises three units:

- 1 Using Financial Accounting Software (Sage)
- 2 Payroll (Manual and Computerised)
- 3 Recording Financial Information (or Recording Financial Transactions)

### Target Group

The course is designed for those working full or part-time in the office or for those who would like to take the first steps in developing a further understanding of book-keeping.

### Benefits

The content of the course will give a broad understanding of financial record keeping and will enhance employment opportunities in that sector.

### Duration and Delivery Mode

This course is studied part-time over a period of one year. Part of the course could be studied on a distance learning basis.

### Certification

SQA Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

PT04

## Medical Terminology Short Course

### Description

This short flexible course will introduce many of the terms used in the medical profession. The course is designed for those who have little knowledge in this area and can be studied at home or work.

### Course Content

Key elements covered on this course are: The 10 Main Body Systems, Drug Groups, Medical Abbreviations and Surgical Instruments, which will support the student in gaining a comprehensive knowledge of medical terminology.

### Target Group

The Medical Terminology short course is suitable for those currently working in the medical field or who are seeking opportunities in the medical environment.

### Benefits

The content of the course will give a broad understanding of medical terminology and offer individuals the chance to enhance their employment opportunities.

### Duration and Delivery Mode

This is an open learning course and, therefore, the duration of the course is flexible to suit personal circumstances (can be completed in 12 weeks).

### Certification

Metropolitan Certificate

PT05

## HNC Management

### Description

The highly popular HNC Management provides a range of managerial competences, which are required by both public and private sector organisations.

### Course Content

The course includes topics such as leadership, motivation, team building, recruitment and selection, performance appraisal and quality management.

Students, who do not wish to commit to the full course, can study the following two units as an introduction to the study of management. These are:

- 1 Leadership at Work
- 2 Managing and Working with People

### Target Group

The HNC Management provides an initial qualification and training for employees who are in a management or supervisory role or those aspiring to such a role.

### Benefits

This recognised SQA qualification covers the underpinning knowledge to support those with an interest in management.

### Duration and Delivery Mode

12 credits make up the Group Award and this will be studied over two years on a part-time basis with supported Distance Learning.

### Certification

SQA Certificate

MET01

## Project Management with MS Project: A Comprehensive Introduction

### Description

All successful businesses know the value of strong project management which can ensure that timeline, costs, resources, task and activities are all carefully planned to ensure the desired outcome - both on time and within budget. Microsoft Project also allows you produce essential management reports so you can clearly see your progress along the way.

### Course Content

During this two-day programme you will look in detail at:

- o Setting your standard values
- o Defining the work packages
- o Estimating critical factors
- o Structuring the project activities
- o Creating the Gantt chart
- o Filling in the resource sheet
- o Planning resource usage
- o Setting your project baseline
- o Analysing and tracking projects
- o Customising project features

### Target Group

This course is intended for those involved with project planning who wish to use an effective tool to assist them in project management and development. Basic knowledge of handling project development is assumed.

### Benefits

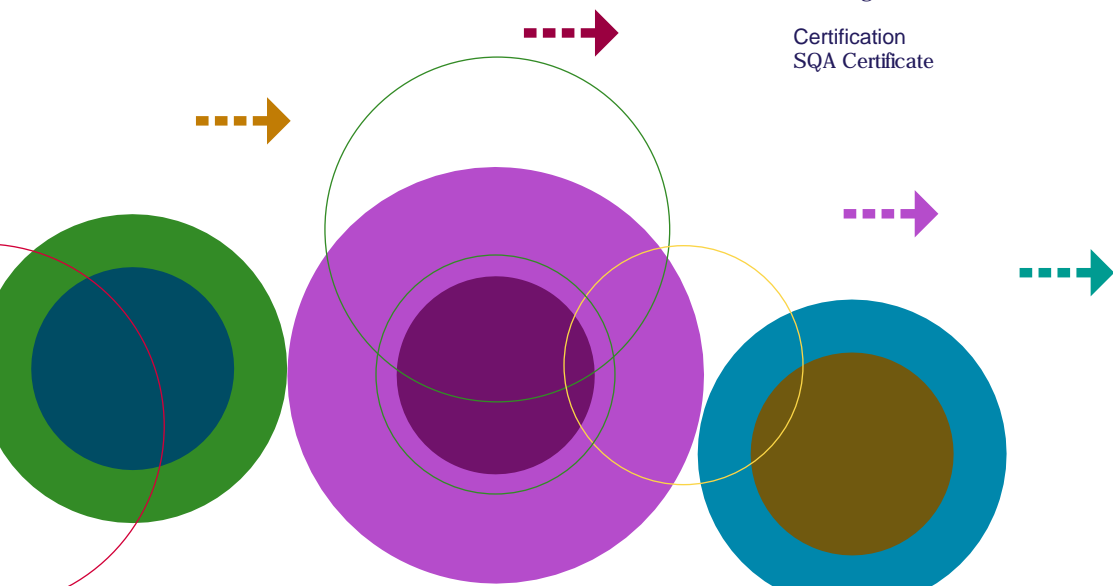
This programme is ideal to take your administration and management of day-to-day projects to a new level.

### Duration and Delivery Mode

This course is available through a taught programme over two days or through online/Distance Learning.

### Certification

Microsoft Certificate



MET01A

## CompTIA Project+

### Description

Industry research indicates that 66% of all projects fail, come in over budget or are overdue. Proper training and certification can significantly reduce these risks because certified professionals have the knowledge to successfully overcome obstacles and complete projects on time and within budget.

### Course Content

The CompTIA Project+ course will focus on three key competencies necessary for successful project management:

- 1 Best practices in project management methods and processes
- 2 Critical business knowledge and important interpersonal skills
- 3 Case studies and team-based situations to help provide a practitioner focus

### Target Group

This course is ideal for anyone charged with leading projects as it gives knowledge of critical project management and business concepts.

### Benefits

There are considerable benefits to an individual undertaking this programme such as:

- o Proving to an employer you have the knowledge and skills to bring a project in on time and within budget
- o Proof of professional achievement and certification
- o Enhanced job opportunities
- o Access to higher level qualifications

In addition, there are significant benefits to an employer of having staff trained in this area including increased productivity, maximized efficiency and uniform project management systems which meet legal and regulatory guidelines.

### Duration and Delivery Mode

This course is taught over a five-day period and is also available to study via online/Distance Learning.

### Certification

CompTIA Project+

MET02

## Effective Management Skills

### Description

The principal aim of this two-day course is to equip participants with a range of skills and tools they will require when taking that all-important step into management or supervision. It will help smooth the difficult transition from an operational role to a managerial one.

Management is not simply an extension of a technical job. Instead, it is literally a different type of job, involving the use of skills and abilities which are often not typical of technical and operational positions.

### Course Content

- o What is management/what do managers do?
- o The meaning and importance of *effective* management
- o The costs and dangers associated with poor management
- o The tools/skills/qualities/attributes required by an effective manager
- o What employees need from their managers
- o The new manager - opportunities, challenges and obstacles
- o The manager as leader
- o Management and different behavioural styles

### Target Group

Those individuals who have been promoted to a managerial position recently and who feel that they need to develop their skills and competencies in this area.

Experienced managers will find the content both relevant and interesting.

### Benefits

Many employees who have been promoted to the ranks of management have failed miserably, because they have been asked to take on a new role for which they have not been trained or prepared. This course will prepare the participant for taking on a managerial role.

### Duration and Delivery Mode

Two-day weekend course.

### Certification

Metropolitan Certificate

MET03

## Effective Time Management

### Description

This course will cover different strategies to improve individual approaches to time management.

### Course Content

- o Time management defined
- o The effects of poor time management on the individual, the team and the organisation
- o The beneficial effects of good time management
- o KRA activities and actual work activities - possible reasons for non-correspondence
- o Time management strategies, e.g. prioritising
- o Effective use of the telephone and email
- o Conducting effective meetings
- o Delegating
- o Recognising, minimising and eliminating the time thieves
- o A team approach to effective time management

### Target Group

The course will be beneficial to employees in a variety of roles including managers, supervisors, team leaders and co-ordinators.

### Benefits

Prioritisation of workload and improving personal time management.

### Duration and Delivery Mode

One-day course that involves role plays, tutorials and group discussion.

### Certification

Metropolitan Certificate

MET04

## Effective Communication

### Description

This course has been designed to improve communication skills in the workplace.

### Course Content

- o The importance of effective communication
- o Communication skills at the workplace
- o Different channels of communication
- o Face-to-face communication - verbal, vocal and visual elements
- o Body language - positive and negative
- o Listening skills and the importance of active listening
- o Questions, types of questions and questioning
- o Barriers to effective communication and how to handle them
- o Communication and cultural awareness

### Target Group

General, but those who demonstrate poor communication skills or anyone, who would like to improve the many facets of communication, would find this course of most benefit.

### Benefits

Improved communication skills.

### Duration and Delivery Mode

One-day course that involves role plays, group discussion and tutorials.

### Certification

Metropolitan Certificate

MET05

## Effective Delegation

### Description

Improve your delegation skills with this one-day course.

### Course Content

- o What is delegation and what is not?
- o Delegation and responsibility, accountability and authority
- o Tasks which should not be delegated
- o Benefits of effective delegation
- o Why are managers reluctant to delegate?
- o Dangers of ineffective delegation
- o Delegation and the 3 work zones - comfort, stretch and panic
- o SMART goals and the delegation process
- o The 4 stages of delegation
- o Delegation "do's and don'ts"

### Target Group

Members of staff with responsibility for others.

### Benefits

Enhanced working practices.

### Duration and Delivery Mode

One-day course that involves role plays group discussion and tutorials.

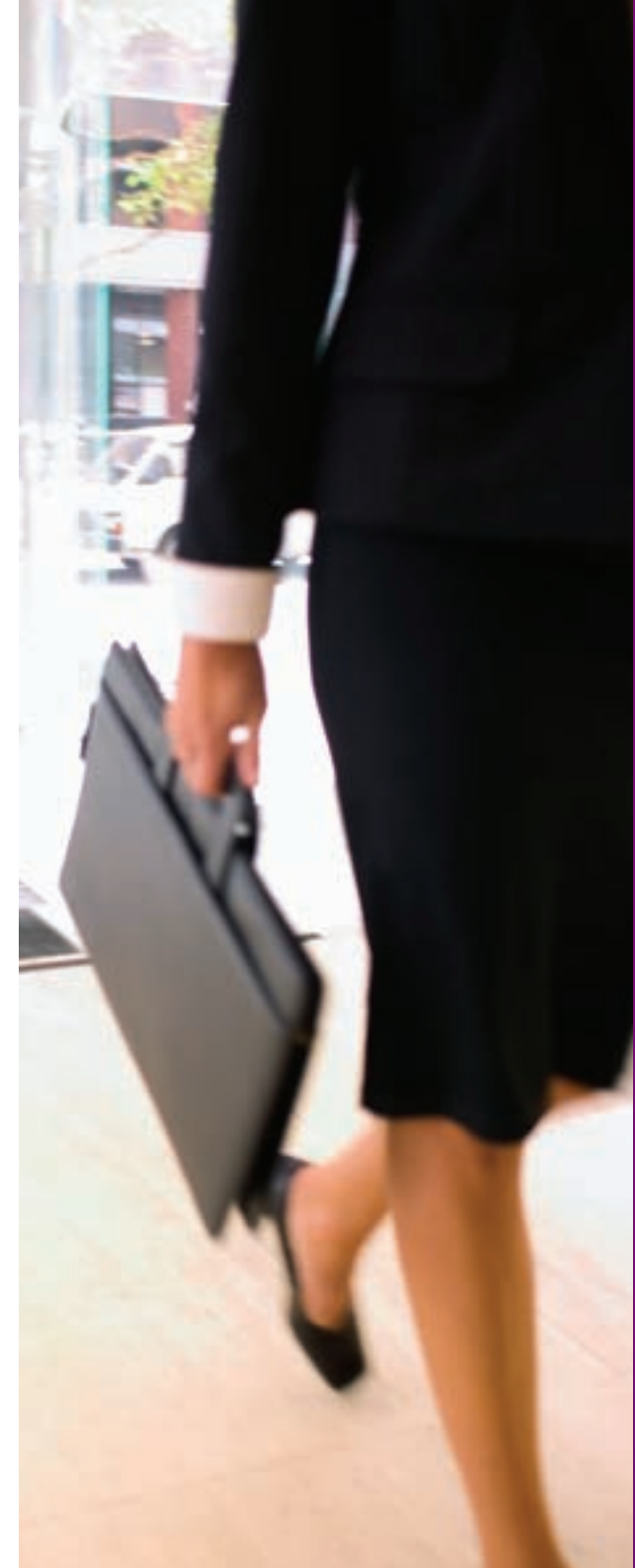
### Certification

Metropolitan Certificate

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MET06

## ILM Level 2 Award in Team Leading

### Description

This concise qualification will give participants a basic knowledge of the various roles, functions and responsibilities of a team leader and the limits of their authority and accountability.

### Course Content

The mandatory unit in 'Developing Yourself as a Team Leader' is a good starting point for team leaders who are new to their roles or for aspiring leaders who wish to gain a solid understanding of the principles and practicalities of team leading. Other units include practical techniques in motivating teams plus planning and monitoring.

### Target Group

Employees and individuals.

### Benefits

All learners are able to choose from a diverse range of optional units to build their qualification. This high level of flexibility allows individuals or their employers to custom build a qualification focusing on the key areas of team leading that are most relevant to their specific roles, industry or organisation.

### Duration and Delivery Mode

Three days, College-based attendance.

### Certification

ILM Certificate Level 2



The Institute of Leadership & Management (ILM) exists to support, develop, and inform leaders and managers at every stage of their careers.

MET07

## ILM Level 3 Qualifications in First Line Management

### Description

The ILM First Line Management qualifications can be fully tailored to meet the varying needs of participants across all employment sectors.

### Course Content

The Award is a concise qualification which gives an introduction to the basic skills, knowledge and understanding required by today's first line manager. The mandatory unit 'Solving Problems and Making Decisions' is designed to develop practical techniques for tackling managerial problems and making decisions to gathering and interpreting information.

The Certificate provides a more comprehensive programme that builds and broadens the skills and knowledge gained in the Award (candidates may join the Certificate without completing the Award first). Here organisational change is explored, providing candidates with the tools to plan for and deal with organisational upheaval. The crucial skill of time management is also covered in the fourth mandatory unit.

The Diploma develops a range of management skills and builds on the Award and Certificate, though is more suited to the practising manager. (Candidates may join the Diploma without completing the Award or Certificate first). The additional mandatory units cover business communication - writing for business and making presentations, creativity and innovation for the workplace as well as information gathering and analysis, and managing customer service.

### Target Group

Employees working in a first line management role or aspiring to this position.

### Benefits

All participants are able to choose optional units to build their qualification - the Award, Certificate or Diploma. This high level of flexibility allows individuals or their employers to custom build a qualification.

### Duration and Delivery Mode

Flexible.

### Certification

ILM Certificate Level 3

MET08

## ILM Level 5 Qualifications in Management

### Description

From managing health and safety to planning change in the workplace, the ILM Level 5 Management qualifications can be fully tailored to meet the varying needs of learners across all employment sectors.

### Course Content

The Award is a concise qualification designed to develop basic middle management skills and knowledge. The mandatory unit examines organisational structure and function, the roles and responsibilities of middle managers and the effect of communication and interpersonal skills on managerial performance. The final element of the unit explores the evaluation of personal development opportunities.

The Certificate builds on and broadens the areas covered in the Award in a flexible and practical way (candidates may join the Certificate without completing the Award first). Here, managing improvement is explored, both in terms of organisational and personal improvement. Developing the reflective manager concentrates on the analysis of personal strengths and weakness and how to work through problems. The crucial skill of making a financial case is also covered.

The Diploma develops a comprehensive range of basic middle management skills. The qualification builds on the Award and Certificate, though is more suited to the practising manager. (Candidates may join the Diploma without completing the Award or Certificate first). The additional mandatory units cover critical thinking - evaluating theory against reality and leading innovation and change.

### Target Group

Employees in a middle management role.

### Benefits

All participants are able to choose optional units to build their qualification - the Award, Certificate or Diploma. This high level of flexibility allows individuals or their employers to custom build a qualification.

### Duration and Delivery Mode

Flexible.

### Certification

ILM Certificate Level 5

MET09

## Modern Apprenticeships/SVQs

### Description

Modern Apprenticeships/SVQs are workbased qualifications which consist of occupational competencies in various careers. These competencies (known as standards) are set down by industry-based Sector Skills Councils (SSC). Each SSC is responsible for developing national standards which define what employees, or potential employees, must be able to do, how well and in what circumstances. This shows that they are competent at their work.

SVQs are specified at five levels which reflect the various skills, knowledge and experience that employees should have as they progress in their industry.

### Course Content

Levels 1, 2, 3 and 4 in Business and Administration

These take you from basic clerical tasks to dealing with managerial issues. This VQ has recently been updated and focuses strongly on the skills required to make a person not just competent at their work, but an effective and responsible employee.

Levels 2 and 3 in Customer Service

If you have regular contact with customers, this is the qualification route for you.

Levels 2 and 3 in Advice and Guidance

If your job involves a guidance role, this qualification supports and develops you within all areas of competence.

Levels 1 & 2 in Retail Skills; Level 3 in Retail (Sales Professional); Level 3 in Retail (Visual Merchandising) and Level 3 in Retail (Management).

Level 2 in Team Leading

This qualification is aimed at those in their first managerial role who are likely to have a limited span of control and responsibility for small teams of people.

Levels 3 and 4 in Management

Level 3 Management is aimed at junior managers/supervisors/ first line managers likely to be managing a small Unit or a senior member of an operational team. Level 4 is for middle managers with a wide remit and span of control.

### Target Group

This course is aimed at anyone over 16 wishing to gain qualifications relevant to their specific job.

### Benefits

Designed to broaden existing skills and build upon them to meet the needs of employers and apprentices.

### Duration and Delivery Mode

Assessors carry out assessment in the workplace and the duration of the course is flexible.

### Certification

SVQ Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET10

## A1 Assessor Training

### Description

Enables candidates to be qualified to assess SVQs to a National Standard.

### Course Content

One work based unit. Assessing candidates using a range of methods from the Learning & Development Award at Level 3 such as:

- o Develop realistic plans for assessment with candidates
- o Give feedback to candidates on their performance and review their progress
- o Assess candidates by a range of methods
- o Make valid assessment decisions
- o Work with other people involved in the process such as tutors and Internal Verifiers

### Target Group

Prospective workplace assessors.

### Benefits

A nationally recognised qualification.

### Duration and Delivery Mode

Any point throughout the year.

### Certification

SQA Certificate

MET11

## Train the Trainer

### Description

A two-day Train the Trainer course designed to give underpinning knowledge and key tips on how to get the most from staff training sessions.

### Course Content

- o Benefits and Principles of Training
- o Styles of Learning
- o Training Needs Analysis
- o Tips and Techniques for Handling Difficult Situations
- o Planning, Running and Evaluating Training

### Target Group

This course is aimed at staff who train on a 1:1 or small group basis. The course will provide candidates with new knowledge and practical skills. It is designed to boost the candidate's enthusiasm, confidence and commitment to training and staff development.

