




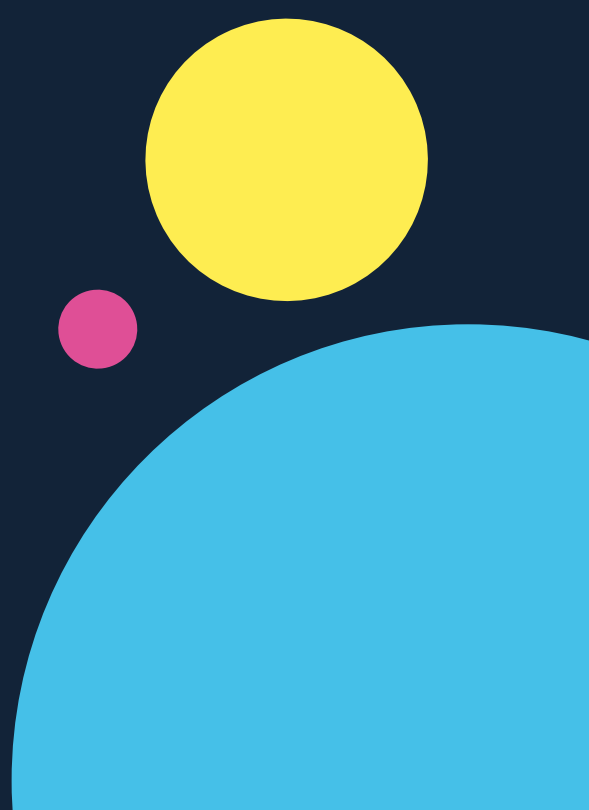
Portal

Leading you to where
you want to be.

Prospectus

Information about our courses

-  @PortalTraining
-  /PortalTrainingUK
-  portaltraining.co.uk



Leading you to where you want to be.

OUR STORY

Founded in 2010, Portal is a dynamic and innovative bilingual training provider, supporting organisations with their learning and development strategies to enhance the capacity of their workforce.

Delivering qualifications at levels 2, 3, 4, 5 and 7, we are experienced in supporting the professional development of a wide range of roles, from those new to their positions through to experienced senior leaders. There are over 500 individuals currently accessing and engaged with our fully funded Apprenticeship programmes.

Portal prides itself on providing tailored support to all our learners and ensuring solid, constructive relationships with all employers. We listen to the needs of the individuals and the establishment to provide qualifications which will allow both to grow together happily. If we feel that were not best placed to help, then we'll be honest in stating so and try to find alternatives. Being honest and having integrity whilst enjoying our work is very much at the heart of all we do.



Gwawr Booth
Managing
Director



Jan Hart
Director of
Quality



Clare Jeffries
Director of
Operations



WHAT WE OFFER

Facilitate the CPD (Continuous Professional Development) needs of your staff or for yourself through completion of:

● Qualification levels	4-5
● Fully Funded Apprenticeships and Higher Apprenticeships	6-16
● Non Funded Accredited Courses	17-20
● Non Funded, Non Accredited Courses	21-23
● Course Pricing Guide	24-25
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PARTNERSHIPS AND ENDORSEMENT



Academi Genedlaethol ar gyfer
Arweinyddiaeth Addysgol Cymru
National Academy for
Educational Leadership Wales





The bespoke nature of the course allows the learning to be tailored and focused on goals and outcomes relevant to my role and of real business value.

Graham Stephens -
Adapt Company



LEVELS OF QUALIFICATIONS

Accredited courses are awarded by recognised awarding organisations such as City and Guilds and ILM and allow the learners to gain a recognised accreditation and in some cases this may be transferable to other future learning. There is also formal assessment. Courses are fragmented by level. We offer Level 2 through to Level 7 programmes.

WHAT DO THE DIFFERENT LEVELS MEAN?

2

WHAT DOES LEVEL TWO MEAN:

The qualifications are equivalent to:

- CSEs
- GCSE or O Levels
- Foundation Apprenticeships

We offer Level 2 qualifications in:

- Essential Skills
- Team Leading Skills
- Leadership and Team Skills
- Mentoring
- Activity Leadership
- Childcare, Play, Learning and Development

3

WHAT DOES LEVEL THREE MEAN:

The qualifications are equivalent to:

- AS/A Levels
- Apprenticeships
- International Baccalaureate Diploma

We offer Level 3 qualifications in:

- Essential skills
- Leadership and Management
- Coaching and Mentoring
- Certificate in Assessing Vocational Achievement
- Supporting Physical Education and School Sport
- Childcare, Play Learning + Development
- Award in Education and Training

4

WHAT DOES LEVEL FOUR MEAN:

The qualifications are equivalent to:

- **Certificate of Higher Education (CertHE)**
- **Higher Apprenticeship**
- **Higher National Certificate (HNC)**

