



CATALOGUE

ABOUT US

Formed in 2005 Explosive Learning Solutions (ELS) is a privately owned small to medium sized limited company, offering independent learning and development consultancy and training to government, industry and individuals.

We are based at the Harwell Science and Innovation Campus, Oxfordshire but we work nationally and internationally. We cover the broad spectrum of training and learning and development from initial research of training gaps to the design, development and provision of a range of training programmes.

ELS is an authorised Vocational Education Training (VET) provider for a number of national and international accreditation organisations including The Institute of Leadership and Management (ILM), Association of Project Management (APM), APMG International (APM Group), PeopleCert (Axelos), City & Guilds of London Institute, Chartered Institute of Procurement & Supply (CIPS) and Skills for Justice (SfJ).

We use these competency frameworks and any relevant national occupational standards to work with our clients to develop the skills of their staff who require training to meet current and future challenges.

Our philosophy is one of listening to client's requirements in order to deliver innovative training solutions to empower learners via face to face and/or online. Our aim is to inspire and motivate our learners through working as a partnership, understanding and meeting their needs as our primary driver. We build a rapport with our partners and use a project management approach to ensure all work carried out meets the milestone requirements.

Nothing is too much trouble for the ELS team, we are big enough to deliver but small enough to care. We employ the best people, and ensure that they are suitably trained and qualified as experienced subject matter experts in their respective fields. We only choose the very best consultants to support specific projects or programmes.



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WHY CHOOSE ELS



Our courses are:



Relevant



Achievable



Engaging

We are here to help you and believe we can achieve this by remaining flexible to your needs. The courses we offer may be of interest at any stage of your career for personal and professional development.

ACCREDITATION



ELS have a range of accredited courses that have been accredited by; City & Guilds of London Institute, The Institute of Leadership & Management (ILM), APMG International (APM Group), Association for Project Management (APM), PeopleCert, Chartered Institute of Procurement & Supply (CIPS) and Skills for Justice (SfJ). All are established national and international awarding bodies.

BOOKING

Course booking enquiries/applications are available by telephone, email or the website. Tentative course reservations will be made on receipt of a completed Booking Form; the invoice will follow to the delegate/company. The reservation is then confirmed, on receipt of the invoice payment, to allow the pre-study to be forwarded to the delegate.

ELCAS funded bookings please see information on page 48.

Payment can be made by Debit/Credit card, BACS or cheque.

CANCELLATION POLICY

ELS reserves the right to cancel or reschedule any of its courses. Where it is necessary to cancel or reschedule a course, the delegate (or the delegate's point of contact within their organisation) will be informed at the first available opportunity and rescheduled as a priority to the next available course.

If a delegate wishes to withdraw from a course, ELS must receive notification no less than 10 working days prior to the start date of the course. Withdrawing from a course within 10 working days of the start date of the course may result in the delegate being liable for full course fees. ELS will look to recover only its own costs in this cancellation.

TERMS & CONDITIONS

Course bookings are accepted in accordance with ELS Terms and Conditions, which can be viewed in full at <https://www.elsbusinesstraining.co.uk/terms-conditions/>.

QUALITY ASSURANCE



ELS have a comprehensive Quality Management System that is ISO 9001 and ISO 14001 accredited and our Internal Quality Assurance Manual is audited annually.

Our Business Management System details our approach to continuous improvement. It captures how we deliver quality services in accordance with the ISO. The ELS approach is to monitor, measure, analyse and evaluate our performance to ensure the quality of our service.

Meeting our client's requirements and providing satisfaction is taken very seriously. Their views are captured through project management feedback and at the end of training projects through a Project Performance Evaluation (PPE) process, which includes a customer testimonial.

For the evaluation of training we normally survey the learners by email or via a link within the training platform which is completed either daily or at the end of a course. This captures the Kirkpatrick Levels 1 (Reaction) and 2 (Learning) to evaluate both the styles of delivery and meeting the training outcomes. The summary of the evaluations is used as part of our approach to continuous improvement, it also acts as a neat summary of learner feedback for our clients.