### Benefits

Trainers will find the course content beneficial in understanding:

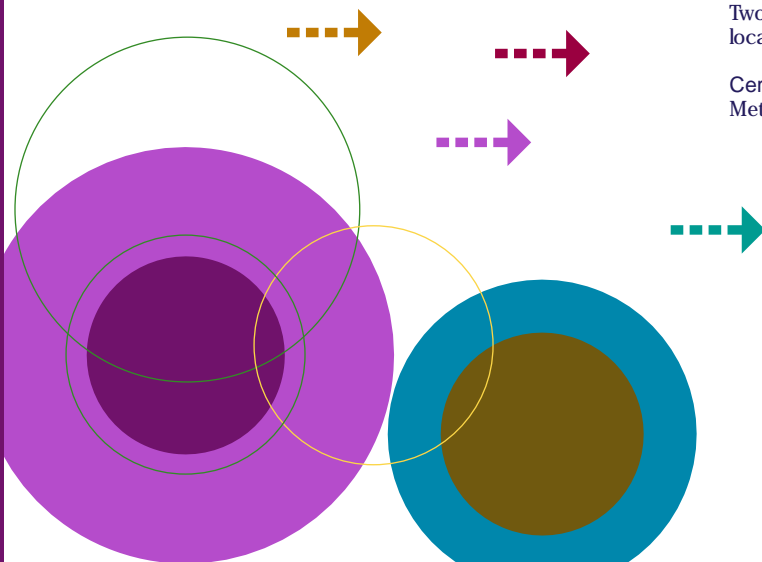
- o How to undertake a training needs analysis
- o How to structure, design, deliver and evaluate a training session
- o How to identify individual learning needs and deal with different types of learners

### Duration and Delivery Mode

Two days, College-based attendance or on-site at company location.

### Certification

Metropolitan Certificate



# care and first aid

MET12

## First Aid Appointed Person

### Description

This course aims to provide participants with basic theoretical and practical skills in current first aid. This non-assessed course is the minimum level of First Aid training for the workplace recommended by the Health and Safety Executive for persons to augment cover by full First Aiders at Work or in situations where First Aiders at Work are not required.

### Course Content

The course will include the following subject areas:

- o What to do in an emergency
- o Cardio-Pulmonary Resuscitation
- o First Aid for the unconscious casualty
- o First Aid for wounds and bleeding
- o Dealing with common medical conditions

### Target Group

This course is designed for low risk working environments where the First Aid Appointed Person is acting in a supporting role to qualified First Aiders or where there is no requirement for a First Aid at Work person.

### Benefits

Successful completion of the course qualifies the participant to act as a First Aid Appointed Person in the workplace. The certificate is valid for three years from the date of issue.

### Duration and Delivery Mode

This guided learning course is delivered over one full day. A handbook is provided to support the course. Participants will work individually and in groups.

### Certification

Metropolitan Certificate

MET13

## First Aid at Work

### Description

Under the Health and Safety (First Aid) Regulation, 1981 every employer has the responsibility to provide and have in place first aid cover for all of their employees.

This Health and Safety Executive approved course will cover primary and secondary care and the treatment and management of medical emergencies in the workplace.

### Course Content

The course will include the following subject areas:

- o Introduction to First Aid
- o Airway, Breathing and Circulation (ABC)
- o Basic Life Support (BLS) and Cardio-Pulmonary Resuscitation (CPR)
- o Examination Techniques of the Conscious and Unconscious Casualty
- o Sprains, Strains and Fractures
- o Practical Bandaging and Casualty Handling
- o Hypothermia and Effects of Heat and Cold
- o Heart Attack, Angina and Stroke
- o Dealing with Nose Bleeds and Eye Injuries
- o Epilepsy and Seizures
- o Diabetes and Asthma
- o Dealing with Burns
- o Common Airway Problems and Choking
- o First Aid and the Workplace
- o Poisoning and Anaphylaxis

### Target Group

This course is aimed at anyone in Business, Industry or Education who requires an HSE First Aid at Work certificate.

### Benefits

Upon successful completion of the course and assessment, this certificate will allow the holder to act as a First Aider.

### Duration and Delivery Mode

The course is four days with an assessment taking place on the afternoon of the last day of the course. A handbook is provided to support the course and participants will work individually and in groups.

### Certification

HSE Certificate

MET14

## First Aid at Work - Refresher

### Description

This Health and Safety Executive approved course complies with the Health & Safety (First Aid) Regulations 1981 for the re-qualification of First Aiders that currently hold a valid First Aid at Work qualification but is due for renewal.

### Course Content

The course is an overview and refresher of all subjects taught on the full four-day First Aid at Work course. Any updates in techniques or legislation will also be imparted.

The course will include the following subject areas:

- o Introduction to First Aid
- o Airway , Breathing and Circulation (ABC)
- o Basic Life Support (BLS) and Cardio-Pulmonary Resuscitation (CPR)
- o Examination Techniques of the Conscious and Unconscious Casualty
- o Sprains, Strains and Fractures
- o Practical Bandaging and Casualty Handling
- o Hypothermia and Effects of Heat and Cold
- o Heart Attack, Angina and Stroke
- o Dealing with Nose Bleeds and Eye Injuries
- o Epilepsy and Seizures
- o Diabetes and Asthma
- o Dealing with Burns
- o Common Airway Problems and Choking
- o First Aid and the Workplace
- o Poisoning and Anaphylaxis

### Target Group

Current holders of the HSE First Aid at Work certificate who wish to re-qualify before their certificate expires.

### Benefits

On successful completion of the course and assessment, the participant will re-qualify as a First Aider for a further period of three years.

### Duration and Delivery Mode

The course is two days with an assessment taking place on the afternoon of the last day of the course. A handbook is provided to support the course and participants will work individually and in groups.

### Certification

HSE Certificate

PT06

## Mental Health Care

### Description

Higher Course. Assessed continually throughout the year with an external project assessed by SQA.

### Course Content

Two Units:

1. Caring for people with Dementia
2. Understanding Mental Health & Mental Illness

### Target Group

Various

### Benefits

For individuals who wish to gain an academic higher for entry to University, or for people wishing to develop their knowledge in this field.

### Duration and Delivery Mode

Part-time, evening (SCQF-6), 36 weeks.

### Certification

SQA Certificate

MET15

## Mental Health Awareness Workshop

### Description

This workshop will allow participants to develop a basic understanding of issues surrounding Mental Health.

### Course Content

This is a hands-on course where through group discussions and activities the following will be explored:

- o Some of the myths and fears around mental health issues
- o What does it mean to have good mental health?
- o A basic understanding of some of the issues around mental illness

### Target Group

This course is suitable for individuals who would like to develop a basic awareness of mental health issues and how it affects everyday lives.

### Benefits

Awareness of mental health issues is useful in our everyday lives in work and out of work. Participation on this course can enable you to extend your knowledge further by accessing the Scotland's Mental Health First Aid Course.

### Duration and Delivery Mode

Three-hour workshop.

### Certification

Metropolitan Certificate

MET16

## Scotland's Mental Health First Aid

### Description

We would encourage participants to complete the Mental Health Awareness Workshop prior to this course.

The course will encourage participants to develop a wider understanding of mental ill health and assist someone who is developing mental health problems or is experiencing a mental health crisis. The main message this course carries is to promote and support recovery.

The link below will take you to the Scottish Mental Health First Aid Website - <http://www.healthscotland.org.uk/smhfa/>

### Course Content

The 12-hour course covers a number of topics including:

- o What is meant by mental health/mental ill health
- o The signs and symptoms of common mental health problems including depression, anxiety disorders, and psychosis
- o The range of effective interventions and treatments
- o How to access professional help and support

### Target Group

Scottish Mental Health First Aid is for everybody. It is particularly relevant for those who are likely to come into contact with those at risk of mental health problems such as: police officers, nurses, community workers, employment agency staff, teaching and lecturing staff and family members.

### Benefits

This course does not train you to be a therapist, counsellor or mental health professional. It will however teach you to:

- o Give initial help to someone experiencing a mental health problem
- o Deal with a crisis situation or the first signs of someone developing mental ill health
- o Guide people towards appropriate professional help

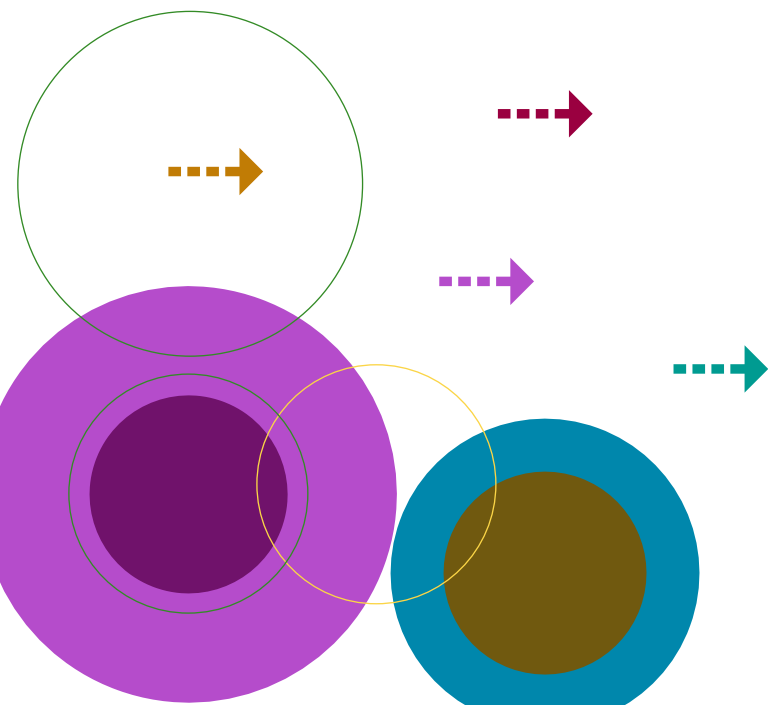
### Duration and Delivery Mode

The course delivery is very flexible and may be delivered over two full days or spread out over a number of sessions.

Some organisations may feel it useful to receive discreet training for this course - we would be happy to discuss individual organisational requirements.

### Certification

Metropolitan Certificate



MET17

## Supporting Individuals with Learning Disabilities - An Introduction

### Description

Many individuals within our communities have varied and diverse needs and require support to live fuller lives and be more independent. This course will address issues around the range of learning disability and other associated needs.

### Course Content

- o Raise awareness of disability issues
- o Confidence to challenge discrimination
- o Awareness of Enabling v Disabling practices
- o What is a Learning Disability?
- o Awareness of protection of vulnerable adults

### Target Group

Anyone currently working with people within the community or anyone wishing to volunteer or considering support work as a career path.

### Benefits

As well as the above individuals may use this as a springboard to further learning in this field.

### Duration and Delivery Mode

One-day.

Some organisations may feel it useful to receive discreet training for this course - we would be happy to discuss individual organisational requirements.

### Certification

Metropolitan Certificate

MET18

## Dementia Awareness Workshop

### Description

Overview of the types, causes and progress of the disease. Coping strategies for carers are explored and support agencies are identified.

### Target Group

Carers of people with dementia (at home or in a care setting).

### Benefits

To raise awareness of the complex needs of people with dementia and support services available.

### Duration and Delivery Mode

Two half-day workshops.

### Certification

Metropolitan Certificate

MET19

## Developing Interpersonal Skills

### Description

This course will enhance your interpersonal skills and will also incorporate active listening and counselling techniques.

### Course Content

The following three units will be studied:

- 1 The difference between a personal and a professional caring relationship
- 2 Positive working relationships
- 3 An introduction to counselling skills, boundary issues and interpersonal skills

### Target Group

New staff working in a caring profession. All staff who require an update of interpersonal and counselling skills.

### Benefits

This course can enhance skills already in place by those working in the caring professions, along with the promotion of positive working relationships, attitudes and qualities. It also addresses some boundary issues common to those who find themselves in a helping relationship.

### Duration and Delivery Mode

Two-day workshop.

### Certification

Metropolitan Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

PT07

## Learning for Living

### Description

If you are a carer and think you would benefit from taking some time to develop your own skills and confidence, you may like to try Learning for Living. No prior computing skills necessary.

### Course Content

Learning for Living is an online learning programme designed with unpaid carers in mind and is supported by locally by Angus Carers. Carers with their own computers may choose to undertake some of the study at home. For others, access to Angus College computers will be available.

Carers may be defined as unpaid individuals who care for someone close to them. Often carers don't have the time to think about using their existing skills or getting new ones. A carer's confidence can be affected by time away from a paid job, and by the isolation of their caring role. When a caring role finishes, the carer may feel lost and unsure what to do next.

### Target Group

Unpaid Carers.

### Benefits

Participating in the Learning for Living course will help to build confidence in a relaxed environment and meet new people. You may learn about future work or career opportunities that you may not have considered previously. As much of this course is on-line, you will develop computing skills as you go.

### Duration and Delivery Mode

Part-time, supported workshops (20 x two-hour sessions), flexible IT based.

### Certification

City & Guilds Certificate

PT08

## Child Protection: An Introduction

### Description

One credit SQA unit SCQF5.

### Course Content

Raising awareness of possible signs of abuse, factors, effects and types of abuse. Current legislation procedures.

### Target Group

Child Care Practitioners, parents and the general public.

### Benefits

CPD for Practitioners. Candidates will gain an understanding of Child Protection issues.

### Duration and Delivery Mode

One evening per week for 12 weeks.

### Certification

SQA Certificate

### How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently.

To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

MET20

## Health and Social Care (Adults)

Course Content  
SVQ Level 2

Four core units:

- 1 Communicate with and complete records for individuals
- 2 Support the Health & Safety of yourself and others
- 3 Develop your knowledge and practise
- 4 Ensure your own actions support the care, protection and wellbeing of individuals.

Plus two optional units which reflects your specific vocational setting.

### Target Group

For people who are employed within the Health and Social Care sector, providing direct care or support care to service users, within day-care, home care or residential settings.

### Benefits

A recognised national qualification which is approved by the Scottish Social Services Council for registration purposes.

### Duration and Delivery Mode

Six months to one year, depending on experience. This award is assessed within the work place whilst carrying out normal work activities.

### Certification

SQA Certificate

MET21

## Health and Social Care (Adults)

Course Content  
SVQ Level 3

Four core units:

- 1 Promote effective communications for and about individuals
- 2 Promote, monitor and maintain health, safety and security in the working environment
- 3 Reflect on and develop your practice
- 4 Promote choice, well being and the protection of all individuals

Plus four optional units which reflects your specific vocational settings.

### Target Group

For people who are employed within the Health and Social Care sector, at either senior social care officer or those whose role involves certain levels of autonomy and responsibility.

### Benefits

A recognised national qualification which is approved by the Scottish Social Services Council for registration purposes.

### Duration and Delivery Mode

Approximately 1 year. This award is assessed within the work place whilst carrying out normal work activities.

### Certification

SQA Certificate

MET22

## Health and Social Care (Adults)

Course Content  
SVQ Level 4

Four core units:

- 1 Use and develop methods and systems to communicate, record and report
- 2 Contribute to development and maintenance of healthy and safe practices in the working environment
- 3 Take responsibility for the continuing professional development of self and others
- 4 Develop practices which promote choice, well being and protection of all individuals

Plus four optional units which reflects your specific vocational settings.

### Target Group

For people employed within the Health & Social Care sector and occupying a Management or Team Leader role.

### Benefits

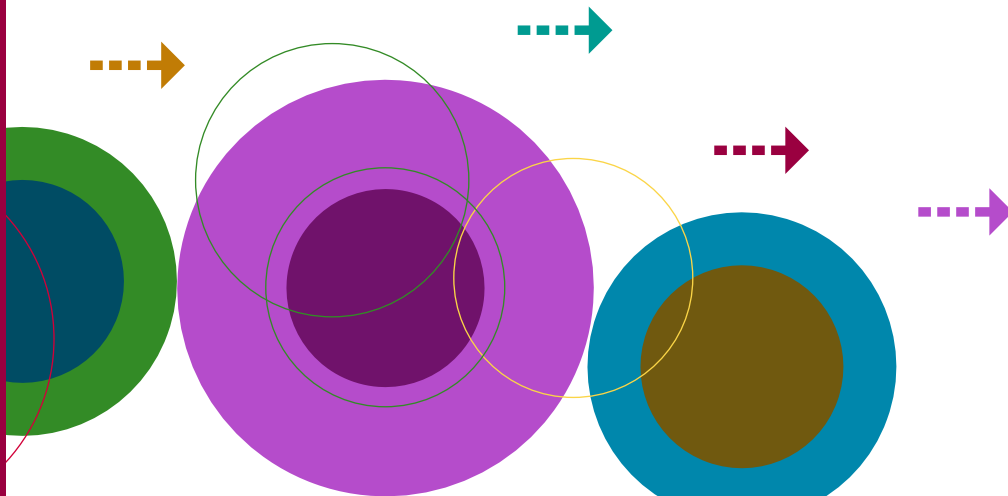
A recognised national qualification which is approved by the Scottish Social Services Council for registration purposes.

### Duration and Delivery Mode

One year -18 months  
The award is assessed within the workplace. In addition to being observed carrying out the usual work duties, students will be expected to complete a portfolio of evidence.

### Certification

SQA Certificate



MET23

## Health and Social Care (Children and Young People)

Description  
SVQ Level 3

Course Content  
Four core units:

- 1 Promote effective communications for and about individuals
- 2 Promote, monitor and health, safety and security in the working environment
- 3 Reflect and develop practices
- 4 Promoting the wellbeing and protection of children and young people

Plus 4 optional units which reflects the candidates' specific vocational setting.

Target Group

For people who are employed within settings for children and young people as childcare workers.

Benefits

A recognised national qualification which is approved by the Scottish Social Service Council.

Duration and Delivery Mode

Approximately 1 year. This award is assessed within the students workplace whilst carrying out their normal duties.

Certification

SQA Certificate

MET24

## Health and Social Care (Children and Young People)

Description  
SVQ Level 4

Course Content  
Four core units:

- 1 Use and develop methods and systems to communicate, record and report
- 2 Contribute to the development and maintenance of healthy and safe practices within the workplace
- 3 Take responsibility for the continuing professional development of self and others
- 4 Develop practice which promotes the involvement, wellbeing and protection of children and young people

Plus 4 optional units which reflects the candidates' specific vocational setting.

Target Group

For people who are employed within settings for children and young people and occupying a Managerial or Team Leader role.

Benefits

A recognised national qualification which is approved by the Scottish Social Service Council.

Duration and Delivery Mode

One year -18 months. This award is assessed within the students workplace whilst carrying out their normal duties. Students will also be required to produce a portfolio of evidence.

Certification

SQA Certificate

MET25

## Children's Care/Learning Development

Description  
SVQ Levels 2, 3 & 4

Course Content

Workbased qualification is assessed in settings e.g. playgroups, nurseries and childminders.

Target Group

People working in an Early Education and Childcare setting:

- o SVQ Level 2 Assistants
- o SVQ Level 3 Practitioners
- o SVQ Level 4 Managers

Benefits

Candidates can be assessed in their workplace and gain a qualification recognised by the Scottish Social Services Council (SSSC).