We offer Level 4 qualifications in:

- Leadership and Management
- Internal Quality Assurance Assessment Processes and Practices
- Childcare Management

5

WHAT DOES LEVEL FIVE MEAN:

The qualifications are equivalent to:

- **Diploma of Higher Education (DipHE)**
- **Foundation Degree**
- **Higher National Diploma (HND)**

We offer Level 5 qualifications in:

- Leadership and Management
- Coaching and Mentoring
- Childcare Management

7

WHAT DOES LEVEL SEVEN MEAN:

The qualifications are equivalent to or provide credits towards:

- **Master's Degree**
- **Postgraduate Certificate**
- **Postgraduate Diploma**

We offer Level 7 qualifications in:

- Leadership and Management



Can't find what you are looking for?
Get in touch so we can discuss exactly how we can help you.

ACCREDITED COURSES FUNDED BY WELSH GOVERNMENT

Designed for aspiring team leaders, middle and senior managers and leaders, our Welsh Government funded qualifications develop leadership and management skills through an integrated combination of professional practice learning and assignments. This blended approach maximises learning potential and adds value to the organisation whilst maintaining a flexible and dynamic structure for the learners.

LEADERSHIP AND MANAGEMENT

3 APPRENTICESHIP LEVEL THREE DIPLOMA IN MANAGEMENT

These units are ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders, helping them make the transition from working in a team to leading a team. You can gain unit accreditation, which means you can complete one unit and obtain a certificate accredited by ILM or you can complete a number of units in order to achieve an Award or Certificate in Leadership and Team Skills.

QUALIFICATION UNITS – EXAMPLE

Mandatory Units	Optional Units	Level 2 Essential Skills
All learners will study:	Learners will work with their assessor to select range of suitable optional modules, suggestions may include:	Method of Assessment: Controlled tasks and test
Manage Personal and Professional Development	Manage Individuals' Performance	Digital Literacy
Manage Team Performance	Develop and Implement an Operational Plan	Application of Number
Principles of Leadership and Management	Develop Working Relationships with Stakeholders	Communication
Principles of People Management	Develop a Presentation	
Principles of Business	Deliver a Presentation	
	Employee Right and Responsibilities	
	Encourage Learning and Development	

4

HIGHER APPRENTICESHIP LEVEL FOUR DIPLOMA IN LEADERSHIP AND MANAGEMENT

These units are designed for new and aspiring middle managers. These qualifications help individuals to really get to grip with their role, gain comprehensive business knowledge, and develop the technical skills they need to lead effectively at this level

QUALIFICATION UNITS – EXAMPLE

NVQ Component - Vocational	VRQ Component - Theory	Level 2 Essential Skills
Mandatory	Mandatory	Mandatory
Develop and Implement an Operational Plan	Develop Critical Thinking	Digital Literacy
Provide Leadership and Management	Managing and Implementing Change in the Workplace	Application of Number
Develop Working Relationships with Stakeholders	Managing Improvement	Communication
Manage Personal and Professional Development	Understanding the Management Role to Improve Performance	
The following are examples within the suite of optional units which can be changed in line with your role	Understanding and Developing Relationships in the Workplace	
Encourage Learning and Development	Managing Stress and Conflict	
Initiate and Implement Operational Change	Managing Personal Development	
Manage a Project		
Manage Business Risk		
Encourage Innovation		
Develop and Manage Collaborative Relationships with Other Organisations		
Manage Conflict in a Team		
Contribute to the Development of a Strategic Plan		

5 HIGHER APPRENTICESHIP LEVEL FIVE DIPLOMA IN LEADERSHIP AND MANAGEMENT

These units are designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities. They will encourage strategic thinking to foster business improvement.

QUALIFICATION UNITS – EXAMPLE

NVQ/Component - Vocational	VRQ/Knowledge Component	Level 2 Essential Skills
Mandatory	Mandatory	Mandatory
Manage Strategic Change	Develop Critical Thinking	Digital Literacy
Design Business Processes	Leading Innovation and Change	Application of Number
Contribute to the Development of a Strategic Plan	Managing Improvement	Communication
Provide Leadership and Management	Understanding the Management Role to Improve Performance	
The following are examples within the suite of optional units which can be changed in line with your role	Making a Financial Case	
Establish Business Risk Management Processes	Managing Stress and Conflict	
Develop Working Relationships with Stakeholders	Managing own Continuous Professional Development	
Manage a Project		
Manage Business Risk		
Lead the Development of a Quality Strategy		
Lead the development of a Continuous Improvement Strategy		

“

Portal's ILM courses have developed middle leaders in particular to be far more independent and proactive in their development. The impact of skills developed through the programme can be seen through a focussed department team, with an effective leader who delegates appropriately and creates a team ethos.