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City & Guilds and ILM Trade Mark Logos



AgilePM

Foundation and Practitioner



Summary

The APMG-International AgilePM certification aims to address the needs of those working in a project-focused environment who want to be agile. This course offers a practical and repeatable methodology that achieves an ideal balance between the standards, rigour and visibility required for good project management, and the fast pace, change and empowerment provided by agile.

Why is it important?

The focus of agile project management is on developing solutions incrementally, enabling project teams to react effectively to changing requirements, whilst empowering project personnel and encouraging increased collaboration and ownership.

What does it cover?

- Focuses on the business needs
- Collaborate
- Build incrementally firm foundations
- Communicate continuously and clearly
- Deliver on time
- Never compromise quality
- Develop iteratively
- Demonstrate control

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

With a clear, concise and detailed perspective on project productivity, the AgilePM certification is useful to all candidates and competency levels, ranging from highly experienced project managers to those new to the industry. Organisations and individuals benefit by delivering change faster, at a lower cost and with lower risk by continually validating project milestones against business objectives. You will achieve better communication and control over projects and adapt project plans without disrupting the project budget, timescale and scope.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

Better Business Cases

Foundation and Practitioner



Summary

Better Business Cases is a systematic and objective approach to all stages of the business case development process that sits alongside, and complements, HM Treasury's Green Book guidance.

Why is it important?

The course and examination are based on The Five Case Model. The UK government's best practice approach to planning spending proposals and enabling effective business decisions. Understanding of an established and proven methodology which can be applied at both strategic (macro) and tactical (micro) levels is becoming essential as core business competencies for any manager or director.

What does it cover?

The Five Case Model. The different types of business cases, their purpose, who is responsible for them and when they are required in the development of a spending proposal. The development lifecycle of a business case and the relationships between the five cases. How to apply the steps in the business case development framework, in order to support the production of a business case.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Relevant to both those responsible for producing business cases and those who approve them. A successful Practitioner candidate should be able to start applying the model to a real project.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

Change Management

Foundation and Practitioner



Summary

Dealing with change and, more importantly, the impact of change is a high priority for all organisations. Change is a constant challenge to all businesses and organisations – those individuals who are equipped with the knowledge and skills to identify, manage and take advantage of the dynamics required for success will be key contributors in any line of business.

Why is it important?

To understand the process of sustaining change and know how to embed a change initiative as the new 'business as usual' within organisations is becoming strategically important. Building the organisation's capability and capacity to deal successfully with change, improving agility, increasing the probability of successful business change/transformation.

What does it cover?

The Foundation certification is to confirm that a candidate has sufficient knowledge and understanding of Change Management to work as an informal member of a team working on an organisational change initiative. The Practitioner certification is to confirm whether the candidate has achieved sufficient know-how to apply and tailor Change Management guidance in a given organisational change situation.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Aspiring and existing Change Managers who want to build their professional capability by further understanding the human side of change and know how to help people deal more effectively with change, maintaining their commitment and bringing them successfully through the change process.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

Facilitation

Foundation and Practitioner



Summary

Facilitation is a common word used in a variety of different contexts. However, 'being a facilitator' for a group and 'facilitating meetings/events' requires key skills and a deep knowledge of the principles and concepts.

Why is it important?

This is increasingly recognised throughout industry as a key skill to own where collaboration is required to tackle issues, resolve organisational problems and develop effective solutions. It is widely recognised as an important and strategic skill to assist projects where clarity and delivery of projects on time, to budget and within timescales is of paramount importance.

What does it cover?