Duration and Delivery Mode

- o SVQ Level 2 6 to 9 months
- o SVQ Level 3 12 to 18 months
- o SVQ Level 4 18 months

Certification

SQA Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET26

## Introduction to Autistic Spectrum Disorders

### Description

A one-day conference to raise awareness of supporting children/young adults who are on the autistic spectrum.

### Course Content

The conference speakers will cover:

- o ASD and behaviour
- o Recognising the Aspergers student
- o Strategies to support effective inclusion

There will also be three follow-up sessions in the form of workshops after the initial conference. Topics covered at this stage will be:

- o Covering behavioural support strategies for children/young adults on the autistic spectrum
- o Effective communication and support for children and young adults on the autistic spectrum

### Target Group

Professionals, carers supporting children and young people from Education, FE/HE, Health, Social Work, Police, Voluntary Groups and those offering support within the community.

### Benefits

Raising awareness to recognise the Aspergers pupil/student, promoting inclusion and supporting transitions.

### Duration and Delivery Mode

Part-time, three days, workshops.

### Certification

Metropolitan Certificate

MET27

## Introduction to Palliative Care

### Description

Looking at the meaning, philosophy and principles of palliative care.

### Course Content

- o How palliative care needs can be met and by whom
- o Importance of good communication skills
- o The barriers to good communication
- o Teamworking
- o Identifying local support services
- o Understanding different issues and needs at various stages of illness
- o Highlight best practice in end of life care

A session will also be included to allow care staff to identify their own needs in order for them to continue to provide effective and compassionate care for others.

### Target Group

Those working in health and social care who would like to have an awareness of some of the key issues in palliative care.

### Benefits

This course would enable care workers to have the confidence to deal effectively with sensitive issues in relation to palliative care. There is a growing need for staff knowledgeable in this area and awareness of this subject would improve care delivery to patients, service users and the employability of staff.

### Duration and Delivery Mode

One-day workshop.

### Certification

A joint certificate on behalf of Angus College, Angus Council, Marie Curie and NHS Tayside



# computing & i.t.

L01

## Microsoft Access

### Description

Microsoft Access provides an integrated solution for managing your time and information. Access allows you to quickly search and organise your data. Output options enable you to share your information effectively.

Training is offered at three levels:

- 1 Introductory
- 2 Intermediate
- 3 Advanced

### Introductory Level - Indicative Course Content:

Overview of Access, Understanding Database Design, Exploring Tables, Queries, Forms and Reports, Refining how Data is Displayed, Working with Forms.

### Intermediate Level - Indicative Course Content:

Sorting Information, Filtering Information in a Table, Validation Rules, Using VLookup Lists to Restrict Data, Working with Reports.

### Advanced Level - Indicative Course Content:

Creating a Switchboard Using Switchboard Manager, Creating a Splash Screen, Sharing a Database, Splitting a Database, Setting Up a Workgroup.

### Target Group

#### Introductory Level

New users to Microsoft Access who wish to gain a good understanding of the software.

#### Intermediate Level

Users with a basic understanding of Microsoft Access.

#### Advanced Level

Existing users of Access who want to gain further practical in-depth knowledge of the software.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate

L02

## Microsoft Word

### Description

Microsoft Word is a powerful tool used to create professional looking documents. If you are trying to create an efficient, customer focused and quality organisation the quality of your printed material should not be overlooked.

Training is offered at three levels:

- 1 Introductory
- 2 Intermediate
- 3 Advanced

### Introductory Level - Indicative Course Content:

Introduction to Word, Editing Documents, Editing, Formatting, Timesavers, Styles, Templates.

### Intermediate Level - Indicative Course Content:

Working with Tables, Automatic Page Numbering, Creating a Contents Page, Working with Sections, Styles, Macros, Tabs and Mail Merge.

### Advanced Level - Indicative Course Content:

Advanced Mail Merge, Working with Large Documents, Creating Templates, Creating Forms, Using Document Revision Features.

### Target Group

At Introduction level, we show you how to set up and edit documents, and deal with simple formatting issues.

At Intermediate level, we move on to tables, sections, borders, proofing and productivity tools, building tables and using graphics.

At Advanced level and beyond, you learn about templates, mail merge, master documents, sharing documents and data, and macros.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate

L03

## Microsoft Excel

### Description

Microsoft Excel is a spreadsheet program that can be used to enter data in tabular form and to perform a large variety of computations on that data. In addition, Excel can be used to create a wide range of graphical charts, and can even act as a simple database program to store, search, and retrieve data.

Training is offered at three levels:

- 1 Introductory
- 2 Intermediate
- 3 Advanced

### Introductory Level - Indicative Course Content:

Excel basics, Entering and Editing Data, Modifying a Worksheet, Using Functions, Formatting Worksheets, Printing, Creating Charts, Web Features.

### Intermediate Level - Indicative Course Content:

Working with Large Worksheets, Customising Excel, Advanced Charting, Advanced Formatting, List Management, Document Auditing, Using Templates.

### Advanced Level - Indicative Course Content:

Advanced Formulas, Lookups and Data Tables, Advanced List Management, PivotTables, Exploring and Importing, Analytical Options.

### Target Group

#### Introductory Level

New users of Microsoft Excel who wish to gain a good understanding of the software.

#### Intermediate Level

Users with a basic understanding of Microsoft Excel.

#### Advanced Level

Existing users of Microsoft Excel who want to gain further practical in-depth knowledge of the software.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate

L04

## Microsoft PowerPoint

### Description

Microsoft PowerPoint is a software product used to perform computer-based presentations. There are various circumstances in which a presentation is made: teaching a class, introducing a product to sell, explaining an organisational structure, etc.

Training is offered at three levels:

- 1 Introductory
- 2 Intermediate
- 3 Advanced

### Introductory Level - Indicative Course Content:

Creating Presentations, Navigating among different views, Copying Slides, Inserting Headers and Footers, Using Sorter View, Using Find and Replace.

### Intermediate Level - Indicative Course Content:

Change the layout of one or more slides, Modify slide sequence in the outline pane, Apply a Design Template, Enter Text in Normal View, Import Text from Word, Change the Text Alignment.

### Advanced Level - Indicative Course Content:

Promote and demote text in slide and outline panes, Add a Picture from Clipart Gallery, Add and Group Shapes using WordArt or the Drawing Toolbar, Apply Formatting, Create Tables, Add Speaker Notes, Add Slide Transitions, Animations, Hyperlinks.

### Target Group

#### Introductory Level

New users to Microsoft PowerPoint who wish to gain a good understanding of the software.

#### Intermediate Level

Users with a basic understanding of Microsoft PowerPoint.

#### Advanced Level

Existing users of PowerPoint who want to gain further practical in-depth knowledge of the software.

#### Duration

One-day.

#### Certification

Metropolitan Certificate

L05

## Microsoft Outlook

### Description

Microsoft Outlook is a desktop information management program that helps you organise and share information on your desktop and communicate with others.

Training is offered at three levels:

- 1 Introductory
- 2 Intermediate
- 3 Advanced

### Introductory Level - Indicative Course Content:

Getting started with Outlook, Composing Messages, Managing Mail, Scheduling Appointments, Managing Contacts, Managing Tasks, Using Notes.

### Intermediate Level - Indicative Course Content:

Tracking Work Activities using the Journal, Setting Calendar Options, Setting Message Options, Sharing Folder Information, Managing Tasks, Customising Outlook, Locating Outlook Items.

### Advanced Level - Indicative Course Content:

Personalising your Mail, Organising Outlook Items, Working with Contacts, Saving and Archiving Mail, Creating a Custom Form, Working offline and Remotely.

### Target Group

Introductory Level - New users to Microsoft Outlook who wish to gain a good understanding of the software.

Intermediate Level - Users with a basic understanding of Microsoft Outlook.

Advanced Level - Existing users of Outlook who want to gain further practical in-depth knowledge of the software.

#### Duration

One-day.

#### Certification

Metropolitan Certificate

L06

## Microsoft Vista

### Description

Microsoft has introduced new features into Microsoft Vista in order to bring users better security, ease of navigation and multimedia application. This course will help you understand the new features the "ribbon", the quick task bar and how to customise your desktop using the newest features of Microsoft Vista.

### Course Content

Introduction to and getting started with Windows Vista, Vista Interface, Desktop and the Start Menu, File Structure and Navigation, Internet Explorer 7 and Security Tools, Windows Mail and Microsoft Communities, Windows Contacts, Calendar and Meeting Space, Multimedia Application, Managing Hardware, Software and User Accounts, Networking.

### Target Group

This course is suitable for the office professional or those wanting to learn how to use Microsoft Vista to its full potential.

### Duration

Two days

This course is also available to study online.

### Certification

Metropolitan Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

## Microsoft Certificated Courses

Microsoft Office Specialist (Office 2000/XP) –  
Core and Expert

Microsoft Certified Application Specialist (Office 2007)

Microsoft Certified Application Professional –  
Coming soon

### Description

The current dynamics of the marketplace are becoming increasingly more competitive in respect of customer expectations, the evolution of technology and continual innovations. This means that upgrading of training and skills is essential for individuals in terms of improving their professional qualifications.

### Target Group

Any user of the Microsoft Office suite would benefit from undertaking these qualifications. Others with a keen interest in developing software skills would find the choice of courses on offer beneficial and challenging.

### Benefits

- o Opportunity to increase individual earning potential
- o Recognised worldwide qualification
- o The qualification will give competitive advantage to applicants in a crowded job market
- o The qualification provides users with the skills to use Microsoft Office to its full potential
- o Industry standard qualification
- o Official Microsoft qualification

### Duration and Delivery Mode

MOS Core and Expert Office XP - 5 Days intense tuition and testing (depending on skill at entry).

## Examination Tracks

Certification	Office XP	Office 2007
<b>Master Certification</b> Candidates must successfully complete all 2 expert and 2 specialist exams	Exams Word 2002 Expert Excel 2002 Expert PowerPoint 2002 Access 2002 Outlook 2002	
<b>Expert Certification</b> Candidates must successfully complete any one of the following Expert exams	Exams Word 2002 Expert Excel 2002 Expert	
<b>Specialist Certification</b> Candidates must successfully complete any one of the Specialist exams	Exams Word 2002 Excel 2002 PowerPoint 2002 Access 2002 Outlook 2002	
<b>Microsoft Certified Application Specialist</b> Candidates must successfully complete any one of the exams		Exams Word 2007 Excel 2007 PowerPoint 2007 Access 2007 Outlook 2007 Windows Vista® for the Business Worker
<b>Microsoft Certified Application Professional</b> (available soon)		For further information please contact: mina.welsh@angus.ac.uk

L07

## Microsoft Certified Desktop Support Technician (MCDST)

### Description

This qualification is aimed at supporting those who want to begin a career in IT. The focus is on troubleshooting desktop environments which run on the Microsoft Windows operating system. This MCDST course also counts as an elective for the MCSA programme.

### Course Content

The course is built around two key aspects:

- 1 Supporting Users Running Microsoft Windows XP Desktop Operating Systems (Course 2261)
- 2 Supporting Users Running Applications on Microsoft Windows XP (Course 2262)

### Also available:

- o upgrade from MCDST to MCITP:Enterprise Support Technician (Vista) - (Course 5103)

### Target Group

For those looking at jobs such as Help Desk Technician, Customer Support Representative, PC Support Specialist or Technical Support Representative, this is an ideal starting point.

### Benefits

For the individual, this gives you the baseline skills to enter the IT industry as a support professional and will help you stand out from the crowd. For organisations, this qualification will give you the edge by ensuring your technical staff give consistent service to your clients, whilst also increasing operational effectiveness and reducing business costs.

### Duration and Delivery Mode

This course can be completed over a five day period or can be studied by online/Distance Learning. A combination of the two may also be possible.

### Certification

Microsoft MCDST Certificate

L08

## MCITP: Enterprise Support Technician (Microsoft Vista)

### Description

The focus of this course is to provide you with the professional skills required to support and troubleshoot the latest Microsoft Windows Vista operating system. This qualification will also certify that you have the skills and knowledge to diagnose and resolve all types of desktop support issues including mobile and personal devices.

### Course Content

There are four key elements to this course which are:

- 1 Installing and Configuring the Windows Vista Operating System (Course 5115)
- 2 Configuring Windows Vista Mobile Computing and Applications (Course 5116)
- 3 Maintaining and Troubleshooting Windows Vista Computers (Course 5118)
- 4 Supporting the Windows Vista Operating System and Applications (Course 5119)

### Also available:

- o upgrade from MCDST to MCITP:Enterprise Support Technician (Vista) - (Course 5103)
- o Supporting Windows Vista for the Customer Support Technician (Course 5379)

### Target Group

Suitable for anyone seeking a professional qualification which will allow them access to a range of IT support roles relating the Windows Vista or for anyone already in such a role who requires to update their skills.

### Benefits

As well as supporting your career, this course will ensure you gain key skills which will allow you to manage workflow, install, configure and troubleshoot desktop operating systems and applications, as well as hardware devices and drivers, re-image desktops and change configurations.

### Duration and Delivery Mode

This course can be undertaken over 10 days or can be studied by online/Distance Learning or a combination of both.

### Certification

Microsoft MCITP Certificate

L09

## CompTIA A+

### Description

This internationally recognised course validates the latest skills needed by today's computer support professional. Whilst many of the skills needed by support professionals are universal, additional skills are often required to support the needs of business and this qualification can offer certification options for specific job scenarios.

### Course Content

This course covers a broad range of topics such as, Identifying types and characteristics of PC components, installation and configuration of peripheral devices, portable computers, installation of Microsoft Windows 2000 and XP, maintenance and troubleshooting, print devices, implementation of LANs and internet access, use of remote tools to maintain, and troubleshoot systems, configuration of Local networks, wireless connections, shared resources, internet connections and browser software, assembling and disassembling PC's, and updating BIOS/CMOS.

### Target Group

This course is suitable for those who want to grow their skills in certain areas as it gives options to focus on specific job scenarios.

### Benefits

Businesses clearly benefit their bottom line by showing staff that they recruit and retain only the best industry professionals whilst individuals not only expand their knowledge but also by gaining this qualification they will set themselves aside from their peers and give themselves a well-defined career path to follow.

### Duration and Delivery Mode

This course is available by online/Distance Learning and the time taken to complete will vary depending on the level of commitment from each individual.

### Certification

CompTIA A+

L10

## CompTIA N+

### Description

This course has been developed to produce competent network support engineers who are capable of taking and passing CompTIA's Network + exam. This qualification is particularly recommended for those who wish to progress to the Microsoft Certified Systems Engineer qualification.

### Course Content

Key areas covered by this course include:

- o Identifying network topologies, cabling, connectors and components
- o Installing and configuring network cards and client software
- o Identifying network protocols and network layers
- o TCP/IP protocol
- o Client operating systems ( Windows, NetWare, Linux, Mac OS)
- o Remote and wireless network connections
- o Security settings
- o Network connectivity

### Target Group

This course is suitable for those with a responsibility or those seeking to gain responsibility for installing, maintaining and troubleshooting local area networks.

### Benefits

Ideal qualification for those aiming to achieve Network Support Engineer or equivalent level employment or for those looking to upgrade existing qualification to stay ahead in a fast moving environment.

### Duration and Delivery Mode

This course is available by online/Distance Learning and the time taken to complete will vary depending on the level of commitment from each individual.

### Certification

CompTIA N+

L11

## Microsoft Certified Systems Administrator (MCSA)

### Description

The Microsoft Certified Systems Administrator (MCSA) qualification recognises IT professionals who implement, manage and maintain network and system environments based on the Microsoft Windows Server operating system.

### Course Content

The course is made up of five key components:

- 1 Managing and, maintaining a Windows Server 2003 environment (Course 2273)
- 2 Implementing a Microsoft Windows Server 2003 network infrastructure: Network Hosts (Course 2276)
- 3 Implementing, managing and maintaining a Microsoft Windows Server 2003 network infrastructure: Network Services (Course 2277)
- 4 Installing, configuring and administering Microsoft Windows XP Professional (Course 2285)
- 5 CompTIA Network + and CompTIA A+ or MCDST

### Target Group

Ideal for those new to the IT industry or those seasoned professionals who want to pursue the MCSA certification with a focus on the latest technology - Microsoft Windows Server 2003.

### Benefits

This course is highly relevant to many system administrator job roles and lays the foundation for the premier Microsoft Certified Systems Engineers (MCSE) credentials on Windows Server 2003.

### Duration and Delivery Mode

Each key element of the course can be undertaken in a taught environment with a time commitment for each part of either two or five days. All the elements are also available to study online/Distance Learning. If you are considering this programme it is important that you discuss your requirements in more detail with one of our Microsoft Academy tutors.

### Certification

Microsoft Certified Systems Administrator Certificate

L12

## Microsoft Certified Systems Engineer (MCSE)

### Description

The Microsoft Certified Systems Engineer (MCSE) qualification is the premier certification for professionals who successfully design, plan and implement a network infrastructure, Active Directory - based infrastructure and client deployment on a Microsoft Windows Server 2003 platform. They also perform maintenance at a high level for a medium to large sized Windows Server 2003 based environment.

### Course Content

The course is made up of five key components and one elective component. The five key components are:

- 1 Managing and maintaining a windows server 2003 environment (Course 2273)
- 2 Implementing a Microsoft windows server 2003 network infrastructure: Network Hosts (Course 2276)
- 3 Implementing, Managing and maintaining a Microsoft Windows Server 2003 Network infrastructure: Network services (Course 2277)
- 4 Planning, implementing and maintaining a Windows Server 2003 Active Directory Infrastructure (Course 2279)
- 5 Installing, configuring and administering Microsoft Windows XP Professional or MCITP/Vista (Course 2285)

### Target Group

This course is for those who want to be recognised as being at the top of the Systems Engineer profession.

### Benefits

This certificate will validate your ability to design a network and infrastructure based on the Active Directory service as well as Implement and administer a network and desktop operating system. It also gives you a professional standard as a fully qualified Microsoft Systems Engineer.

### Duration and Delivery Mode

Each key element of the course can be undertaken in a taught environment with a time commitment for each part of either two or five days. All the elements are also available to study online/Distance Learning. If you are considering this programme it is important that you discuss your requirements in more detail with one of our Microsoft Academy tutors.

### Certification

Microsoft Certified Systems Engineer Certificate

L13

## Cisco Certified Network Associate (CCNA)

### Description

The Cisco CCNA network associate certificate validates the ability to install, configure, operate and troubleshoot medium-sized routed and switched networks including, implementation and verification of connections to remote sites in a WAN.

### Course Content

The course content for this programme includes:

- o Network operations
- o VLANs and inter-switch communications
- o IP addressing and services
- o Routing operations and routing on Cisco devices
- o Administration of WLAN
- o Security issues and solutions

### Target Group

Suitable for those wishing to gain employment as Network Associates in a Cisco environment.

### Benefits

Provides the participant with a relevant and up-to-date qualification which can be built on if required at a later stage..

### Duration and Delivery Mode

This course is delivered by online/Distance Learning.