Mr S. Clarke, Headteacher Ysgol Cwm Brombil.

Since embarking on the Leadership and Management course with Portal, I have received a great insight to the many resources and theories of leadership and management whilst developing a real appreciation of how to apply some of them in the professional environment.

Rich Buchanan, Swansea City FC.

”

98%

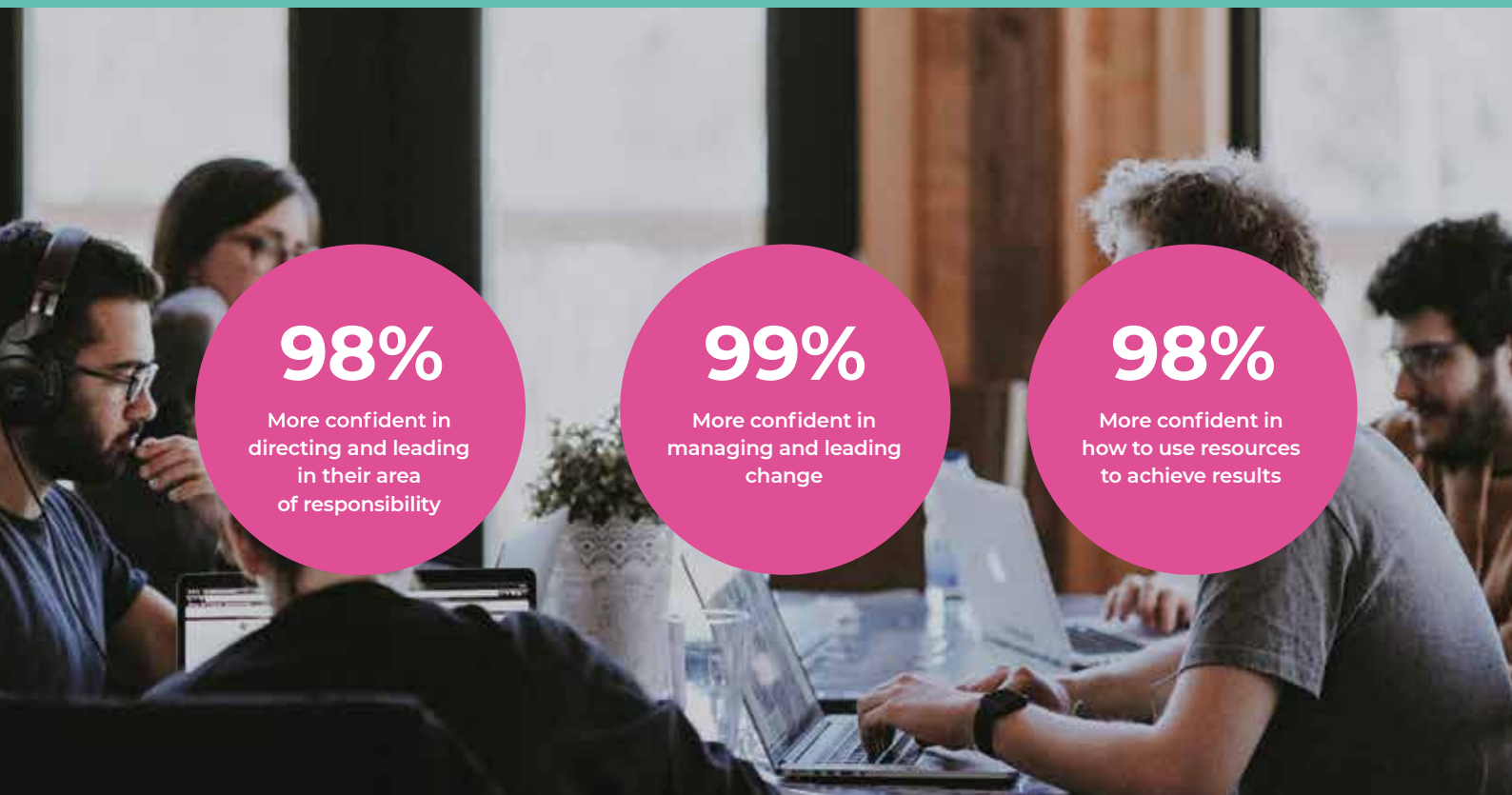
More confident in directing and leading in their area of responsibility

99%

More confident in managing and leading change

98%

More confident in how to use resources to achieve results



CHILDREN'S CARE, PLAY, LEARNING AND DEVELOPMENT COURSES FUNDED BY WELSH GOVERNMENT

The CCPLD Apprenticeship aims to develop occupational competence, knowledge and skills for people who work with young children (and their families) in settings or services (primarily those in early years) that focus on children's care, play, learning and development and contributes towards high quality childcare.