The Process Iceberg® Model
Task and process
Format and tools
Role of the facilitator
Process Iceberg review
Characteristics of a facilitator
Preparing for an event
Contract with a group
Facilitating an event
Applying process

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Individuals who will add value to organisations where they can manage project team members and enable them to identify key issues, develop robust solutions through creative thinking and effective selection of options and launch projects effectively by defining the objectives and key outcomes of a project or programme.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

GDPR Awareness Foundation



Summary

The GDPR regulation came into effect on May 25th 2018. The aim of the GDPR is to protect all EU citizens from privacy and data breaches in an increasingly data-driven world that is vastly different from the time in which the 1995 EU Data Protection Directive was first established. Although the key principles of data privacy still hold true to the previous directive, many changes have been proposed to the regulatory policies.

Why is it important?

We offer a one-day GDPR UK awareness training course which incorporates participative sessions with scenario-based material to help candidates build understanding, stimulate interest and gain commitment to changing their organisation's culture.

What does it cover?

Understand the reasons for the new regulation and the scope of its application. Be able to identify the key participants in processing of personal data. Understand the key principles and conditions that determine the lawful basis for processing. Be familiar with the key regulatory aspects impacting organisations and the risks, and opportunities this brings. Identify your next steps for achieving compliance and building a privacy awareness culture

Are ELCs available?

Not currently available.

Who will benefit?

The course and certification are designed for any individuals from small, medium or large UK organisations who wish to make data privacy matter. In particular, for organisations who want to: Promote better use of personal data in compliance with GDPR
Launch their own data privacy awareness campaigns
Gain a basic understanding of the GDPR before planning their own compliance programmes
The course has been designed to address all UK audiences and prepare them for their next steps.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation

Managing Benefits

Foundation and Practitioner



Summary

Organisations are increasingly realising that at the strategic/portfolio perspective, they need to focus on “Benefits-Led” change initiatives rather than the traditional “Change-Led” benefits. It is “Outcomes” (leading to benefits) and their value and investment justification for that Change at Strategic and Initiative level. The Managing Benefits course provides an in-depth understanding on how to define, evaluate and assess the benefits before, during and after the initiative, at portfolio and change initiative levels.

Why is it important?

This guide is important for “Optimising the Return from Investments” and is linked with “Value” (Management of Value) and “Strategy” (Management of Portfolios) and is essential for executive and senior members of organisations in helping them understand more about the investments being made in organisational change.

What does it cover?

The Foundation certification provides definitions, scope and objectives of benefits management, barriers to it’s effective practice, and the key success characteristics, as well as the five practices contained within the Benefits Management Cycle. The Practitioner qualification will give instruction on planning the implementation of benefits management, as well as identification of activities that should be undertaken during each of the practices of the Benefits Management Cycle.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Managing Benefits is aimed at anyone with an interest in ensuring the best use of taxpayers and shareholders funds by optimising the benefits realised from change initiatives, including senior executives, portfolio managers, portfolio office staff and business case writers.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

Project Planning & Control

Foundation and Practitioner



Summary

Learn how to implement effective planning, monitoring and control for increased chances of project success. Planning, monitoring and control are critical aspects of project management. Implemented effectively, project success rates can increase dramatically. Implemented poorly, project scope, schedule and costs can quickly overrun.

Why is it important?

Planning to the correct level of detail and controlling and monitoring the performance of the project are key fundamental activities that greatly improve the success rates of projects. Until now, there has been very little guidance for practicing and aspiring planning and control professionals to gain understanding of best practice, and how to apply it.

What does it cover?

Step-by-step controls guide from project initiation to execution. A holistic overview of the interdependencies between planning and control functions; A practical and scalable companion to any project control professional; Enables effective capability growth for delivery organisations.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Project Planning & Control guidance, training & certification is aimed at a variety of key project management roles including planning managers & engineers and project control managers & engineers. It will also benefit other roles including cost engineers, project managers and project support team members.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Foundation



Foundation and Practitioner

Project Fundamentals Qualification



Summary

The APM Project Fundamentals Qualification (PFQ)-(SCQF Level 6) offers a fundamental awareness of project management terminology. Based on the APM Project Fundamentals Qualification Study Guide to support candidates taking the APM Project Fundamentals Qualification (PFQ). The study guide references the syllabus, learning outcomes and assessment criteria aligned to the APM Body of Knowledge 7th edition.