### Certification

Cisco Certified Network Associate Certificate

L14

## CompTIA Security+

### Description

The demand for skilled security professionals has grown significantly in recent years. This course has been designed to meet that demand and to support individuals in becoming professional IT security specialists.

### Course Content

The course is made up of five key areas:

- 1 General security concepts
- 2 Communication security
- 3 Infrastructure security
- 4 Basics of cryptography
- 5 Operational/organisational security

### Target Group

Those with a good background in IT looking to specialise in Security.

### Benefits

Individuals, employers and the security profession all benefit from CompTIA Security+, a globally recognised benchmark certification. This provides individuals with a recognised industry qualification that offers proof of knowledge and expertise in security-related topics.

### Duration and Delivery Mode

This course can be studied in a taught environment over five days or can be undertaken through online/Distance Learning.

### Certification

CompTIA Security+

L15

## LINUX

### Description

In this course, candidates will gain the knowledge and skills required to build, manage and tune a Linux workstation and server to meet organisational needs.

### Course Content

There are two key components to this programme - Linux workstation and Linux server. The topics covered within these include:

- o Linux files & directories
- o File permissions
- o Customising start-up scripts
- o Shell scripts for automation
- o Installation and configuration
- o Recovery from failure
- o User groups
- o Volumes and file systems
- o Network services
- o Sharing files and printers
- o Building a cluster
- o Creating a customised Kernel

### Target Group

Those with a good background in IT looking to specialise in Networking.

### Benefits

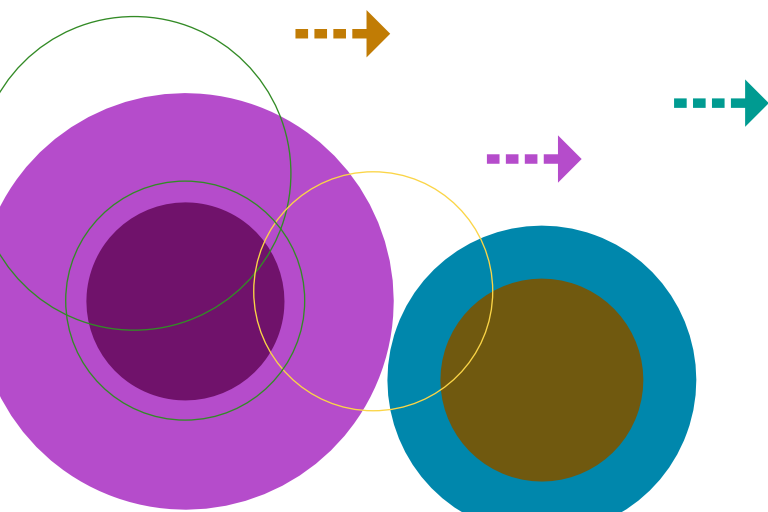
Anyone completing this programme successfully will be able to fulfil the demand for qualified administrators urgently required in this field.

### Duration and Delivery Mode

Three days teaching is required to complete the two key components although there is another option available through Distance Learning which is CompTIA Linux+. Please contact Metropolitan directly for further information on this.

### Certification

Metropolitan Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

L16

## VMware - An Introduction

### Description

This hands-on training course provides an introduction to the operations level of VMware Infrastructure 3. The architecture consists of VMware ESX Server and VirtualCentre. ESX Server enables the sharing of physical resources among the virtual machines it hosts. VirtualCentre is used to manage multiple ESX servers in the virtual infrastructure environment and offers advanced features such as VMotion.

### Course Content

This introductory course, run over one day covers the following key areas:

- o Virtual Infrastructure overview
- o Introduction to VirtualCentre
- o Introduction to VMware Virtual machines
- o Deployment and migration
- o Virtual machine administration

### Target Group

This course is designed for IT Managers and others new to visualisation who want to understand and evaluate the capabilities of VMware Virtual Infrastructure.

### Benefits

VMware helps businesses to lower IT infrastructure costs, respond faster and deliver flexible and consistent IT solutions.

### Duration and Delivery Mode

This one-day course can be delivered in a taught environment or through online/Distance Learning.

### Certification

Metropolitan Certificate

L17

## Microsoft SharePoint Technologies (Introduction)

### Description

This two-day comprehensive course will give an introduction into this web-based framework for remote team collaboration and real-time document management. The ability to plan, design, deploy and utilise an effective SharePoint solution is essential for every business operating in a competitive marketplace.

### Course Content

The key areas covered within this course include:

- o Overview of SharePoint technologies
- o Creating SharePoint sites
- o Centralising and managing content
- o Targeting content with web parts
- o Collaborating with SharePoint
- o Consolidating business processes
- o Extending sites with SharePoint Designer 2007
- o Extending Functionality with SharePoint Server 2007
- o Adapting SharePoint technologies to your environment

### Target Group

This course is ideal for those managing, developing or working in a collaborative environment who want to benefit from Microsoft SharePoint technologies. Familiarity with Windows, Office and the Web is essential prior to starting this course.

### Benefits

This course will allow candidates working in a collaborative environment to organise all aspects of information sharing, from finding documents through to version control and workflow. SharePoint also works in partnership with other Microsoft products, providing seamless integration to increase productivity.

### Duration and Delivery Mode

This course will run for two days in a taught environment and is not available through Distance Learning.

### Certification

Metropolitan Certificate

L18

## MCTS: SQL Server 2005

### Description

Microsoft Certified Technology Specialists in Microsoft SQL Server 2005 implement and maintain databases using specific instructions and specifications. They have thorough knowledge of the product, understand how to use the tools and Transact - SQL language and know how to explore the user interface.

### Course Content

There are two key areas covered by this course:

- 1 Implementing and Maintaining Microsoft SQL Server 2005 (Course 2785)
- 2 Writing Queries Using Microsoft SQL Server 2005 Transact - SQL (Course 2778)

Within each of these key areas you will study subjects relating solely to SQL Server 2005 such as:

- o Installing and configuring
- o Creating and implementing database objects
- o Retrieving data and running queries
- o Messaging and Querying tools
- o Management and maintenance
- o Database performance and optimisation
- o Monitoring and diagnosing database problems
- o High availability, disaster recovery, backup and restoration

### Target Group

This course is aimed at technology specialists who aim to pursue careers as database administrators, database developers or business intelligence developers. They may also be developers and systems administrators who do not work with SQL Server daily but who want to show their breadth of technology experience.

### Benefits

This qualification will allow candidates to prove to employers they have a high level of awareness and skill in relation to implementing and maintaining Microsoft SQL Server 2005.

### Duration and Delivery Mode

This course is only available through online/Distance Learning.

### Certification

Microsoft Certified Technology Specialist SQL Server 2005 Certificate

L19

## MCITP: Database Administrator SQL Server 2005

### Description

This course is designed for database administrators and will ensure they are competent in the areas of designing and deploying multi-server SQL Server infrastructure, administering and monitoring multiple instances of SQL Server centrally, designing and implementing security policy, including authentication, auditing and encrypting, Administering, maintaining and optimising SQL Server 2005.

### Course Content

This course is delivered in three key parts:

- 1 Microsoft SQL Server 2005 – Implementation and maintenance (MCTS: SQL Server 2005)
- 2 Designing a database server infrastructure by using Microsoft SQL Server 2005
- 3 Optimising and maintaining a database administration solution by using Microsoft SQL Server 2005

### Target Group

This certificate is the premier certification for database server administrators and is ideal for those wishing to demonstrate that they can keep up with enterprise business solutions 24 hours a day, seven days a week.

### Benefits

This qualification will validate your skills to an employer and is suitable for anyone aiming to be a database administrator within a medium to large organisation.

### Duration and Delivery Mode

All three elements of this course are available to study on an online/Distance Learning basis.

### Certification

Microsoft Certified IT Professional Database Administrator Certificate

L20

## Crystal Reports

### Description

This two-day Crystal Reports introductory course shows you how to build reports which extract and summarise any data you need as well as how to present data so that it is meaningful to you and others who view those reports.

### Course Content

This course is very practical and 'hands-on' and during the two days you will cover areas such as:

- o Building reports from the beginning – step by step
- o Selecting, sorting and displaying the required data
- o Creating multi-level group reports with summary information
- o Adding business logic to reports with formula language
- o Formatting report page layout and enhancing content
- o Simplifying information using charts and graphs
- o Designing a chart with drill-down capabilities
- o Distributing reports and exporting data

### Target Group

This course is valuable for people involved in creating reports and databases. Experience using Windows and working with a word processor or spreadsheet is assumed.

### Benefits

Well presented information is critical to the making of sound business decisions and this course will ensure that all information which you present has high value and meaning to those who are interpreting your data.

### Duration and Delivery Mode

This course can be undertaken by attendance on a two-day programme or through online/Distance Learning.

### Certification

Metropolitan Certificate

L21

## MCTS: .NET Framework 2.0 Web Applications

### Description

Developers holding the Microsoft Certified Technology Specialist: .NET Framework 2.0 Web Applications (MCTS: .net Framework 2.0 Web Applications) certification have demonstrated breadth and depth of skills and knowledge of Web application technology and data access in web applications.

### Course Content

This course is split into two key areas:

- 1 Microsoft.NET Framework 2.0 - Application Development Foundation and within this there are two short courses:

- 1 Core development with the Microsoft.NET framework 2.0 foundation (Course 5160)
- 2 Advanced development with the Microsoft .NET Framework 2.0 foundation (Course 5161)

- 2 Microsoft.NET Framework 2.0 – web-based client development and within this there are four short courses:

- 1 Core web client programming with Microsoft Visual Studio 2005 (Course 2543)
- 2 Advanced we client programming with Microsoft Visual Studio 2005 (Course 2544)
- 3 Core data access development with Microsoft Visual Studio 2005 (Course 2541)
- 4 Advanced data access development with Microsoft Visual Studio 2005 (Course 2542)

### Target Group

Those wish to gain the title of Microsoft Certified Technology Specialist and who want to show the extent of their technology experience to prospective employers.

### Benefits

This qualification should open doors for careers such as web developer, windows developer or enterprise software developer.

### Duration and Delivery

All elements of the course are only available through online/Distance Learning.

### Certification

Microsoft Certified Technology Specialist: NET Framework 2.0 Web Applications Certificate

L22

## MCTS: .NET Framework 2.0 Windows Applications

### Description

Developers holding the Microsoft Certified Technology Specialist: .NET Framework 2.0 Web Applications (MCTS: .net Framework 2.0 Windows Applications) certification have demonstrated breadth and depth of skills and knowledge of Web application technology and data access in web applications.

### Course Content

This course is split into two key areas:

- 1 Microsoft.NET Framework 2.0 – Application Development Foundation and within this there are two short courses:
  - 1 Core development with the Microsoft.NET framework 2.0 foundation (Course 5160)
  - 2 Advanced development with the Microsoft .NET Framework 2.0 foundation (Course 5161)
- 2 Microsoft.NET Framework 2.0 - windows-based client development and within this there are four short courses:
  - 1 Core Windows client development with Microsoft Visual Studio (Course 2546)
  - 2 Advanced Windows clients development with Microsoft Visual Studio 2005 (Course 2547)
  - 3 Core Data Access development with Microsoft Visual Studio 2005 (Course 2541)
  - 4 Advanced data Access development with Microsoft Visual Studio 2005 (Course 2542)

### Target Group

Those who wish to gain the title of Microsoft Certified Technology Specialist and who want to show the extent of their technology experience to prospective employers.

### Benefits

This qualification should open doors for careers such as web developer, windows developer or enterprise software developer.

### Duration and Delivery Mode

All elements of the course are only available through online/Distance Learning.

### Certification

Microsoft Certified Technology Specialist: NET Framework 2.0 Windows Applications Certificate

L23

## Introduction to eCommerce

### Description

This course provides an introduction to the basic concepts of electronic commerce, and gives an understanding of how traditional business activities can be conducted on the internet. It also provides an appreciation of the main considerations of online trading for new or existing businesses.

### Course Content

Throughout this two-day course you will learn how to:

- o Turn your visitors into customers
- o Discover many common problems that stop your visitors from completing purchases online
- o Prevent empty shopping carts
- o Distinguish between good and bad web service ideas
- o Understand how search engines work
- o Create an eCommerce site
- o Understand security issues and payment methods
- o Consider different business models

### Target Group

This course is for anyone interested in exploring eCommerce either from a personal or business viewpoint. Basic computing skills are required for entry to this course.

### Benefits

This course will give you the chance to create a quick and easy website to help take your small business forward.

### Duration and Delivery Mode

Two-day programme.

### Certification

Metropolitan Certificate

L24

## Building Great Web Pages using Adobe Dreamweaver

### Description

The power and flexibility of web technologies have ignited explosive growth in their use for presenting information on both corporate Intranets and the Internet. Those charged with the task of presenting such information face many challenges in the creation of attractive and effective Web pages.

### Course Content

During this two-day programme you will learn how to:

- o Design the presentation and coherent organisation of web pages
- o Build powerful Web content that conveys your messages effectively
- o Use Macromedia Dreamweaver to develop web content
- o Use Cascading Style Sheets to manage the consistency of Web documents

### Target Group

This course is suitable for those involved in presenting information via corporate intranets or the Web. General familiarity with web browsers and the Windows user interface is assumed. HTML knowledge is helpful.

### Benefits

In this introductory course, you gain extensive hands-on experience designing and delivering professional Web content. You learn how to use comprehensive tools and exploit the latest techniques to enhance your web presence.

### Duration and Delivery Mode

Two-day programme.

### Certification

Metropolitan Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

L25

## Advanced Adobe Dreamweaver

### Description

Adobe Dreamweaver is a highly efficient environment for generating sophisticated Web applications.

### Course Content

During this one-day course you will learn how to:

- o Design and build data-driven websites with Dreamweaver
- o Create and integrate Fireworks, Flash and CSS for enhanced effects
- o Build master detail and database management web pages linking to databases
- o Implement access control to Web content with user authentication

### Target Group

This comprehensive course is valuable for anyone involved in establishing, developing or maintaining a website. Knowledge of Web technologies at introductory level is assumed.

### Benefits

Attendance on this course will allow you to develop the skills to produce a dynamic, fast and visually dramatic website to support business.

### Duration and Delivery Mode

This course can be undertaken by attendance on a one-day programme.

### Certification

Metropolitan Certificate

L26

## Using Adobe Flash - Introduction or Advanced

### Description

This one or two-day course covers the basics of Adobe Flash and focuses on best practice in design, with an emphasis on usability, accessibility, optimisation and performance.

### Course Content

During the one-day course you will learn how to:

- o Develop efficient, compact Flash documents
- o Create, import and work with graphics
- o Use layers, masks and frames
- o Create and use symbols, libraries and instances
- o Build frame-by-frame animations
- o Use Movie Explorer
- o Work with simple Action Script commands
- o Add sound to documents
- o Import video
- o Publish a Flash document in HTML using Dreamweaver
- o Implement basic principles of optimization

On day two of the advanced programme the emphasis will be on the object-oriented capabilities of Adobe Flash and you will learn how to use Action Script objects, methods, events, properties and functions with a view to following Action Script best practices.

### Target Group

Suitable for anyone looking to incorporate the added dimension of Adobe Flash in their website.

### Benefits

This course will give you the skills to add significant creative additionality to your website.

### Duration and Delivery Mode

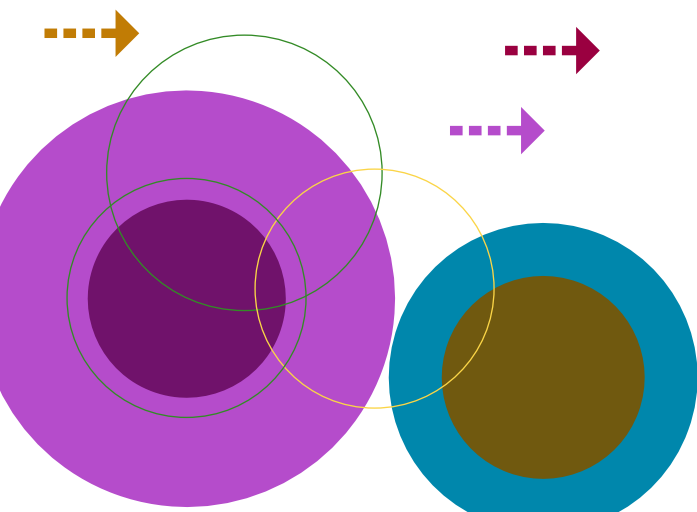
This course is available on a taught basis at two different levels.

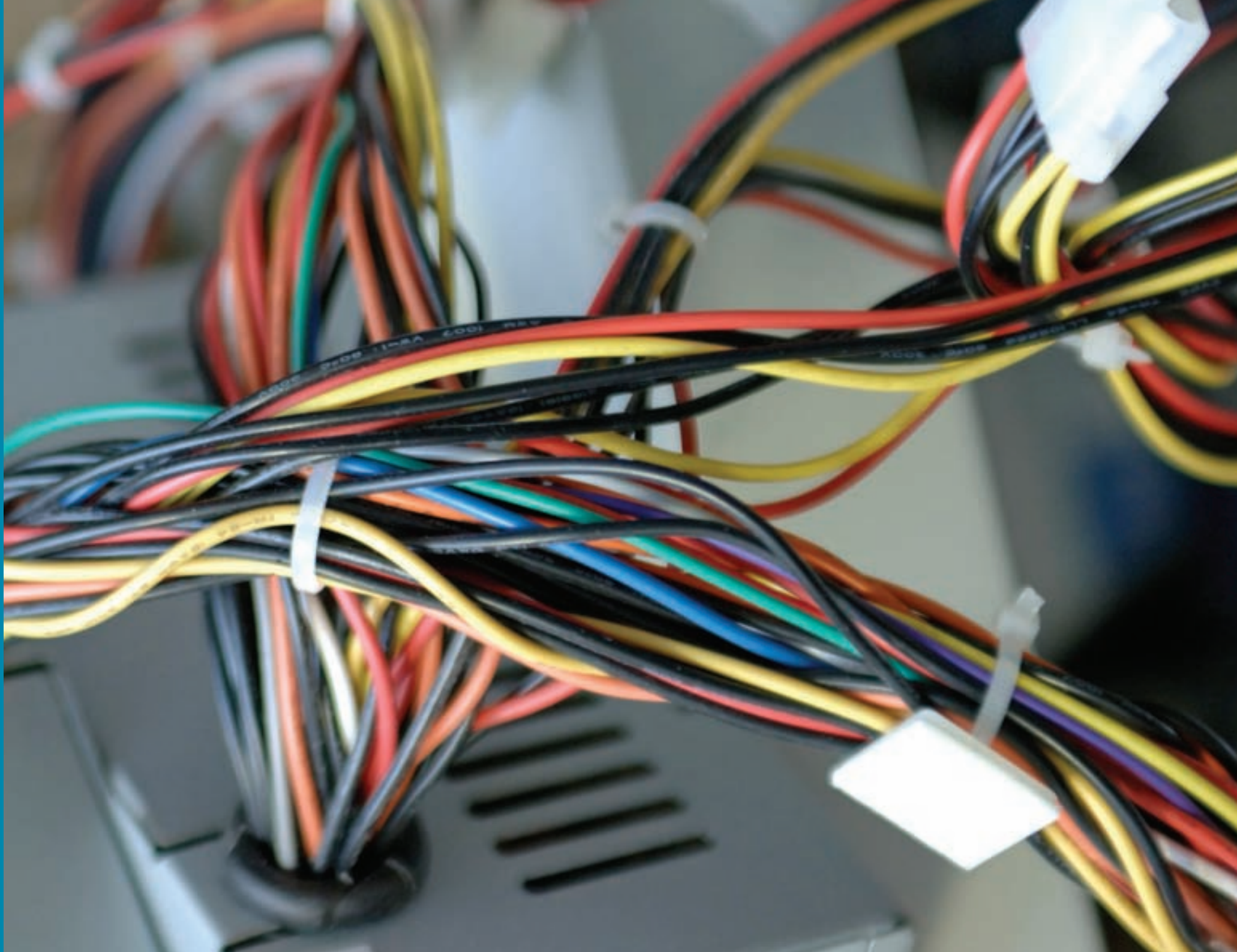
Adobe Flash: Hands-on Introduction - One day

Adobe Flash: Advanced - Two days

### Certification

Metropolitan Certificate





# construction

PT09

## HNC Quantity Surveying

### Description

This Higher National Certificate in Quantity Surveying is theoretical in its content and aims to give the necessary underpinning knowledge to progress a career or further study in this area.