2 LEVEL TWO FOUNDATION APPRENTICESHIP IN CHILDREN'S CARE, PLAY, LEARNING AND DEVELOPMENT

The Children's Care, Play Learning and Development Apprenticeship Framework is for people who work with children in settings or services where the main purpose is to provide care, learning and development through play.

Core - Underpinning Knowledge

Level 2 Children's Care, Play, Learning and Development:

The Core qualification provides the underpinning knowledge for the Practice qualification.

Unit Title

Principle and values of children's care, play, learning and development (0-19 years of age)

Health, well-being, learning and development

Professional practice as an early years childcare worker

Safeguarding children

Health and safety in children's care, play, learning and development

Practice - Competence

Level 2 Children's Care, Play, Learning and Development:

Mandatory units

Supporting core practice in children's care, play, learning and development

Supporting play, learning, growth and development

Supporting nutrition and hydration in early years

Responding to signs of potential illness and infestation/infection

Optional Units – There are further optional units available that may be more relevant to your role and your organisation which your assessor will discuss with you during your initial meeting

Supporting the care of 0-2 year olds

Supporting the care of 2-3 year olds

Working with 3-7 year olds

Supporting the acquisition of a new language through immersion

Positive approaches to behaviour support in early years

Essential Skills

Method of Assessment

Communication - Level 1

Controlled task and test

Application of Number - Level 1

Controlled task and test

3 LEVEL THREE APPRENTICESHIP IN CHILDREN'S CARE, PLAY, LEARNING AND DEVELOPMENT

The Level 3 Apprenticeship aims to develop occupational competence, knowledge and skills for people who work with young children (and their families) in settings or services (primarily those in early years) that focus on children's care, play, learning and development and contributes towards high quality childcare.

Core - Underpinning Knowledge

Level 2 Children's Care, Play, Learning and Development:

The Core qualification provides the underpinning knowledge for the Practice qualification.

Unit Title

Principle and values of children's care, play, learning and development (0-19 years of age)

Health, well-being, learning and development

Professional practice as an early years childcare worker

Safeguarding children

Health and safety in children's care, play, learning and development

Practice - Competence

Level 3 Children's Care, Play, Learning and Development:

Mandatory units

Promoting core practice in children's care, play, learning and development

Promoting play, learning, growth and development

Promoting nutrition and hydration in early years

Responding to childhood illness, infestation/infection, disease and immunisation

Optional Units – There are further optional units available that may be more relevant to your role and your organisation which your assessor will discuss with you during your initial meeting

Promoting the care of 2-3 year olds

Promoting work with 3-7 year olds

Promoting the acquisition of a new language through immersion

Promoting and supporting speech, language and communication skills

Positive approaches to behaviour support in early years

Essential Skills

Communication - Level 2

Application of Number - Level 2

Method of Assessment

Controlled task and test

Controlled task and test



4

LEVEL FOUR HIGHER APPRENTICESHIP IN PROFESSIONAL PRACTICE AND PREPARING FOR LEADERSHIP AND MANAGEMENT IN CHILDREN'S CARE, PLAY, LEARNING AND DEVELOPMENT

The Level 4 Higher Apprenticeship aims to develop the knowledge and skills required for professional practice within childcare or health settings and to develop key knowledge and understanding in the principles which underpin leadership and management in the Childcare sector.

Units for Level 4 Professional Practice in Children's Care, Play Learning and Development

Unit Title

Leading child centred practice

Study skills

To achieve this qualification learners must take one of the following pathways

Working with families and carers to develop parenting skills or

Working with children with speech, language and communication needs (SLCN) or

Recognising and supporting children with additional learning needs (ALN)

Units for Preparing for Leadership and Management in Children's Care Play Learning and Development

Unit Title

Leading child-centred practice

Theoretical frameworks for leadership and management

Understand how to lead and manage effective team performance

Essential Skills

Communication - Level 2

Application of Number - Level 2

Method of Assessment

Controlled task and test

Controlled task and test



5 LEVEL FIVE HIGHER APPRENTICESHIP IN LEADERSHIP AND MANAGEMENT OF CHILDREN'S CARE, PLAY, LEARNING AND DEVELOPMENT AND MANAGEMENT

The Level 5 Apprenticeship aims to develop the knowledge, skills and competence required for leadership and management of childcare settings and to improve the quality of childcare in Wales.

Applicants must already have a qualification at L3 and L4 Preparing for Leadership and management in CCPLD.