Why is it important?

To achieve a good foundation knowledge of project management. The PFQ is the first APM qualification which provides a basis for moving onto the APM Project Management qualification (PMQ).

What does it cover?

The syllabus assesses the key elements of the project management lifecycle and covers knowledge areas from the APM Body of Knowledge 7th edition, including:

- Planning and scheduling
- Communication
- Teamwork
- Resource management
- Project risk management
- Project reviews

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

It is for those wishing to gain a broad understanding of the principles of the profession. No prior knowledge or experience is required for this qualification, which will offer the individual the knowledge to make a positive contribution to any project.

Exams – Online only – if classroom course the exam can be taken online in the classroom, Delegate to supply own laptop.

Course Duration



Project Management Qualification



Summary

The APM Project Management Qualification (PMQ) (IPMA Level D, SCQF Level 7) is aimed at those wishing to achieve a broad level of project management knowledge sufficient to participate in projects from individual assignments through to large capital projects. Applicants typically have some pre-existing project management knowledge, although this is not essential.

Why is it important?

APM qualifications are recognised globally as highly credible for project management professionals and those who achieve the APM PMQ are entitled to register their details on the International Project Management Association (IPMA) website at level C or D (according to the qualification held).

What does it cover?

The APM PMQ syllabus assesses breadth of knowledge in all areas of project management including:

- Budgeting and cost management
- Conflict management
- Leadership and teamwork
- Procurement
- Project lifecycle
- Communication
- Earned value management
- Negotiation
- Sponsorship
- Management of risk

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Individuals who undertake this will be able to demonstrate a thorough understanding of how these elements interact and how their project fits into their strategic and commercial environment. APM PMQ is a qualification recognised both nationally and internationally ensuring candidates achieve a qualification that can be carried from one job to another or from one industry to another.

Exams – Online only – if classroom course the exam can be taken online in the classroom, delegate to supply own laptop.

Course Duration



Project Management Qualification

for PRINCE2 Practitioners



Summary

APM develops your knowledge and understanding beyond your learning from PRINCE2® to help you grow into a committed and capable project professional. It prepares you to deliver project success in critical areas such as budgeting and cost management, conflict management and teamwork. This qualification builds and enhances your project management capability and credentials beyond that of PRINCE2®. **Pre requisite:** Must hold a PRINCE2® Practitioner valid certificate.

Why is it important?

The attainment of accreditations offered by professional bodies such as the Association for Project Management (APM) is increasingly seen as a recognised indicator of competence in project management in the UK and Internationally.

What does it cover?

Build on project management context and knowledge gained from PRINCE2®.
Understand the concepts, techniques and processes in APMP for PRINCE2® practitioners.
Appreciate business processes and lifecycle models for projects and project management.
Use critical path analysis techniques and manage resource conflicts
Select and apply appropriate project monitoring and control methods.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?


Individuals will be able to demonstrate knowledge of all elements of project management by gaining The APM Project Management Qualification through a shorter route. The APM Project Management Qualification fills the knowledge gap beyond PRINCE2® Practitioner, further developing your organisation's project management function and increasing the likelihood of project success.

This is now paperless course and material will be accessible via our Moodle site.

Exams – Online only – if classroom course the exam can be taken online in the classroom, delegate to provide own laptop.

Course Duration





Chartered Institute of Procurement & Supply (CIPS) Qualifications



Summary

ELS is an approved Study Centre for Chartered Institute of Procurement & Supply (CIPS) qualifications. Our CIPS qualifications are regulated international qualifications and are the recognised professional standard in procurement and supply.

ELS are currently conducting CIPS training face to face and virtually. Company bookings require a minimum booking of 6 persons.

What is Procurement and Supply Management?

Procurement and supply management involves buying the goods and services that enable an organisation to operate in a profitable and ethical manner.

What's involved?

Responsibilities vary from sourcing raw materials and services to managing contracts and relationships with suppliers.

Why does it matter?