### Course Content

- o Construction Materials and Specification
- o Construction Technology: Industrial/Commercial Superstructure
- o Construction Technology: Substructure
- o Estimating
- o Quantitative Building Studies: Floors and Roofs
- o Quantitative Building Studies: Substructures and Drainage
- o Standard Forms of Construction Contracts
- o Quantity Surveying: Graded Unit 1
- o Building Services: An Introduction
- o CAD: 2D 1
- o Construction Technology: Domestic Construction
- o Health & Safety in Construction

### Target Group

This HNC course is ideally suited to those who either wish to progress or are currently employed in the Construction Industry in a Quantity Surveying or similar Technician role.

### Benefits

Successful completion of the course may give you access to further study in: HND Quantity Surveying, HND Architectural Technology, HND Construction Management, HND Facilities Management or Employment within the Construction Industry.

### Duration and Delivery Mode

Day release for two years.

### Certification

SQA Certificate

PT10

## HN Advanced Craft Certificate in Bricklaying

### Description

This programme has been designed to develop the student further in Practical and Theoretical Vocational Competences than those gained in the SVQ Level 2/3 Programmes.

### Course Content

Domestic Heat Appliances: Surrounds and Firebacks, Underpinning and Shoring, Steps in Brick and Concrete, Arch Construction, Facing Blockwork and Glass Block Panels, Circular Walls on Plan and Elevation, Setting Out and Domestic Levelling.

### Target Group

This course is suitable for those who have already achieved the SVQ Level 3 Qualification in Brickwork.

### Benefits

Successful completion of this course will provide the individual and the employer with a higher level of skills for the industry of today.

### Duration and Delivery Mode

10 week course, part-time, block release.

### Certification

SQA Certificate

PT11

## HN Advanced Craft Certificate in Carpentry & Joinery

### Description

This programme has been designed to develop the student further in Practical and Theoretical Vocational Competences than those gained in the SVQ Level 2/3 Programmes.

### Course Content

Complex Pitched Roof Construction, High Class Finishes, Workshop and Site Setting Out, Specialist Doors, Timber Stairs with Tapered Steps, Windows and Screens.

### Target Group

This course is suitable for those who already have achieved the SVQ Level 3 Qualification.

### Benefits

Successful completion of this course will provide the individual and the Employer with a higher level of skills for the Industry of today.

### Duration and Delivery Mode

10 week course, part-time, block release.

### Certification

SQA Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

PT12

## HN Advanced Craft Certificate in Painting & Decorating

### Description

Higher level course for those who have already achieved SVQ Level 3.

### Course Content

Specialist Decorative Applications - Plan, measure and cost specialist decorative applications. Apply and manipulate oil and water mediums to produce decorative effects. Produce and use a multi-plate stencil. Produce and transfer working drawings using free brushwork/lettering.

Producing Faux Finishes - Plan, measure and cost specialist decorative effects. Prepare surfaces and materials for application. Apply water and oil based mediums to produce marbling and graining effects.

Papering Complex Surfaces - Plan, measure and cost specialist papering of complex surfaces. Prepare surfaces for papering. Apply papers to complex surfaces, archways, sloping ceilings, ornate ceilings, stairwells, dormer windows etc.

Applying Specialist Wallcoverings - Plan, measure and cost the application of specialist wallcoverings. Prepare surfaces and materials. Apply specialist wallcoverings, wide width vinyl's (materials and paper backed) lincrusta etc.

Colour & Design - Outline design criteria relating to colour, texture and form. Produce colour design schemes and schedules of work. Present to a client prepared colour design schemes and schedules.

### Target Group

This course is aimed at trade related personnel who are qualified to SVQ Level 3 in Painting & Decorating.

### Benefits

Due to the increase in demand and growing popularity of decorative effects, new paperhanging materials and techniques this course will enhance skills required of the modern day decorator.

### Duration and Delivery Mode

36 week course on day release.

### Certification

SQA Certificate

MET29

## Various Construction Courses

### Description

Bespoke courses designed to suit specific company requirements.

### Course Content

Courses can be designed to suit clients needs in a variety of areas, such as:

- o Brickwork: Building retaining walls, manholes, patching holes
- o Concreting: concrete mixing, placing and finishing in a variety of situations
- o Paths & Paving: monoblocking, slabbing, edging and kerbing from preparations to finishing
- o Cement work: preparing walls, first coating, finishing coat, different types of finish, wet dash, dry dash, blocking-out

### Target Group

All construction industry companies looking to up-skill their workforce in specific areas.

### Benefits

Ensuring employees have the necessary skills required for specific jobs.

### Duration and Delivery Mode

All work is carried out at the main Angus College campus in Arbroath and can be as long or as short as is required by the company and the skill levels necessary to be achieved.

### Certification

Metropolitan Certificate

MET30

## Toolbox Talks

### Description

This course will provide candidates with confidence and basic knowledge to allow them to comply with their duties under health and safety legislation and co-operate with their employers on matters of health and safety in the workplace.

### Course Content

- o Introduction & Overview of Health & Safety Law
- o Accidents & Incidents
- o Reporting of Injuries, Diseases and Dangerous Occurrence Regulations (RIDDOR)
- o Occupational Health & Welfare at Work
- o First Aid at Work
- o Lifting & Handling
- o Working at Height
- o Electricity at Work
- o Work Equipment Safety
- o Personal Protective Equipment
- o Vehicles/Plant (Safe Movement & Use)
- o Control of substances Hazardous to Health (COSHH)
- o Fire Risks
- o Excavations & Confined Space
- o Noise & Vibration

### Target Group

All employees, new and existing within the construction industry, who have had little or no previous training in health and safety. This course would also be beneficial to employees prior to undertaking the Construction Skills health and safety test.

### Benefits

Participants will receive a Health & Safety Awareness Training Certificate of attendance detailing units covered.

### Duration and Delivery Mode

Various modes available.

### Certification

Metropolitan Certificate

MET31

## Preparing and Taking the Health & Safety Test

### Description

This short course should assist individuals employed in the Construction Industry prepare for and sit the Health & Safety Test.

### Course Content

Students will be given some classroom-based theory backed up with practice sessions using specific IT software to simulate the actual test.

### Target Group

Employees in the Construction Industry required to pass the Health & Safety Test.

### Benefits

Successful individuals can apply to receive their CSCS Cards as long as they have achieved the recognised industry qualifications necessary.

### Duration and Delivery Mode

Part-time, six evenings plus daytime test (five consecutive evenings, a three week gap for self study, one evening refresher followed by taking the test).

### Certification

Construction Skills Pass Notification.

MET32

## Health & Safety Awareness Training

### Description

It is in the interest of every organisation to have all their employees conversant with basic Health & Safety procedures and for them to have a general understanding of their own and their employer's legal duties and responsibilities.

### Course Content

- o Introduction and Overview of HSE Law
- o Occupational Health and Welfare at Work
- o First Aid at Work
- o Working At Height
- o Work Equipment Safety
- o Vehicles & Plant (Safe Movement and Use)
- o Control of Substances Hazardous to Health (COSHH)
- o Noise & Vibration
- o Accidents and Incidents
- o Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR)
- o Lifting and Handling
- o Electricity at Work
- o Personal Protective Equipment (PPE)
- o Fire Risks
- o Evacuations & Confined Space

### Target Group

The course is aimed at all employees who have had little or no previous training in Health & Safety. It would strongly support employees prior to undertaking the CITB CSCS Health & Safety Test.

### Benefits

This course will provide participants with confidence and the basic knowledge required to allow them to comply with their duties under Health & Safety legislation. It will also help them to co-operate with employers on matters of Health & Safety in the workplace.

### Duration and Delivery Mode

Two days at Angus College or within your own premises, depending on numbers.

### Certification

Metropolitan Certificate

MET33

## Woodworking Machine Health & Safety Course

### Description

This course consists of two areas which cover Health & Safety regarding woodwork machines.

### Course Content

The first half of this course will focus on the correct use of stop buttons, isolation and correct set-up of machines. The remainder will cover Health & Safety aspects relating to all woodworking machines.

### Target Group

Suitable for anyone using woodworking machines as part of their job.

### Benefits

The course which is a mixture of class and workshop session, will ensure candidates have the knowledge to ensure safe working practices.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate

### How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently. To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

MET34

## Asbestos Awareness

### Description

This course will enable employers to meet their legislative requirements to ensure that their employees receive adequate information, instruction and training relating to the risks due to asbestos if they are liable to be exposed to this material.

### Course Content

- o Properties, Uses and Risk to Health
- o Use of asbestos in the construction industry
- o Risks of exposure to asbestos containing materials and methods of managing that risk
- o Legislation

### Target Group

Essential training for anyone likely to be exposed to asbestos.

### Benefits

Ensures employees are able to minimise all risks associated with asbestos.

### Certification

The Royal Society for the Promotion of Health Level 1 Certificate.

### Duration and Delivery Mode

Part-time, possibly evenings, one-day delivery

MET35

## Safe Operation of Disc Cutters (Stihl Saws)

### Description

This short course has been designed for operatives who have little or no previous experience in the use of high speed portable disc cutters (ie Stihl saws) and also for those with experience who may require refresher training.

### Course Content

- o Understanding employer/employee duties and the relevant regulations
- o Identify common hazards associated with the use of portable disc cutting equipment
- o Choosing the correct type of disc for the relevant task
- o Changing discs correctly
- o Pre and post-use inspection of equipment
- o Basic maintenance of disc cutters (Stihl saw, filters, plugs, pull cord etc)
- o Correct use of appropriate PPE (Personal Protective Equipment)

### Target Group

Employees currently working in the Construction Industry who use Stihl Saws whilst carrying out their day-to-day duties.

### Benefits

Attendance on this course will potentially reduce accidents whilst saving costs on repair/maintenance.

### Duration and Delivery Mode

Part-time, possibly evenings, daytime - four hours.

### Certification

Metropolitan Certificate

MET36

## Router Course

### Description

This one day course is for those with minimal experience in routing. Whilst the basic function of the router and all its components, including router cutters and their care are explained, the emphasis is very much placed in the 'hands-on' use of the router. This includes basic operations, use of templates, jigs and router tables.

### Course Content

The course is split into two parts the first being an introduction to various types of routers as well as the working of guides, fences, templates and cutters. The second part introduces the candidate to various jointing and moulding techniques using various routers and cutters.

### Target Group

Suitable for those with minimal experience in routing.

### Benefits

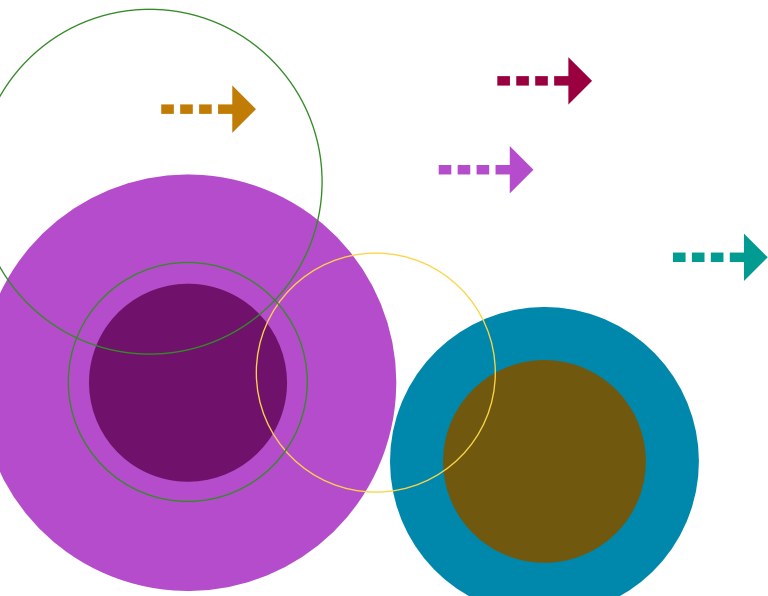
The course which is a mixture of class and workshop session, will offer candidates a good understanding of routing.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate



MET37

## Woodworking Machine Course

### Description

This four-day course is designed to bring the experienced operator and multi-skilled worker up-to-date with the latest 'Provision and Use of Work Equipment Regulations 1998 as applied to Woodworking machinery'.

### Course Content

The course is split into three sections which if successfully taken and passed leads to an SQA Certificate in Woodwork machines. The first area covered is the identification and function of woodworking machines and adjustable parts. Following on from that, candidates will be required to understand the choice of tooling for each machine and the sequence of operations for a particular undertaking. Lastly, there will be a practical exercise to test competence of 'setting up' and machining skills.

### Target Group

The course is aimed at those staff who are machine operators and those who assist in the machining process, for example in taking-off, feeding and/or loading work pieces. It should also be provided for those who set, clean and maintain woodworking machinery.

### Benefits

This course will ensure anyone involved in using woodworking machinery is able to do so safely as well as have a greater understanding of the operational aspects of the machines.

### Duration and Delivery Mode

This course will consist of both class and workshop sessions and is run over four days.

### Certification

SQA Certificate

MET38

## Scaffolding (3 Days)

### Description

This three day course is split into six sections which, if successfully completed will lead to an SQA Certificate in Erect and Dismantle Working Platforms.

### Course Content

Section 1: Checking, erecting and using steps, trestles, ladders and scaffolds.

Section 2: Erecting, checking and using tower scaffold.

Section 3: Checking, erecting and using a gin wheel.

Section 4: Answer questions on independent, mobile and pulg scaffolds (open book assessment).

Section 5: Dismantling, checking, maintaining and storing the items of scaffolding in Sections 1, 2 and 3.

Section 6: Display an understanding of key areas (open book assessment).

### Target Group

Anyone involved in erecting working platforms.

### Benefits

Staying ahead of current legislation and able to work safely in an environment of erecting or dismantling working platforms.

### Duration and Delivery Mode

All scaffolding courses are either based at Angus College in Arbroath or if suitable, at the company's premises.

### Certification

SQA Certificate

MET39

## Scaffolding (1 Day)

### Description

This one day course is an introduction to operating safely with working platforms.

### Course Content

There are three main areas covered in the course:

- o Health & Safety
- o Mobile Tower Scaffold
- o Ladders & Stepladders

### Target Group

An introductory course for anyone erecting or dismantling working platforms.

### Benefits

Will give a basic understanding of scaffolding and will support the underpinning knowledge required to move on to the SQA certificated four day course.

### Duration and Delivery Mode

All scaffolding courses are either based at Angus College in Arbroath or if suitable, at the company's premises.

### Certification

Metropolitan Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET40

## Safe Use of Portable Power Tools

### Description

This two-day course will give candidates an insight into working safely with portable power tools.

### Course Content

Areas covered include:

- o Regulations
- o Basic Safety
- o Visual Checks
- o Practical Activities
- o Written Assessment

### Target Group

This course is designed for employees who work with various types of power tools on a day-to-day basis.

### Benefits

Successful completion of the course will ensure safe working practices and certification.

### Duration and Delivery Mode

Two days.

### Certification

City & Guilds Certificate

MET41

## Manual Handling Training

### Description

Manual handling injuries are often caused by more than just lifting. Manual handling involves any activity requiring the use of force exerted by a person to lift, lower, push, pull, carry or otherwise move, hold or restrain something. Common manual handling activities that result in injuries amongst workers include completing work with poor postures and lifting, carrying, manoeuvring and placing awkward and/or heavy loads.

### Course Content

By the end of this course, participants will have a thorough understanding of manual handling safety, safe lifting and carrying techniques and how to carry out a compliant manual handling risk assessment.

### Target Group

Most employees at some point or another have lifting and carrying to do and this course will ensure that they are fully aware of safe practices in this area. Suitable for technical, operational or administrative staff.

### Benefits

The objectives of this training programme are to assist those in industry to reduce the number and severity of manual handling injuries and to reduce, as far as practicable, manual handling hazards in the workplace.

### Duration and Delivery Mode

Three hours.

### Certification

Metropolitan Certificate

MET42

## Abrasive Wheels

### Description

Under present legislation, all employees who mount grinding wheels as part of their job must be trained and appointed before they can undertake this task.

### Course Content

This one-day course is split into two parts with the morning being devoted to the legal requirements including the Provision and Use of Work Equipment Regulations 1998.

During the morning session, particular emphasis will be placed on the training aspect of the regulations including Selection and Storage of Grinding Wheels. The afternoon session will be practical, where the theory received in the morning will be put into practice, with trainees Selecting, Balancing and Mounting Wheels for a Variety of Fixed and Portable Grinders.

### Target Group

Essential training for any employee working with grinding wheels.

### Benefits

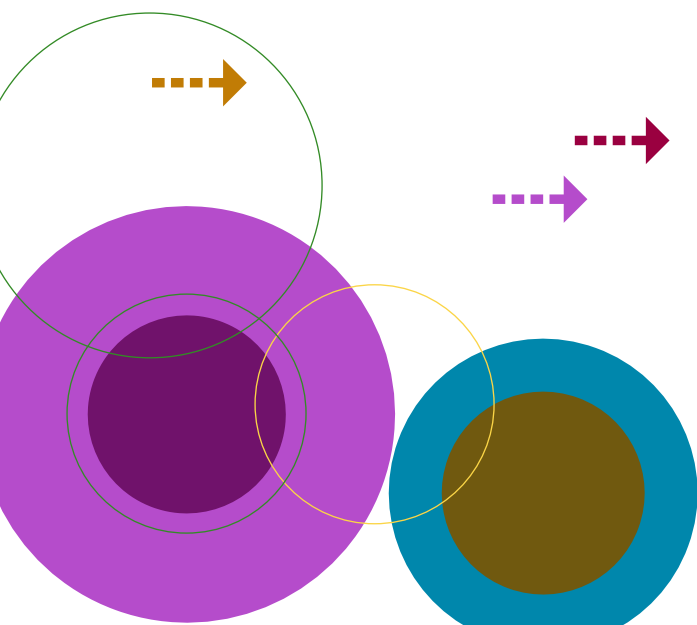
Will ensure current legislative requirements are met.