Mandatory Units

Unit Title

- Lead and manage child centred practice
- Lead and manage effective team performance
- Lead and manage the quality of workplace/setting
- Professional practice
- Lead and manage practice that promotes the safeguarding of children
- Lead and manage health, safety and security in the workplace/setting

Optional Units There are further optional units available that may be more relevant to your role and your organisation which your assessor will discuss with you during your initial meeting

Unit Title

- Lead and manage health, well-being and creative learning within childcare provision
- Lead and manage speech, language and communication skills

Essential Skills

- Communication - Level 2
- Application of Number - Level 2

Method of Assessment

- Controlled task and test
- Controlled task and test



SPORTS COURSES FUNDED BY WELSH GOVERNMENT

2 LEVEL 2 FOUNDATION APPRENTICESHIP IN ACTIVITY LEADERSHIP (COACHING)

The qualification is designed for learners working in a relevant activity leadership role who wish to become involved in coaching, and have responsibility for the planning, delivery and evaluation of linked and progressive coaching sessions.

Units covered within each component

Level 2 NVQ Certificate in Activity Leadership

Comprises of 6 mandatory units and a choice of 2 optional units.

Mandatory Units:

- Support the work of your team and organisation
- Support equality and diversity in active leisure and recreation
- Lead activity sessions
- Prepare for activity sessions
- Conclude and review activity sessions
- Promote health, safety and welfare in active leisure and recreation

Example optional Units:

- Administer finance and administration
- Contribute to joint working with other organisations
- Support the development of the sport or activity

Level 2 Certificate in Coaching

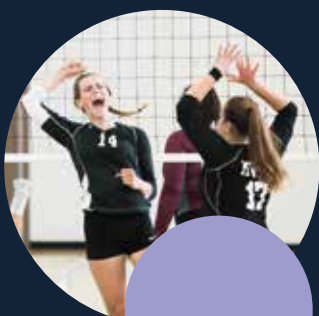
Comprises of 5 units.

- The role of the coach
- Plan a series of coaching sessions
- Deliver a series of coaching sessions
- Review a series of coaching sessions
- Technical coaching requirements for sport and physical activity

Level 2 Award in Employment Awareness in Active Leisure and Learning

Comprises of 3 mandatory units.

- Understanding employment rights and responsibilities
- Understanding the active leisure and learning sector
- Understanding the employing organisation



2

LEVEL 2 FOUNDATION APPRENTICESHIP IN ACTIVITY LEADERSHIP (SCHOOL)

The qualification is designed for learners who support the delivery of physical education and sport activities in a school sport environment, under the supervision of a more qualified individual, such as a Level 3 Physical Education and School Sport leader or a qualified teacher.

Units covered within each component

Level 2 Certificate in Supporting Learning in Physical Education and School Sport

Comprises of 9 mandatory units.

Mandatory Units:

Understanding key legislation related to physical education and school sport
 Principles of teaching physical education and coaching school sport
 Principles of safe practice in physical education and school sport
 Promoting lifelong health and well-being
 Principles of inclusion in physical education and school sport
 Administer finance and administration
 Prepare for physical education and school sport activities
 Lead physical education and school sport activities
 Conclude and review physical education and school sport activities

Level 2 NVQ Certificate in Activity Leadership

Comprises of 6 mandatory units and a choice of 2 optional units.

Mandatory Units:

Support the work of your team and organisation
 Support equality and diversity in active leisure and recreation
 Lead activity sessions
 Prepare for activity sessions
 Conclude and review activity sessions
 Promote health, safety and welfare in active leisure and recreation

Example Optional Units:

Administer finance and administration
 Contribute to joint working with other organisations
 Support the development of the sport or activity
 Set up, take down and store activity equipment
 Check and service activity equipment
 Contribute to environmental conservation in active leisure and recreation
 Give customers a positive impression of yourself and your organisation

Level 2 Award in Employment Awareness in Active Leisure and Learning

Comprises of 3 mandatory units.

Understanding Employment Rights and Responsibilities
 Understanding the Active Leisure and Learning Sector
 Understanding the Employing Organisation

3 LEVEL 3 APPRENTICESHIP IN SUPPORTING THE DELIVERY OF PHYSICAL EDUCATION AND SCHOOL SPORT

The qualification is designed for learners who have the opportunity to demonstrate competence in supporting the delivery of physical education and sport activities in a school sport environment.

These would include:

- Sports coaches in a school environment
- Higher level teaching assistants
- Teaching assistants
- Sports development officers
- Sports leader operating in a school environment

Units covered within each component

Level 3 NVQ Diploma in Supporting Learning in Physical Education and School Sport

Comprises of 12 mandatory units.

Communication and professional relationships with children, young people and adults

Understand how to safeguard the wellbeing of children and young people

Plan physical education and school sports programs

Schools as organisations

Support assessment for learning

Deliver physical education and school sport programmes

Review the delivery of a physical education and school sport programme

Organise and lead a sports event or competition

Preparing for the mentoring role

Support gifted and talented learners

Facilitate community-based sport and physical activity

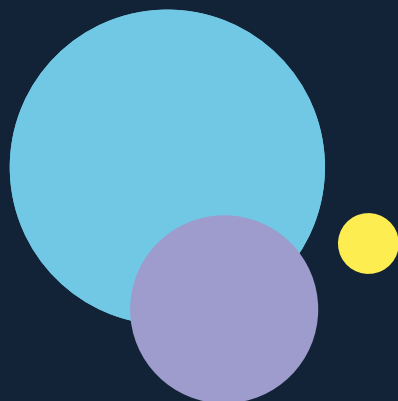
Level 3 Award in Employment Awareness in Active Leisure and Learning

Comprises of 3 mandatory units.