Procurement is often responsible for up to 70% of companies' revenue, so small reductions in costs can have a huge impact on profits.

Career & Progression

Organisations can spend more than two thirds of revenue on procurement, so even small cost reductions can have a big impact. A career in procurement is rewarding but also challenging. Top buyers are in huge demand around the world.

Explosive Learning Solutions offer the following CIPS qualifications:

- CIPS Level 2 Certificate in Procurement and Supply Operations (603/3282/7)
- CIPS Level 3 Advanced Certificate in Procurement and Supply Operations (603/3283/9)
- CIPS Level 4 Diploma in Procurement and Supply (603/3924/X)
- CIPS Level 5 Advanced Diploma in Procurement and Supply (603/3925/1)

Certificate in Assessing Vocational Achievement Level 3



Summary

The Level 3 Certificate in Assessing Vocational Achievement (CAVA) is one of our regulated qualifications and is awarded by City & Guilds. This qualification is for practitioners working in or looking to work in assessment and will help you to progress your career as a trainer and a qualified assessor. This course has a guided learning hours (GLH) of 84 hours.

Why is it important?

Getting an assessor qualification is probably the first step towards bringing diversity in your skills, knowledge and understanding of your area of expertise. The main aim of achieving a certificate in assessing vocational skills is to help others achieve their potentials.

What does it cover?

Understanding the principles and practices of assessment.
Assess occupational competence in the work environment.
Assess vocational skills, knowledge and understanding.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Certificate in Assessing Vocational Achievement or CAVA is a course designed for those who want to pursue a career in the Learning and Development sector and become a qualified assessor. At the end of the CAVA course, you would be able to evaluate the learners' performance at their workplace.

Course Duration



Worth 15 credits

Certificate in Education and Training Level 4



Summary

The City & Guilds Level 4 Certificate in Education and Training is a first stage teaching qualification which has a teaching/training practice requirement. It is an 'in service' qualification designed for those working or wishing to work as teachers/trainers in England. It may be possible for pre-service teachers/trainers (defined as those who are not formally contracted as teachers/trainers) to also complete this qualification. All candidates, whether pre-service or in-service must have access to 30 hours of teaching.

Why is it important?

The qualification covers the knowledge and skills required by teachers/trainers in the further education and training skills sector. Learners who successfully complete this qualification will have a fundamental understanding of the roles and responsibilities of a leader/trainer in relation to legislation, equality, diversity, inclusivity, and meeting the needs of the learners.

What does it cover?

Mandatory units:
H/505/0053 301 (3 credits)
A/505/1189 401 (3 credits)
M/505/0122 402 (6 credits)
F/505/0125 403 (6 credits)
L/505/0127 404 (3 credits)

Optional unit:
H/505/1090 506 (15 credits)

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Those who work, or want to work as teachers/trainers in the further education and skills sector. Learners who have just started a teaching/training role; teachers/trainers who are seeking career progression in their area of work those working with learners on a one-to-one basis; learners who teach in industry; learners who have already achieved some learning and development units that can be counted in this qualification and assessors who wish to achieve a teaching/training qualification.

Course Duration



Worth 21 credits

Leadership & Management Award Level 3



Summary

The ILM Level 3 Award in Leadership and Management is ideal for individuals who have management responsibilities but no formal training, and who are serious about developing their abilities.

Why is it important?

The Level 3 Award in Leadership and Management is a widely recognised qualification that will prove to employers that you are invested in your self-development as a professional

What does it cover?

The award consists of two modules:
8600-317 Understanding Training and Coaching in the Workplace (two credits with seven hours guided learning)
8600-321 Understanding Health & Safety in the Workplace (two credits with seven hours guided learning)

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Designed for those currently handling management responsibilities. This course is ideal for those who wish to progress to a more senior level of management, as it will equip them with the skills required to take on leadership tasks such as guiding their team through periods of transition. These skills provide a solid foundation on which to develop a career in leadership and management.