### Duration and Delivery Mode

One-day.

### Certification

Metropolitan Certificate





engineering

MET43

## CAD

### Description

This Higher National Unit course is designed to enable candidates to develop the necessary skills to operate a commercial CAD system to produce 2D & 3D drawings.

### Course Content

Using AutoCAD software covering Geometry Creation, Editing, Layers, Hatching, Dimensions and Text & Properties.

### Target Group

Candidates having prior knowledge of technical drawing or computer aided draughting at an introductory level.

### Benefits

CAD qualifications can be used in a number of engineering disciplines. Candidates will be provided with the opportunity to develop an awareness of the 3D environment within an engineering context.

### Duration and Delivery Mode

Part-time, short course, 40 hours.

### Certification

SQA Certificate

MET44

## Pneumatics & Hydraulics

### Description

This short course is a Higher National Unit.

### Course Content

This course covers the basics of Pneumatics & Hydraulics. Students will design and build a Pneumatics circuit, and carry out fault finding on a fluid power system.

### Target Group

Candidates working in an engineering maintenance environment who require skills and knowledge related to design, assembly and testing of fluid power systems.

### Benefits

This course will benefit candidates who require to develop in the area of pneumatic & hydraulic fluid power systems.

### Duration and Delivery Mode

Part-time, short course, 40 hours.

### Certification

SQA Certificate

MET45

## Welding

### Description

National Certificate Modules in Mig/Mag, Manual Metal Arc and Tig/Tag welding disciplines.

### Course Content

A range of courses which can be selected individually or as a group. Students will cover a range of joints in each course leading to a SQA Certificate.

### Target Group

Each course is intended for individuals who wish to gain welding skills in a particular area and process.

### Benefits

Candidates will use industry stand and welding machines to gain skills and knowledge which can be readily transferred to the workplace.

### Duration and Delivery Mode

Part-time, short courses of 40 hours per module.

### Certification

SQA Certificate

MET46

## Welder Coding, Training & Certification

All welder assessment testing can be carried out in company facility or at College.

### Welder Codings

Codings to BS:EN 287, ASME 1X, AWS D1:1 or any other code or standard on request.

### Procedure Approvals

BS:EN 15614, ASME 1X, AWS D1:1 or any other standard on request.

All testing and qualification procedures carried out by Zurich Assurance.

### Bespoke Welder Training

This training is designed to bring the candidate up to the required standard to take a welder assessment test (coding). Training can be provided in any of the following processes:

- o MMA
- o MIG/MAG
- o TIG/TAG
- o Oxy Fuel

### NDT Appreciation

A one day course covering NDT basic principles and methods with hands-on demonstrations in the areas of Visual Inspection, Magnetic Particle and Dye Penetrant.



PT13

## HNC Engineering Systems

### Description

This course aims to develop candidate's abilities to apply analysis and synthesis skills to the solution of engineering problems.

### Course Content

The course is based on a 'systems approach' and will provide a thorough understanding of the relevant electrical and mechanical technology of various systems used by the engineering industry.

### Target Group

Individuals currently employed within an engineering company and looking to upgrade existing qualifications.

### Benefits

Increased choices of employment through upgraded skills and knowledge.

### Duration and Delivery Mode

Delivery is by part-time attendance at Angus College or a blend of up to two years home study and College.

### Certification

SQA Certificate

PT14

## Advanced Craft Certificate in Engineering

### Description

This part time SQA Certificated course is designed to enhance your practical engineering skills in key areas.

### Course Content

Skill Specific – i.e. Fabrication & Welding, Maintenance and Manufacture

### Target Group

Students, who have gained a National Certificate qualification, are employed in the engineering sector and who wish to enhance their knowledge and move up to supervisory posts.

### Benefits

Enhancement of knowledge and skills, career progression.

### Duration and Delivery Mode

One year, part-time College-based attendance, one day per week.

### Certification

SQA Certificate

MET47

## Engineering SVQ's

### Description

Covering all areas within the engineering and manufacturing industry.

SVQ units can be taken and assessed and certificated on an individual basis or as part of a complete qualification.

### Course Content

- o Performing Engineering Operations (PEO), Level 1 or Level 2
- o Performing Manufacturing Operations (PMO), Level 1 or Level 2
- o Fabrication/Welding, Level 2 or Level 3
- o Mechanical Manufacture Engineering
- o Engineering Technical Support
- o Engineering Leadership and Management, Level 3 or Level 4
- o Design Draughting, Level 3

### Target Group

From operator up to technician/manager in a wide range of engineering disciplines.

### Benefits

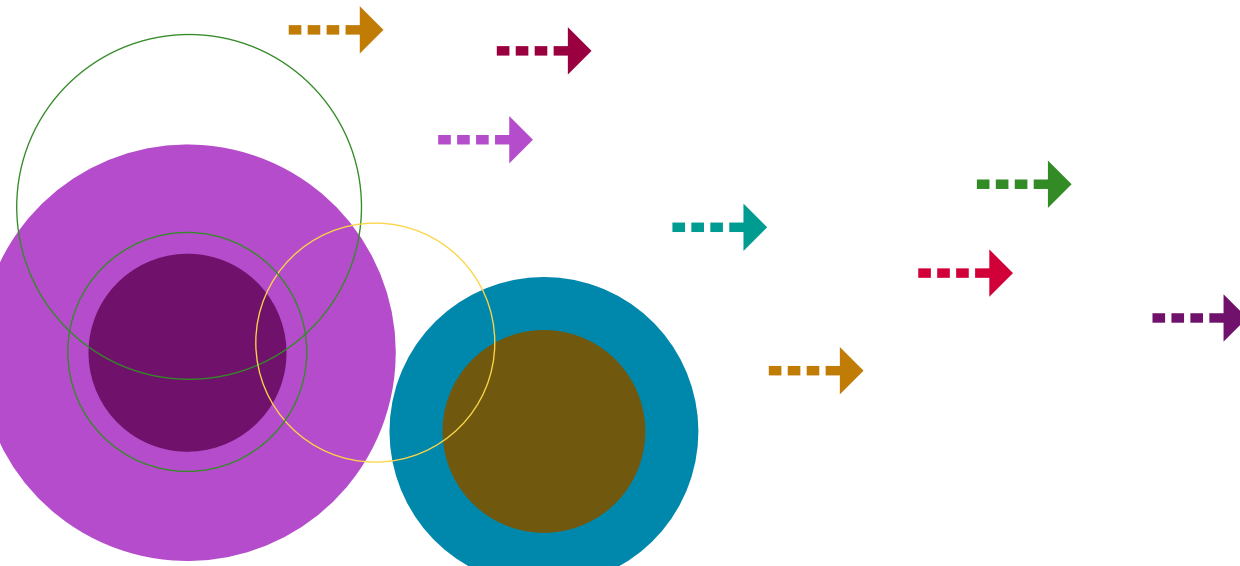
Candidate's competences are assessed against recognised national standards. These qualifications offer opportunities for candidates to develop whilst at work.

### Duration and Delivery Mode

Part-time or work-based assessed.

### Certification

SQA Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

PT15

## HNC Engineering Practice

### Description

This course aims to develop the technical, communication and management skills required by today's engineers.

### Course Content

- o Engineering Supervision
- o Communication
- o Valve Engineering
- o Quality Management
- o Personal Development Planning

### Target Group

Students who have completed an Advanced Craft Certificate in their chosen field and wish to gain the full HNC.

### Benefits

There is a major skills shortage in the UK of qualified engineers who can undertake a variety of jobs in areas such as management, design development, planning and control and who can apply their knowledge in work based situations. This course will therefore enhance career progression as well as develop your supervisory skills.

### Duration and Delivery Mode

One year, part-time, College-based attendance, one day per week.

### Certification

SQA Certificate

PT16

## Engineering Technician

### Description

The course aims to develop practical understanding of the general theoretical principles required by today's technician engineers.

### Course Content

- o Mathematics
- o CAD
- o Graphical Communication
- o Dynamics
- o Thermofluids
- o CNC Part Programming

### Target Group

Foundation technician level programme of SQA National Certificate modules designed to meet the needs of industry, and used to give firm foundation in engineering principles and mathematics to aid in progression to HNC programme.

### Benefits

Nationally recognised qualification, satisfying industry needs, easing progression to Higher National Certificate programme needed to gain educational requirements of technical modern apprenticeship.

### Duration and Delivery Mode

Two years part-time, College-based attendance, one day per week.

### Certification

SQA Certificate

PT17

## Engineering Craft Programme

### Description

The course aims to develop technical core skills and theory for craft apprentices.

### Course Content

This craft level programme has a common first year. The 2nd year allows students to specialise in one of the following areas: welding, manufacturing or maintenance.

### Target Group

Craft Apprenticeship level students wishing to gain appropriate core skills and technical theory required to satisfy the educational requirement of the Craft Modern Apprenticeship.

### Benefits

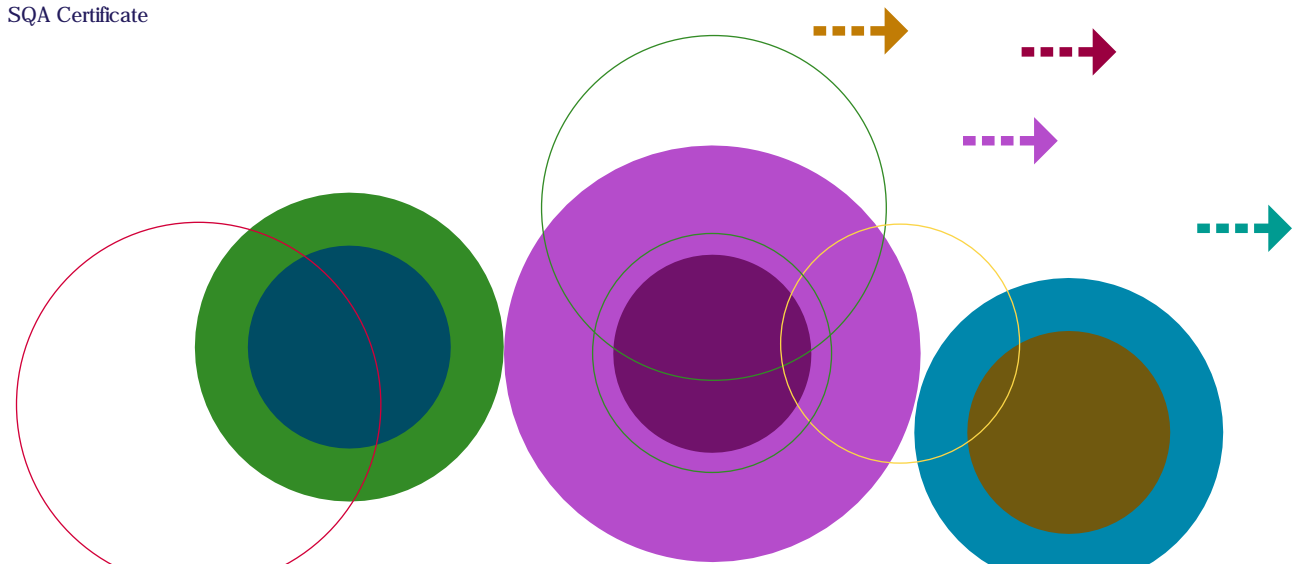
Nationally recognised qualification progression to Advanced Craft and HNC Engineering Practice Programmes.

### Duration and Delivery Mode

Two years, part-time, College-based attendance, one day per week.

### Certification

SQA Certificate



MET48

## Introduction to Portable Appliance Testing (PAT)

### Description

This three-day, highly practical course gives you an excellent grounding into PAT Testing and ensures that you have the practical knowledge necessary to undertake the more theoretical, two-day City & Guilds PAT Testing course.

Specifically, following from this course you will be in a position to test:

- o Class 1 Electrical Equipment (earthed equipment)
- o Class 2 Electrical Equipment (double insulated equipment)
- o IT Equipment

### Course Content

The course will cover the basics of electricity, the law, the types of equipment, the inspection process, the tests, the results and record-keeping. There will be hands-on sessions to allow you to become familiar with the range of tools and instruments required for successful in-service inspection and testing of electrical equipment.

### Target Group

This course is ideal for those with little or no experience in practical hands-on PAT testing and is highly recommended as a basis to progress to the more theoretical two-day City & Guilds course.

### Benefits

Successful completion of this course will give you an understanding of the standards necessary to correctly inspect and test a variety of electrical equipment commonly used in the workplace.

### Duration and Delivery Mode

The three-day course will run over three consecutive days and will be classroom based to allow for significant practical involvement.

### Certification

Metropolitan Certificate

MET49

## City & Guilds Portable Appliance Testing (PAT)

### Description

A relevant and practical based course which will enhance the skills and knowledge of the Portable Appliance Tester in order to successfully complete the City & Guilds 2377 online assessment.

### Course Content

The course will cover relevant legislation, the theory behind the testing practices and the setting up of a Portable Appliance Testing regime.

### Target Group

Individuals who wish to extend their knowledge and skills from an introductory level to a higher level.

### Benefits

Successful completion will result in the issue of a City & Guilds certificate.

### Duration and Delivery Mode

Two-days, College-based attendance. Online assessment on the afternoon of the second day.

### Certification

City & Guilds Certificate

MET50

## 17th Edition IEE Regulations

### Description

The course is an industry standard qualification for installation electricians and anyone involved in electrical work.

### Course Content

Areas of study include regulative requirements, scope and object of the regulations, and how to use the regulations for design, construction and maintenance installations.

### Target Group

The course is intended for individuals involved in the electrical installation industry.

### Benefits

The main benefit from this industry standard course will be thorough grounding of the requirements of the new regulations and preparation for the City & Guilds 2382-10 examination.

### Duration and Delivery Mode

Five-days, College-based attendance.

### Certification

City & Guilds Certificate

### How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently.

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MET51

## 2391 Inspection and Testing

### Description

The City & Guilds 2391 qualification is aimed at electrical personnel who either carry out, or supervise the testing and inspection of electrical installations.

### Course Content

The course is designed to help delegates understand the dangers of electrical testing, to recognise the precautions necessary for the protection of personnel and equipment and understand the statutory and non-statutory requirements for testing of installations.

### Target Group

Delegates who have already completed the IEE Wiring Regulations and who want to take their knowledge further.

### Benefits

This course will help delegates carry out visual inspections of electrical installations in accordance with the Regulations and understand the requirements for periodic inspection and testing.

### Duration and Delivery Mode

Five days or 10 evenings, College-based attendance.

### Certification

City & Guilds Certificate

MET52

## Engineering Technical Preparation for Migrant Workers

### Description

Technical English language training for migrant workers employed within an engineering company.

### Course Content

This course will cover specialised technical terms and language skills necessary for everyday communication in the engineering workplace.

### Target Group

Migrant workers already in or hoping to gain employment within an engineering company.

### Benefits

Improved English language communication skills and enhanced employment opportunities.

### Duration and Delivery Mode

Part-time, College/work-based.

### Certification

Metropolitan Certificate

MET42

## Abrasive Wheels

### Description

Under present legislation, all employees who mount grinding wheels as part of their job must be trained and appointed before they can undertake this task.

### Course Content

This one day course is split into two parts with the morning being devoted to the legal requirements including the Provision and Use of Work Equipment Regulations 1998.

During the morning session, particular emphasis will be placed on the training aspect of the regulations including Selection and Storage of Grinding Wheels. The afternoon session will be practical, where the theory received in the morning will be put into practice, with trainees Selecting, Balancing and Mounting Wheels for a Variety of Fixed and Portable Grinders.

### Target Group

Essential training for any employee working with grinding wheels.

### Benefits

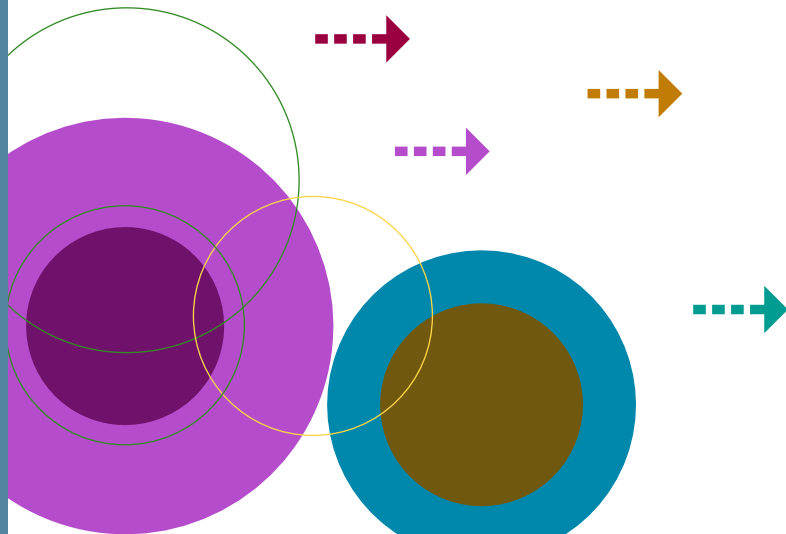
Will ensure current legislative requirements are met.

### Duration and Delivery Mode

One day

### Certification

Metropolitan Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

# hairdressing & beauty

MET53

## Colouring Techniques – Partial Application

### Description

Demonstrations and practical sessions in all the latest colouring techniques.

### Course Content

Demonstrations and practical sessions in the latest colouring techniques, placement of foils, use of different types of colourants to enhance the cut. The student will require colour tools including tint brushes, measures, pin & rake combs and rubber gloves. Models will also be required although all products will be supplied.

### Target Group

Stylist with minimum three years experience.

### Benefits

- o Increase salon income
- o Motivate salon work
- o Stimulate salon interest

### Duration and Delivery Mode

Two days (Sundays).

### Certification

Metropolitan Certificate

MET54

## Special Effects Cutting

### Description

Demonstrations of creative cutting techniques popular in today's salons.

### Course Content

An opportunity to try various cutting techniques using both scissors and razors to enhance the movement and direction of the style. The student will require to bring cutting tools and styling brushes. Models will also be required although all products will be supplied.

### Target Group

Minimum - three years salon experience.

### Benefits

- o Improve service to clients
- o Increase work motivation
- o Update skills

### Duration and Delivery Mode

Two-days (Sundays).

### Certification

Metropolitan Certificate

MET55

## Long Hair Styling

### Description

Demonstration and practical sessions to develop existing skills or gain new skills in long hair styling.

### Course Content

Various long hair techniques, prom, wedding and fashion styles. Learn how to prepare, secure and produce simple styles to improve your style range.

### Target Group

Hairstylists with basic skills

### Benefits

- o Increase client base
- o Develop new/existing skills
- o Motivate salon colleagues

### Duration and Delivery Mode

One evening per week for two weeks.

### Certification

Metropolitan Certificate

MET56

## SVQ Level 2 Hairdressing

### Description

This SVQ Level 2 supports salon trainees or assistant to reach a first level hairdressing qualification, whilst remaining in employment.