Understanding Employment Rights and Responsibilities

Understanding the Active Leisure and Learning Sector

Understanding the Employing Organisation



NON FUNDED ACCREDITED COURSES

Accredited courses are awarded by recognised awarding organisations such as City and Guilds and ILM and allow the learners to gain a recognised accreditation and in some cases this may be transferable to other future learning. There is also formal assessment. Courses are arranged by level. We offer Level 2 through to Level 7 programmes.

LEADERSHIP AND MANAGEMENT

2 LEVEL TWO LEADERSHIP AND TEAM SKILLS

These units are ideal for practicing team leaders, helping them become more effective and confident in their role. They also support new or aspiring team leaders, helping them make the transition from working in a team to leading a team. You can gain unit accreditation, which means you can complete one unit and obtain a certificate accredited by ILM or you can complete a number of units in order to achieve an Award or Certificate in Leadership and Team Skills.

LEADERSHIP AND TEAM SKILLS

ILM Level 2 Award in Leadership and Team Skills

ILM Level 2 Certificate in Leadership and Team Skills

The units in these qualifications cover a wide range of skills, knowledge and understanding. These include units that focus on:

- Communication
- Working with people
- Providing direction and leadership
- Getting results – from problem-solving to planning and monitoring workloads



3 LEVEL THREE LEADERSHIP AND MANAGEMENT

These qualifications are ideal for individuals who have management responsibilities and are serious about developing their abilities. They particularly support practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

LEADERSHIP AND MANAGEMENT

Level 3 Award in Leadership and Management

Level 3 Certificate in Leadership and Management

Level 3 Diploma in Leadership and Management

The qualifications are made up of a wide range of units covering core management skills such as:

- Understanding how to organise and delegate
- Skills in communication
- Team leadership
- Change
- Innovation
- Managing people and relationships.

This flexibility in unit choice allows the qualifications to be tailored to meet the needs of the individual and employer.

4 LEVEL FOUR LEADERSHIP AND MANAGEMENT

These units are designed for new and aspiring middle managers. These qualifications help individuals to really get to grip with their role, gain comprehensive business knowledge, and develop the technical skills they need to lead effectively at this level

LEADERSHIP AND MANAGEMENT

Level 4 Award in Leadership and Management

Level 4 Certificate in Leadership and Management

Level 4 Diploma in Leadership and Management

The units in the above qualifications focus on a specific set of skills and knowledge in six broad areas:

- Working with people
- Managing yourself and personal skills
- Providing direction
- Facilitating innovation and change
- Achieving results
- Using resources

Employers can work with learners to find the units that best fit individual and organisational requirements

LEADERSHIP AND MANAGEMENT Unit Accreditation

Level 4 Understanding the Management role to Improve Performance

Level 4 Managing and Implementing Change

5 LEVEL FIVE LEADERSHIP AND MANAGEMENT

These units are designed for practising middle managers, helping them to develop their skills and experience, improve performance and prepare for senior management responsibilities. They will encourage strategic thinking to foster business improvement.

LEADERSHIP AND MANAGEMENT

Level 5 Award in Leadership and Management

Level 5 Certificate in Leadership and Management

Level 5 Diploma in Leadership and Management

The qualifications are made up of a broad range of units covering skills in six core areas


- Working with people
- Managing yourself and personal skills
- Providing direction
- Facilitating innovation and change
- Achieving results
- Using resources

The flexibility in unit choice allows the qualification to be tailored to meet the needs of the individual and employer

LEADERSHIP AND MANAGEMENT Unit Accreditation

Level 5 Leading Innovation and Change

Level 5 Managing Improvement



My assessor was flexible around work demands giving clear guidance and support.

Source: Learner Voice



7 LEVEL SEVEN LEADERSHIP AND MANAGEMENT

These qualifications are designed to enable existing and aspiring senior managers, who recognise they must satisfy various stakeholders and want to invest in their own personal brand, to create organisational and personal impact. This is done through high level engagement with practice, innovation and critical thinking, underpinned by practical and applied research and the application of theoretical frameworks.

LEADERSHIP AND MANAGEMENT

Level 7 Award in Leadership and Management

Level 7 Certificate in Leadership and Management

Level 7 Diploma in Leadership and Management

The Award and Certificate in Leadership and Management allows the learner to identify and work on their leadership and management development, specific to their own work context and what is of particular interest and relevance to them as leaders and managers. This will enable them to drive continuous improvement within their organisation to achieve maximum impact.