### Course Content

Basic skills advise and consult to colouring and cutting.

### Target Group

Salon-based trainees or assistants.

### Benefits

Gain recognised qualification.

### Duration and Delivery Mode

Maximum two years, day release, employee status only.

### Certification

SVQ Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET57

## NQ Artificial Nail Structures

### Description

A certificated course which will provide training and knowledge in all aspects of artificial nail techniques, client care and maintenance.

### Course Content

Techniques covered are Gel, Acrylic and Fibreglass extensions. Students must purchase the appropriate kit as stated below from Angus College to participate. The students must also provide their own model when required.

### Target Group

Persons who have already achieved SQA NQ Nail Care unit or equivalent and wish to enhance their knowledge and experience further.

### Benefits

- o Additional skills for therapist/nail technician
- o Updating of skills
- o Widening treatment portfolio

### Duration and Delivery Mode

One evening per week for 18 weeks.

### Certification

SQA Certificate

MET58

## SQA HN Unit in Indian Head Massage

### Description

Learn and develop skills in ancient treatment of Indian Head Massage.

### Course Content

SQA Higher National unit which includes assessment, observation of practical skills and case study writing. Theory work will cover anatomy and physiology and will sit alongside practical procedures. Students will be required to undertake some self study to work through this unit and revise for assessments.

### Target Group

Those who have already achieved Higher National unit in Anatomy and Physiology.

### Benefits

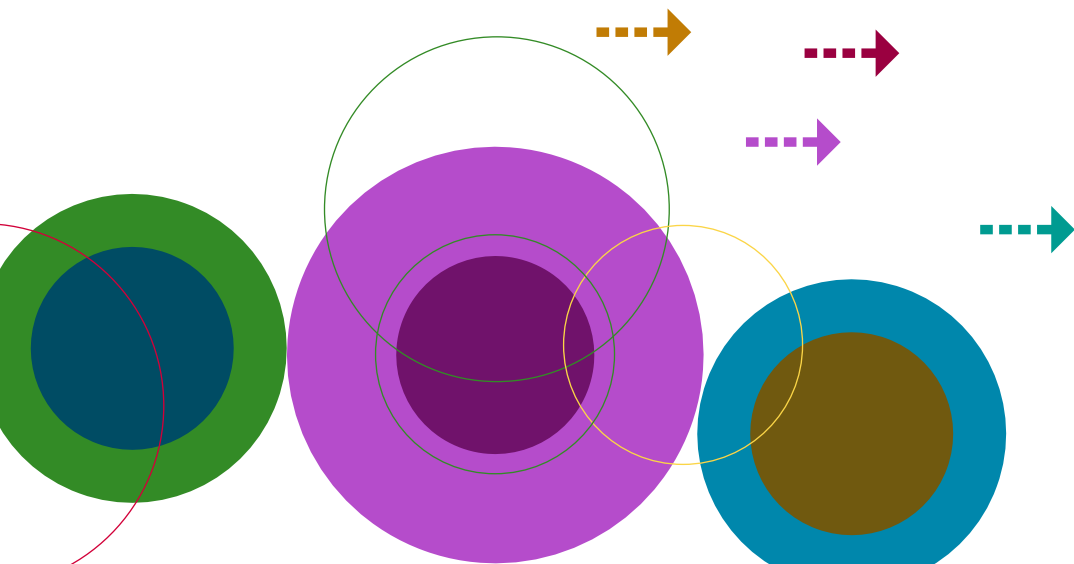
- o Improve service to clients
- o Developing new skills
- o Widening treatment portfolio

### Duration and Delivery Mode

One evening per week for 12 weeks.

### Certification

SQA Certificate



**How to Book**

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# hospitality and the licence trade

MET59

## Specialist Patisserie Course

### Description

A course aimed at helping catering staff in small hotels, restaurants, cafes and bars to develop their skills. Using modern styles and techniques delegates will learn how to produce cost effective, high quality sweets and desserts.

### Course Content

Hot and cold desserts, recipes and presentation skills.

### Target Group

Chefs.

### Benefits

Learn how to produce professional sweets and desserts whilst saving money and saving time.

### Duration and Delivery Mode

This course will take place one day per week over three weeks and will be a very practical hands-on learning experience.

### Certification

Metropolitan Certificate

MET60

## Kitchen Management

### Description

A well run kitchen is central to the success of any business in the hospitality industry. This three-day course is designed to give you the short sharp 'fix' required to ensure your kitchen is the best it can be.

### Course Content

- o Menu Planning
- o Staffing
- o Nutrition
- o HACCP
- o Hygiene
- o Budget Management

### Target Group

Chefs, Kitchen Managers, Dinner Ladies.

### Benefits

By implementing many of the tips and techniques learned on this course your business will not only save money but likely to see an increase in the productivity of your kitchen staff.

### Duration and Delivery Mode

Three days.

### Certification

Metropolitan Certificate

MET61

## Introduction to HACCP and Hazard Analysis

### Description

This is a one-day course that will explain the fundamentals of Hazard Analysis and Critical Control Point.

### Course Content

The course is structured around several key learning areas:

- o What is Hazard Analysis and Critical Control Point?
- o How HACCP can help control potential food Hazards
- o Practical application of HACCP and hazard analysis systems
- o Current legislation with regard to HACCP

### Target Group

This course is ideal for anyone who supervises food handlers, manages a food outlet or works in the food processing industry. Delegates must hold the Elementary Food Hygiene certificate prior to undertaking this course.

### Benefits

Identify potential risks, grade the level of risk and identify the appropriate controls need to minimise risk.

### Duration and Delivery Mode

This course is taught over one day and the final assessment of the course is carried out through a 30-minute multiple-choice exam, which is usually held at the end of the final teaching session.

### Certification

REHIS Certificate

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET62

## HACCP for Caterers

### Description

This course will explain the principles of HACCP and the implementation of Cook Safe.

### Course Content

This course is structured around several key learning areas:

- o What is a Hazard Analysis?
- o How can we control potential hazards?
- o Practical application of Cook Safe

### Target Group

This course is aimed at those responsible for implementation of Cook Safe or Retail Safe into their business.

### Benefits

This course will ensure you have the skills and knowledge to implement Cook Safe or Retail Safe into your business.

### Duration and Delivery Mode

One-day.

### Certification

REHIS Certificate

MET63

## Elementary Food & Health

### Description

This one-day course aims to explain the principles of a balanced diet and its impact on our health.

### Course Content

This course is structured around the following key areas:

- o The function of food
- o Looking at the barriers to eating a healthy diet
- o Consequences of eating habits on health

### Target Group

This course is aimed at people who work in the Health Care Profession, in Care Homes, Restaurants, Catering Establishments, Community Co-operatives and Cafes.

### Benefits

This course will give you the knowledge to implement healthy options into your daily menus.

### Duration

This course is taught over one day with a short multi-choice exam being undertaken at the end of the day.

### Certification

REHIS Certificate

MET64

## Elementary Food Hygiene

### Description

This is a one-day course that covers basic training in food hygiene practices and is required by anyone working with food.

### Course Content

The course is structured around several key learning areas:

- o An introduction to food hygiene
- o Bacteria and their characteristics
- o The incidence of food poisoning and its prevention
- o Personal hygiene and working habits of the food handler
- o The working environment
- o Cleaning practices
- o Common food pests and their control
- o Food legislation

### Target Group

Anyone handling or serving food on a day-to-day basis.

### Benefits

Enhance understanding of good hygiene practices and standards and how to avoid outbreaks of food poisoning.

### Duration and Delivery Mode

This course is taught over one day and the final assessment of the course is carried out through a 30-minute multiple-choice exam, which is usually held at the end of the final taught session.

### Certification

REHIS certificate

## How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently.

To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

MET65

## Intermediate Food Hygiene

### Description

This is a three-day course aimed at equipping you with the knowledge required to operate a food business in an effective and hygienic manner.

### Course Content

The course is structured around several key learning areas:

- o An introduction to food hygiene
- o Bacteriology
- o Non-bacterial food poisoning
- o Food borne infection
- o Bacterial food poisoning
- o Food contamination
- o Food storage and temperature control
- o Food preservation
- o Personal hygiene
- o Premises and equipment
- o Pest control
- o Cleaning and disinfection
- o Food legislation

### Target Group

Everyone who supervises food handlers or manages a food outlet.

### Benefits

Gain the skills and knowledge to implement an effective regime in food hygiene.

### Duration and Delivery Mode

This course is taught over three days and the final assessment of the course is carried out through a written exam held one week after the end of the course.

### Certification

REHIS Certificate

MET66

## Certificate for Scottish Personal Licence Holders - ServeWise

(On and Off Licence courses available)

### Description

Separate one-day courses are available to both on and off licence staff and both focus on issues relating to the service/sale of alcohol including the important issues of due diligence.

### Course Content

Each course focuses on the legal responsibilities of Personal Licence Holders and the different management issues relevant to a particular type of licensed premises. Each course covers:

- o Licensing Law
- o Other Key Legislation
- o The Premises Environment
- o Licensing Officials
- o Alcohol

### Target Group

With the arrival of the Licensing (Scotland) Act 2005, all personal licence holders in Scotland will require to hold an accredited licensing qualification.

### Benefits

Current licence holders will be unable to apply for their new licence without having successfully completed this course.

### Duration and Delivery Mode

This course is taught over one day and the final assessment of the course is carried out through a multiple-choice exam, which is usually held at the end of the final taught session.

### Certification

Successful candidates will receive a certificate awarded by City & Guilds accredited by SQA and valid throughout Scotland.



landbased

L27

## Trailer Reversing

### Description

Ideal training for anyone reversing large vehicles such as caravans, horse boxes etc.

### Course Content

Prepare your vehicle/trailer/caravan/horse box for the road and take control of all manoeuvres both forward and reverse.

### Benefits

Know the dangers and how to avoid them and be in total control when towing or reversing on or off the road.

### Duration and Delivery Mode

Part-time, one-day.

### Certification

Metropolitan Certificate

L28

## Tractor/Trailer Driving

### Description

This course is suitable for anyone wishing to gain skills and confidence in driving tractors and manoeuvring trailers.

### Course Content

Tractor driving and trailer hitching/ reversing. Safe operation and skill development on a number of different tractors.

### Benefits

Gain confidence in being able to start manoeuvre and control a variety of tractors with and without a trailer attached. Improve knowledge of related Health & Safety requirements.

### Duration and Delivery Mode

Part-time, one day.

### Certification

Metropolitan Certificate

MET67

## Forklift Truck Operator (Novice)

### Description

This course is designed for the novice Forklift Truck Operator who has no previous experience of Forklift Trucks. This course follows the guidelines suggested by Approved Code of Practice (ACoP) for Lift Truck Operator Training published by the HSE. The course can also be adapted to suit operational requirements.

As an accredited ITSSAR training establishment we offer Counterbalance B1 courses (industrial masted truck, under 5,000kg).

The Independent Training Standards Scheme and Register (ITSSAR) is a self financing and non-profit making organisation, formed to offer accreditation to training instructors and organisations supplying industrial truck training services to industry.

### Course Content

- o Introduction and Theory
- o Current legislation
- o Correct and safe use of the forklift
- o Learning how to balance the weight
- o Practical operation of forklift truck
- o Multi-choice question paper test
- o Practical national standard test

### Duration and Delivery Mode

Courses are five days and normally run at Angus College in Arbroath. However, onsite delivery is possible subject to a prior site visit by our Assessor.

### Certification

ITSSAR Certificate

MET68

## Forklift Truck Operator (Experienced)

### Description

This course is designed for the Forklift Truck Operator who has had extensive practical experience (longer than 12 months) but has had no formal training and does not hold a certificate.

As an accredited ITSSAR training establishment we offer Counterbalance B1 courses (industrial masted truck, under 5,000kg).

The Independent Training Standards Scheme and Register (ITSSAR) is a self financing and non-profit making organisation, formed to offer accreditation to training instructors and organisations supplying industrial truck training services to industry.

### Course Content

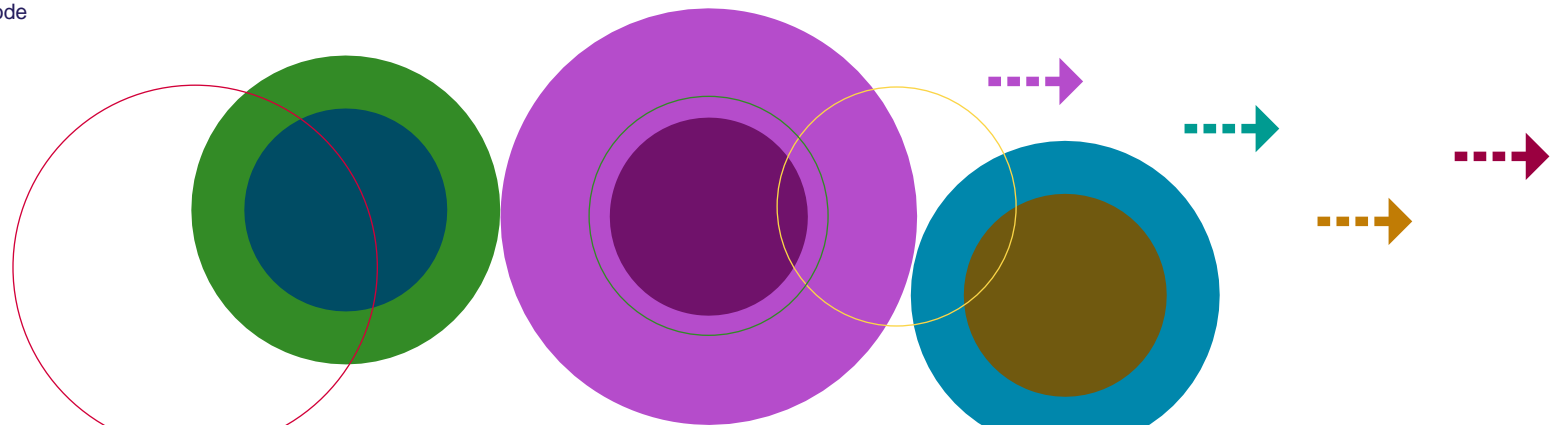
- o Current legislation
- o Pre-shift check test
- o Correct use of the forklift
- o Learning how to balance the weight
- o Practical operation of forklift truck
- o Multi-choice question paper test
- o Practical national standard test

### Duration and Delivery Mode

Three days, one day per week for three weeks. Courses are normally run at Angus College in Arbroath. However, onsite delivery is possible subject to a prior site visit by our Assessor.

### Certification

ITSSAR Certificate



MET69

## Forklift Truck Operator (Refresher)

### Description

This course is designed to give the trained and certificated Forklift Truck Operator whose licence is due for renewal a one day refresher course and test to renew their certificate.

As an accredited ITSSAR training establishment we offer Counterbalance B1 courses (industrial masted truck, under 5,000kg).

The Independent Training Standards Scheme and Register (ITSSAR) is a self-financing and non-profit making organisation, formed to offer accreditation to training instructors and organisations supplying industrial truck training services to industry.

### Course Content

- o Current legislation
- o Pre-shift check test
- o Correct use of the forklift
- o Practical operation of forklift truck
- o Multi-choice question paper test
- o Practical national standard test

### Duration and Delivery Mode

One day and normally run at Angus College in Arbroath. However, onsite delivery is possible subject to a prior site visit by our Assessor.

### Certification

ITSSAR Certificate

L29

## Quad Biking - Safe Operations

### Description

First class training for anyone operating quad bikes on a regular basis.

### Course Content

The course will cover health & safety requirements and safe operation of a typical quad bike on a range of terrains.

### Benefits

Operators will be able to operate these machines in a safe and competent manner and should be more confident in their use. Appreciate the risks, avoid the dangers but experience the fun of being in control of a quad bike.

### Duration and Delivery Mode

Part-time, two-days.

### Certification

Metropolitan Certificate

## How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently.

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Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices



language

L30

## ESOL Elementary (English for Speakers of Other Languages)

Description  
SQA certificated course.

Course Content  
This course will give you a good basic understanding of English and will be taught in a friendly informal environment.

Target Group  
Non English speakers who are mastering some very basic language skills.

Benefits  
Improving English skills will lead to improved confidence and better communication skills in English. This may in turn lead to greater job satisfaction and more rewarding social interaction in a variety of situations.

Duration and Delivery Mode  
Part-time, two evenings per week for 11 weeks.

Certification  
SQA Certificate

L31

## ESOL Intermediate (English for Speakers of Other Languages)

Description  
SQA certificated course.

Course Content  
This course will increase your level of English language in a friendly supportive environment.

Target Group  
Non English speakers who have mastered the most basic language skills and wish to develop speaking, reading and comprehension skills.

Benefits  
Improving English skills will lead to improved confidence and better communication skills in English. This may in turn lead to greater job satisfaction and more rewarding social interaction in a variety of situations.

Duration and Delivery Mode  
Part-time, two evenings per week for 11 weeks.

Certification  
SQA Certificate

L32

## Introduction to Polish

Description  
Introductory course to support anyone requiring a basic understanding of Polish.

Course Content  
Introducing basic vocabulary and useful phrases to help you work with Polish people. The classes will be informal and will focus on situations put into context to suit the class participants. Emphasis will be on speaking and listening to build your confidence in this language. Guidance will be given on the use of dictionaries and translation websites.

Target Group  
Any public service, reception or front line staff wishing to communicate better with new migrants.

Benefits  
To anyone working in customer care environments, an ability to speak some Polish will lead to improved service to Polish customers and clients.

Duration and Delivery Mode  
Part-time, one evening per week for six weeks.

Certification  
Metropolitan Certificate

### How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently.

To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

social science &  
community  
volunteering

MET70

## PDA - Basic Skills, Tutor Training Resources

### Description

This course would be a first point of entry for individuals wishing to develop their skills in the field of literacies.

### Course Content

- o Identify learning and literacy needs
- o Plan a learning programme
- o Delivery learning opportunities
- o Evaluate learning

### Target Group

Aimed at those supporting individuals in local communities or organisations where it is recognised that there is a need to assist people to develop their confidence and skills in literacy. This could include volunteers, community workers, residential workers, youth workers, family members; anyone interested in helping people to improve their literacy levels.

### Benefits

Raising awareness in effective delivery and support to people with literacy difficulties from all backgrounds. Extension of personal learning and transferable skills. Participation on this course can lead to ideal entry requirements for ITALL course (Introduction to Tutoring in Adult Literacies Learning) which can lead to paid employment in this field.

### Duration and Delivery Mode

Six hours with a variety of workshop-based activities, group discussion and tutor led.

Some organisations may feel it useful to receive discreet training for this course - we would be happy to discuss individual organisational requirements.

### Certification

SQA Certificate

PT18

## Higher Psychology

### Description

An SQA Higher.

### Course Content

Throughout this popular Higher, develop an understanding of the concepts, approaches, methods and applications, underpinning the scientific discipline of Psychology. The course is designed to stimulate curiosity and enjoyment in psychology and, as such, no prior knowledge of the subject is required.

### Target Group

Anyone wishing to work in people-centred careers who want to gain a qualification.