The Diploma in Leadership and Management focuses on:

- Enquiry led approaches to learning
- Critique and development of own leadership
- Constructing business cases
- Driving high performance for self and organisation

The Diploma is 60 credits which is equivalent to a PG Certificate and one third of a Masters.

LEVEL SEVEN – NVQ Diploma in Strategic Management and Leadership

The qualification comprises 3 mandatory units and a range of optional units, they incorporate themes of:

- Strategic business planning within an organisation
- Strategic leadership and direction

This will enable the learner to make a positive impact on their organisational objectives.

This is a competency-based qualification where learners will draw on a range of evidence to demonstrate how they lead and manage at this level.

95%

Confidence in
workplace has
improved

97%

Decision making
ability has
improved

99%

More confident
in managing self
and others

COACHING AND MENTORING

2 LEVEL TWO MENTORING SKILLS

This qualification is for those who wish to develop their knowledge and skills in order to understand and undertake effective mentoring in a range of situations.

AWARD IN EFFECTIVE MENTORING SKILLS

ILM Level 2 Award in Effective Mentoring Skills

This qualification focuses on:

- Understanding mentoring
- Developing mentoring skills

3 LEVEL THREE COACHING AND/OR MENTORING

These qualifications are for learners at all levels who want to develop their knowledge and skills in effective coaching and/or mentoring within an organisational context. They are ideal for both new and existing coaches or mentors or for those who would like to commence a career in coaching and/or mentoring.

COACHING AND/OR MENTORING

Level 3 Award in Effective Coaching

Level 3 Certificate in Effective Coaching

Level 3 Award in Effective Mentoring

Level 3 Certificate in Effective Mentoring

Level 3 Certificate in Effective Coaching and Mentoring

These qualifications allow you:

- Understand the principles of coaching and/or mentoring
- To conduct coaching and mentoring sessions
- To reflect on and develop own practice as a coach and/or mentor

The suite allows you to focus on solely on:

- Coaching
- Mentoring or
- Coaching and Mentoring.

5 LEVEL FIVE COACHING AND MENTORING

These qualifications are for managers and those with significant responsibility for effective coaching and mentoring as part of their daily role within an Organisational context. They are also ideal for individuals who wish to move into a development role or start a career as a freelance coach or mentor.

COACHING AND MENTORING

Level 5 Certificate in Effective Coaching and Mentoring

Level 5 Diploma in Effective Coaching and Mentoring

The certificate and diploma allow learners to identify to develop their coaching/mentoring skills at a higher level. It requires the learner to develop their knowledge and practice. The qualifications focus on:

- Assessing own skills, knowledge and behaviours as a coach and mentor
- Understanding how to manage the coaching or mentoring process within an organisation
- How the organisational context can affect coaching and mentoring

Training, Assessment and Quality Assurance Qualifications

These qualifications are for people working in, or looking to work in assessment and internal quality within most learning environments including FE, Adult Continuing Learning, Employers and the Third Sector. They are designed for anyone assessing and carrying out quality assurance in all occupational sectors.

The Level 3 provides routes for learners to understand assessment and if required, qualify as an assessor while the Level 4 is for those who would like to understand internal quality assurance in learning and if required to qualify as an internal quality assurer (IQA).

TRAINING AND ASSESSMENT QUALIFICATIONS

Level 3 Award in Understanding the Principles and Practices of Assessment

Level 3 Award in Assessing Competence in the Work Environment

Level 3 Award in Assessing Vocationally Related Achievement

Level 3 Certificate in Assessing Vocational Achievement (CAVA)

Level 3 Award in Education and Training

Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (TAQA)

Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice

Can't find what you are looking for?

Get in touch so we can discuss exactly how we can help you.

NON FUNDED, NON-ACCREDITED COURSES

Our non accredited programmes provide the opportunity to undertake Learning and Development activities from 'bite size' short course activity to longer term programmes to meet a range of needs and levels.

The benefits of non-accredited programmes, is that they provide CPD opportunities for you to develop your skills and knowledge without the requirements of formal levelling or assessment. Non-accredited programmes are recognised by a Portal Training certificate of achievement. There are numerous courses and topic areas available which can be layered to create a bespoke package.

A SELF-AWARENESS AND PERSONAL EFFECTIVENESS

For personal and professional effectiveness it is important to be self-aware, to identify own strengths and challenge weaknesses to improve performance. The courses below offer insight into the different aspects of self-awareness to promote a rounded understanding of own behaviours and preferences.

Potential courses could include:

- Understanding Emotional Intelligence
- An Introduction to Managing your Own Professional Development
- Understanding your Beliefs, Attitudes and Values
- Conscious and Unconscious Bias
- Confidence and Assertiveness
- Resilience
- Time Management

B COMMUNICATION

Clear communication is an essential skill required in business to achieve organisational objectives, mutual understanding, direction and purpose. The courses below focus on areas to enhance personal effectiveness in communication.

Potential courses could include:

- Presentation Skills
- Communication and Interpersonal Skills
- CV Writing and Interview
- Influencing Skills
- Feedback

C WORKING WITH OTHERS

Effective relationships lead to a happier and more productive workplace. The courses below will offer opportunities to develop skills to engage with others more successfully.

Potential courses could include:

- Coaching Skills
- Building Confidence for Challenging Conversations
- Building Rapport and Collaboration
- Understanding Personality Types
- Situational Leadership

COURSE PRICING GUIDE

	Course Name	Price excluding VAT
Accredited Programmes		
Level 2	Level 2 Award in Effective Mentoring Skills	£323
	Level 2 Award in Leadership in Team Skills	£404
	Level 2 Certificate in Leadership and Team Skills	£733
Level 3	Level 3 Award in Effective Coaching Skills	£453
	Level 3 Award in Effective Mentoring Skills	£453
	Level 3 Certificate in Coaching and Mentoring	£593
	Level 3 Certificate in Effective Coaching Skills	£515
	Level 3 Certificate in Effective Mentoring skills	£515
	Level 3 Award in Leadership and Management	£453
	Level 3 Certificate in Leadership and Management	£854
	Level 3 Diploma in Leadership and Management	£1306
	Level 3 Award in Understanding the Principles and Practices of Assessment	£350
	Level 3 Award in Assessing Competence in the Work Environment	£450
	Level 3 Award in Assessing Vocationally Related Achievement	£450
	Level 3 Certificate in Assessing Vocational Achievement (CAVA)	£550
Level 3 Award in Education and Training	£450	
Level 4	Level 4 Award in Leadership and Management	£470
	Level 4 Certificate in Leadership and Management	£894
	Level 4 Diploma in Leadership and Management	£1370
	Level 4 Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice	£350
	Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice (TAQA)	£450
	Level 4 Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	£550
Level 5	Level 5 Certificate in Coaching and Mentoring	£735
	Level 5 Diploma in Coaching and Mentoring	£807
	Level 5 Award in Leadership and Management	£483
	Level 5 Certificate in Leadership and Management	£914
	Level 5 Diploma in Leadership and Management	£1382
Level 7	Level 7 Award in Leadership and Management	£628
	Level 7 Certificate in Leadership and Management	£1050
	Level 7 Diploma in Leadership and Management	£2654
	Level 7 NVQ Diploma in Strategic Management and Leadership	£2654

Course Name	Price excluding VAT
Accredited Units	
Understanding the Management Role to Improve Performance	£199
Managing and Implementing Change	£199
Leading Innovation and Change	£239
Managing Improvement	£239

Course Name	Price excluding VAT
Non-Accredited Bite Size Courses - Available via an online platform	
Understanding Emotional Intelligence	£48
An Introduction to Managing your own Professional Development	£48
Understanding your Beliefs Attitudes and Values	£48
Conscious and Unconscious Bias	£48
Confidence and Assertiveness	£48
Resilience	£48
Time Management	£48
Presentation Skills	£48
Communication and Interpersonal Skills	£48
CV Writing and Interview Skills	£48
Influencing Skills	£48
Feedback	£48
Coaching Skills	£48
Building Confidence for Challenging Conversations	£48
Building Rapport and collaboration	£48
Understanding Personality Types	£48
Situational Leadership	£48

This is not an exhaustive list of programmes, so if you are looking for something more bespoke, a combination of bite size courses or something more specific, then we can tailor the themes above to address your organisation or individual requirements. If you would like to discuss how we can customise a programme for you please contact us.

HOW TO APPLY

To take the next step in your journey and request more information or schedule an information session with our advisors, please get in touch:

Phil O'Brien - Unfunded Qualifications/Bespoke Qualifications

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Shawn Staples - Funded Qualifications

Mobile: 07706 330206

E-mail: shawn.staples@portaltraining.co.uk

WHO WE'VE WORKED WITH

We have been extremely fortunate to have worked with great establishments from all sectors. Here are some below:

Public/Private Sector



Sports



Education



Ysgol
Cyfun
Gŵyr

Ysgol
Brynteg
School

Ysgol
Y Preseli

Ysgol
Cwm
Brombil

Ysgol
St Cyres
School

OUR VALUES



We are open and honest.

We show respect.

We strive to be brilliant.




We have fun being
a great team!



Team Portal Away Day 2019



Leading **you** to where
you want to **be.**

 @PortalTraining
 /PortalTrainingUK
 portaltraining.co.uk

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