### Benefits

By undertaking study at higher level gain a nationally recognised qualification which is accepted for entry onto degree or HNC programmes. Improve your knowledge, gain improved skills in studying and get to grips with complex issues and theories.

### Duration and Delivery Mode

36 weeks, part-time, 2.5 hours per week.

### Certification

SQA Certificate

PT19

## Higher Sociology

### Description

An SQA Higher.

### Course Content

This course investigates concepts, theories and methods of explaining human social behaviour from a range of perspectives, both historical and contemporary. In addition, the course will focus on four specific areas of human social behaviour:

- o Class structure
- o The family
- o Welfare and poverty
- o Work and unemployment

### Target Group

Anyone wishing to work in people-centred careers where an understanding of society is required and who want to gain a qualification.

### Benefits

By undertaking study at higher level gain a nationally recognised qualification which is accepted for entry onto degree or HNC programmes. Improve your knowledge, gain improved skills in studying and get to grips with complex issues and theories.

### Duration and Delivery Mode

36 weeks, part-time, two hours twice a week.

### Certification

SQA Certificate

## How to Book

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PT20

## Criminology

### Description

Double credit Higher National Diploma unit.

### Course Content

The course will look particularly at:

- o The contribution of academic disciplines to criminology
- o The measurement of crime
- o Theories of crime
- o Prisons and Punishment
- o A final project which has a focus on specific crime

### Target Group

Anyone wishing to work in people-centred careers, such as criminal justice, social work or the police force, who wants to gain a qualification.

### Benefits

Improved knowledge of crime and its causes as seen from psychological and sociological viewpoints. Success in this course will give an advanced nationally recognised qualification equivalent to first year university courses. The Criminology unit is worth two credits towards an HNC or HND in Social Sciences.

### Duration and Delivery Mode

80 hours, part-time, flexible learning.

### Certification

SQA Certificate

MET71

## Certificate in Community Volunteering

### Description

An ASDAN qualification.

### Course Content

The course will consist of four units:

- 1 Skills for Self-Management
- 2 Dealing with Meetings
- 3 Working to Good Practice Standards
- 4 Understanding Needs Issues and Responses

### Target Group

Voluntary Sector volunteers and volunteer managers.

### Benefits

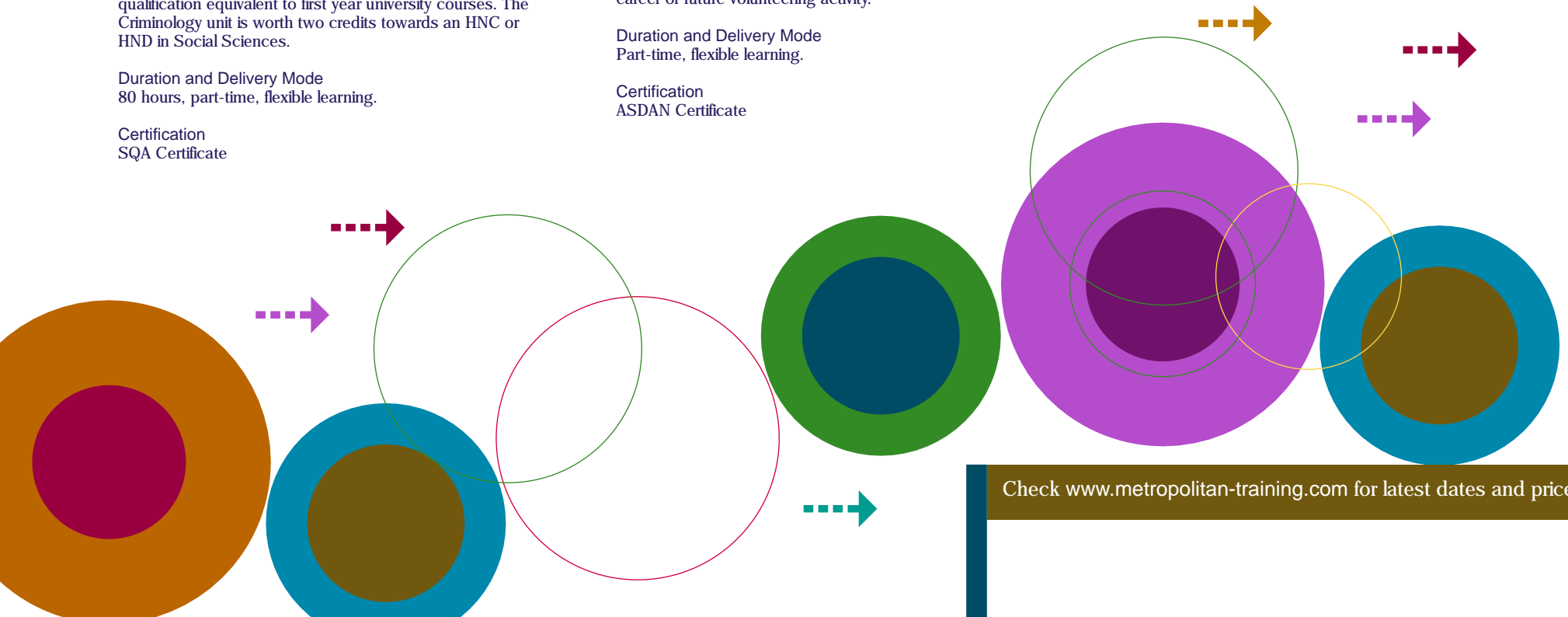
Build on skills and knowledge gained through volunteering and work towards a formal qualification. Develop personal skills, such as stress management and time management and create your own personal development plan for future career or future volunteering activity.

### Duration and Delivery Mode

Part-time, flexible learning.

### Certification

ASDAN Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices



# sport & fitness

MET72

## Access to Exercise & Fitness

### Description

This course provides an introduction to the basic principles of Exercise and Fitness covering both resistance training and cardio-vascular machines.

### Course Content

The course includes:

- o Health & Safety
- o The Human Body
- o Principle of Fitness
- o Programme
- o Equipment
- o Hydration

### Target Group

This course is for anyone over the age of 16 wishing to improve their knowledge and understanding of exercise, and fitness (gym-based).

### Benefits

This is a highly informative course that introduces exercise and fitness and will enable you to develop your knowledge and understanding through theory and practice.

### Duration and Delivery Mode

Four hours over one day (Saturday).

### Certification

Metropolitan Certificate

## How to Book

At Metropolitan we have dedicated staff to help support you in choosing the correct training and who will ensure that your course booking is handled promptly and efficiently. To book on any of our programmes or to discuss any of your training requirements in more detail call Metropolitan on 01241 432769.

MET73

## SVQ Level 2 Instructing Exercise & Fitness

### Description

This course is designed for those who wish to work with participants in a gym setting. It provides evidence of an individual's competence in teaching exercise and fitness. It has been developed to reflect modern practices in teaching exercise and fitness. The course is nationally recognised and gives entry onto the Register of Exercise Professionals.

### Course Content

To achieve the full award, candidates must complete the following five units:

- 1 Dealing with accidents and emergencies
- 2 Evaluating coaching sessions and develop personal coaching practice
- 3 Supporting participants in developing and maintaining fitness
- 4 Planning and preparing a gym-based exercise session
- 5 Instructing a gym-based exercise session

This qualification aims to assess the competence of those coaching or leading exercise and fitness activities, or those who have begun working as a fitness instructor in a fitness centre.

Assessment will be carried out six weeks after course delivery to enable candidates the appropriate time to generate part of the required evidence for certification.

### Target Group

The course is suitable for coaches, teachers and instructors, whose primary purpose is to develop participants' level of physical fitness. You must have attended the Access to Exercise & Fitness course or have the equivalent experience prior to commencing this course. A moderate standard of literacy and numeracy is essential.

### Benefits

On completion of the course you will be capable of planning, delivering and evaluating sessions, in the context of Exercise and Fitness.

### Duration and Delivery Mode

Part-time - delivery over two weekends (four days) plus one day for assessment (six weeks after) or Short Course - intensive delivery over four days plus one day for assessment (six weeks after).

### Certification

SQA Certificate

MET74

## Indoor Group Cycling

### Description

This course is designed for those who wish to instruct participants in indoor group cycling. It provides evidence of an individual's competence in instructing and has been developed to reflect modern practices in instructing indoor group cycling. The course is nationally recognised and gives entry onto the Register of Exercise Professionals.

### Course Content

The course includes:

- o Setting-up the bike
- o Cycling technique
- o Cycling movements
- o Components of an indoor group cycling class
- o Components of fitness
- o Cycling Anatomy, Physiology and Energy systems
- o Class types
- o Planning your own class
- o Instructing an indoor group cycling class
- o Bike Maintenance

This qualification aims to assess the competence of those who wish to instruct an indoor group cycling class.

### Target Group

The indoor group cycling qualification is suitable for coaches, teachers and fitness instructors whose primary purpose is to develop participants' level of physical fitness. You should have either completed the SVQ Level 2 Instructing Exercise & Fitness or have the equivalent experience prior to commencing this course.

### Benefits

On completion of the course you will be capable of planning, delivering and evaluating indoor group cycling fitness classes.

### Duration and Delivery Mode

8 hours over one day (including assessment).

### Certification

Revolve Fitness International Group Cycling Certificate



MET75

## Introduction to Coaching

### Description

This five week course provides an introduction to sports coaching. The course introduces the basic principles of sports coaching at an introductory level.

### Course Content

The course includes:

- o Roles and Responsibilities of a Coach
- o Coaching Styles and their application
- o Components of Sports Coaching
- o Planning Coaching sessions

### Target Group

The course is suitable for those currently coaching or for those who want to coach.

### Benefits

This is a highly enjoyable and informative course that introduces sports coaching and will enable you to develop your knowledge and understanding through theory and practice.

### Duration and Delivery Mode

One Tuesday evening per week for five weeks.

### Certification

Metropolitan Certificate

MET76

## Improving Coaching

### Description

This five week course provides experienced coaches with the opportunity to develop their knowledge and understanding of sports coaching. The course covers the main areas of coaching complex skills, analysis of complex skills and improving skills for beginner and intermediate performers.

### Course Content

The course includes:

- o Developing your coaching style
- o Enhanced Session Planning
- o Analysing Complex skills and tactics
- o Devising and applying notational analysis
- o Fault Correction
- o Analysing your own Coaching

### Target Group

The course is suitable for those currently coaching who wish to further develop their coaching skills.

### Benefits

This is a highly enjoyable and informative course that further develops a sports coach's knowledge and understanding and enables the coach to effectively plan, deliver and evaluate sessions for intermediate performers.

### Duration and Delivery Mode

One Tuesday evening per week for five weeks.

### Certification

Metropolitan Certificate

MET77

## Nutrition for Sport

### Description

This five week course provides you with an opportunity to develop your knowledge and understanding of nutrition for sport.

### Course Content

The course includes:

- o Basic Anatomy & Physiology of Digestive system
- o Energy Utilisation
- o Nutritional needs for Sports Performers
- o Developmental Stages
- o Hydration and Performance

### Target Group

The course is suitable for those who wish to further develop their knowledge and understanding of nutrition for sport.

### Benefits

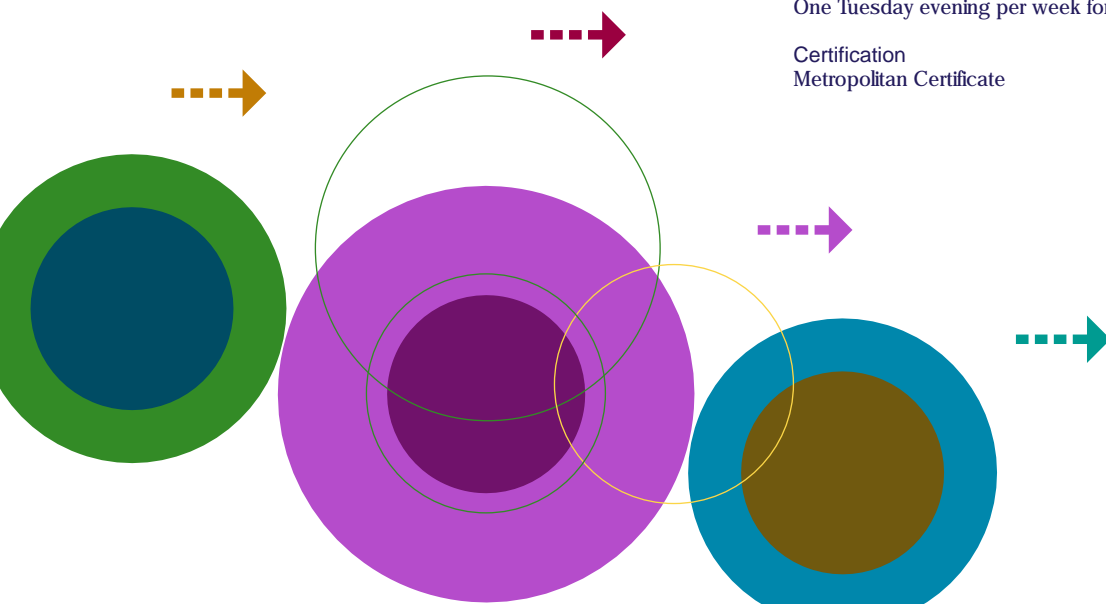
This is a highly informative course that further develops your knowledge and understanding of nutrition and sports performance.

### Duration and Delivery Mode

One Wednesday evening per week for five weeks.

### Certification

Metropolitan Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices

MET78

## Psychology of Sports Coaching and Performance

### Description

This 5 week course provides experienced coaches with the opportunity to develop their knowledge and understanding of Sports Psychology. The course covers the key psychological considerations relating to practical sport coaching situations.

### Course Content

The course includes:

- o Components of Sports Psychology - Anxiety & Confidence, Motivation, Concentration and Team Dynamics
- o Influence of Components on Performers
- o Coaching methods to enhance Performance
- o Strategies for increasing participation and motivation
- o Behaviour Modification Techniques

### Target Group

The course is suitable for those currently coaching who wish to further develop their coaching skills through developing their knowledge and understanding of Sports Psychology.

### Benefits

This is a highly enjoyable and informative course that introduces sports psychology. Develop your coaching skills in planning and delivering training sessions and managing performers at competition through applying psychological theories and practice.

### Duration and Delivery Mode

One Thursday evening per week for five weeks.

### Certification

Metropolitan Certificate

MET79

## Coaching Children

### Description

This five week course provides coaches with the opportunity to develop their knowledge and understanding of coaching children. The course covers the various needs that children have in sport. It introduces the specific requirements that children have through the developmental process and their adaptations to exercise and sport.

### Course Content

The course includes:

- o Developmental Areas and Stages of Children
- o Limitations of children's body systems
- o Adapting Sport for Children
- o Effective Communication for Coaching Children
- o Developing the 'Positive Experience'

### Target Group

The course is suitable for those currently coaching or for those who want to coach children.

### Benefits

This is a highly enjoyable and informative course that introduces coaching children and will enable you to develop your knowledge and understanding through theory and practice.

### Duration and Delivery Mode

One Wednesday evening per week for five weeks.

### Certification

Metropolitan Certificate

MET80

## Fitness for Sport

### Description

This five week course provides sports coaches and sports performers with the opportunity to develop their knowledge and understanding of Fitness. The course covers the main components of fitness, developing sports specific fitness conditioning programmes and the long term effects of training on the body theory and practice.

### Course Content

The course includes:

- o Sports related components of Fitness
- o Fitness Requirements/demands for specific Sports
- o Strength/Power, Endurance and Flexibility
- o Overtraining
- o Fitness Conditioning Programmes
- o Phases of Training
- o Tapering and Peaking

### Target Group

The course is suitable for those who wish to further develop their knowledge and understanding of Fitness for Sport.

### Benefits

This is a highly enjoyable and informative course that introduces Fitness for Sport to coaches, fitness instructors and/or sports performers. The course will enable you to develop your understanding of the fitness components, planning and delivering sport specific fitness programmes, phases of training, tapering and peaking.

### Duration and Delivery Mode

One Thursday evening per week for five weeks.

### Certification

Metropolitan Certificate

MET81

## Coaching/Assisting Disabled Performers

### Description

This five week course provides sports coaches with the opportunity to develop their knowledge and understanding of working with disabled performers.

### Course Content

The course includes:

- o Disability Awareness
- o Assessment and Evaluation of Performers
- o Adapting Sport for Disabled Performers
- o Coaching methods and Communication
- o Session planning
- o Goal Setting

### Target Group

The course is suitable for those who wish to further develop their knowledge and understanding of coaching or assisting disabled sports performers.

### Benefits

This is a highly enjoyable and informative course that provides you with the knowledge, understanding, values and skills to coach or assist disabled sports performers.

### Duration and Delivery Mode

One Monday evening per week for five weeks.

### Certification

Metropolitan Certificate



Check [www.metropolitan-training.com](http://www.metropolitan-training.com) for latest dates and prices



# conference facilities

With easy access from direct rail and road links, Angus Business Centre is ideally located in the coastal town of Arbroath.

Within the county of Angus, rich in heritage and diverse in landscape, the Centre offers a vibrant meeting, training and conference venue designed to provide an environment which is both creative and productive.

Angus Business Centre is a purpose-built, modern facility created within the main campus of Angus College with versatility, high specification equipment and dedicated, professional service.



### The Facility

The central part of this facility is an auditorium holding up to 100 delegates with complementary meeting rooms, all flexible enough to provide you with the layout and facilities you require to make your business event a success. Each of these facilities can be set up in various configurations to suit the size and nature of your event and all of our facilities have full disabled access.

For all events, no matter how small, our professional Business Centre Administrators will ensure your room is set up with conference pads, pens, mineral water and mints - as well as any audio visual equipment you require - all adding to you and your delegates' positive experience of Angus Business Centre.

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Call Pauline McDonald on 01241 432722  
or email: [pauline.mcdonald@angus.ac.uk](mailto:pauline.mcdonald@angus.ac.uk)  
for more information.

# how to book/ terms & conditions

## Contact Details

For bookings, prices, dates or additional information on any of our programmes please contact the Metropolitan Administration Team:

Telephone: 01241 432769

Email: [linda.swankie@angus.ac.uk](mailto:linda.swankie@angus.ac.uk)

Web: [www.metropolitan-training.com](http://www.metropolitan-training.com)

## Dates and Prices

Dates and prices are correctly shown on our website. Metropolitan reserve the right to alter prices at any time. We welcome requests for training courses at weekends and evenings, or weeks other than those stated on our website. Additionally, Metropolitan staff are always willing, where appropriate, to deliver programmes in alternative company premises.

## Payment for Courses

All private client bookings require course fees to be paid prior to commencement of the specified course. All company bookings require payment within 28 days upon receipt of invoice.

## Cancellation Policy

Metropolitan reserve the right to cancel a course where bookings fall below the minimum number of delegates required per programme. Should this happen, a full refund will be made.

Metropolitan will not charge a cancellation fee if you cancel your course with us more than 10 working days prior to the start date.

If notification of cancellation is given within 5-10 working days prior to the start of the programme Metropolitan will refund 50% of the fee.

If notification of cancellation is given less than 5 working days before the start of the programme, no refund will be given by Metropolitan, although we would accept a colleague taking up such a place at no additional cost.

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