Course Duration



With at least 5 hours tuition support

Lean Six Sigma

Yellow Belt



Summary

Lean Six Sigma is a management approach to business performance improvement that has blended the two individual specialisms of Lean and Six Sigma. Both management strategies are among the most used worldwide and have experienced proven success in a wide variety of industries and services.

Why is it important?

Allows quality and efficiency improvements to be effectively realised. The focus of Lean Six Sigma is about speed, efficiency and taking waste out of a process. When combined and implemented properly it can be a powerful management tool that can greatly improve an organisation's performance.

What does it cover?

This yellow belt course introduces the candidate to the fundamentals of Lean Six Sigma which is a combination of Lean methods and Six Sigma approaches.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Individuals achieving the yellow belt will have the experience with processes in daily practice and will often be involved in leading Kaizen projects or they are a team member in a green or black belt project. They will add value for customers, employees and shareholders by minimising process variation and waste.

Exam Format: Paper in the Classroom or on-line for Virtual.

Course Duration



Management of Portfolios

Foundation and Practitioner



Summary

An organisation needs to constantly consider its business as usual (BAU) activities, assessing whether they are efficient and whether activities are aligned to corporate vision. If not, change will need to be effected within BAU.

Our MoP® accredited course looks at the management of an organisations' programme, project and BAU activities, aligning change activities to organisational objectives whilst assessing risk and reward.

Why is it important?

The ability to introduce change and balancing calculated return on investment (ROI), benefit and value for an organisation is a key skill for senior management and people within change delivery and support roles.

What does it cover?

MoP® is structured around five flexible principles within which two cycles and 12 portfolio management practices exist.

The MoP® best practice principles definition, delivery cycles and practices to be applied.

Governance approach and roles to consider for MoP® implementation. Organisational energy as a key factor influencing and maintaining the value of MoP®.

Keys to success when assessing and integrating MoP® into an organisation.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

MoP® certification is for: senior managers; programme or project managers or anyone who supports the change environment within an organisation. Typically, anyone who holds PRINCE2®, MSP®, MoV®, P3O®, ITIL® or APM PMQ certification will benefit from attending the course, though possession of these qualifications is not a course entry pre-requisite.

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.

Managing Successful Programmes

5th Edition Foundation and Practitioner



Summary

Managing Successful Programmes 5th Edition (MSP®) was developed as a best practice guide on Programme Management. The guide comprises a set of Principles and a set of Processes for use when managing a programme. MSP represents proven programme management best practice in the successful delivery of transformational change through the application of programme management.

Why is it important?

Today's organisations exist in a climate of constant and increasing change. Organisations that have learned how to transform themselves through effective leadership and strategic control are more likely to survive and prosper. Programme management is increasingly being recognised as key to enabling organisations to manage that transformation.

What does it cover?

The general background to programme management.
The appropriate use of a structured approach to programme management.
The programme management environment.
The types of programmes and their impact.
Understanding the drivers for business change.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Programme office, business change team members, project delivery team members, project managers, business change managers, experts and advisers working within a programme office as well as other specialist/governance roles involved in supporting programmes following the MSP guidance. This level is also suitable for Senior Responsible Owners/Officers (SRO) and those wishing to pursue higher level certifications (e.g. Programme Managers).

This is now paperless course and material will be accessible via our Moodle site.

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.

Management of Risk Foundation and Practitioner



Summary

The correct, timely and appropriate identification of risk, assessment of the impact and probability and planning of responses is fundamental in the success of the contemporary business. M_o_R® allows all businesses, regardless of sector or size, to manage their risk and ultimately add value to their activities. M_o_R® is an internationally recognised risk management qualification underpinned by relevant, up-to-date scenarios and examples.

Why is it important?

M_o_R® is part of the Best Practice Guidance portfolio published by Axelos Ltd. It covers the management of risk at the strategic, programme, project or operational level and offers benefits to organisations using PRINCE2®, AgilePM® and other programme methodologies.

What does it cover?

Influence and shape risk management across an organisation.
Encourage openness and discuss real business issues in a realistic manner to meet business objectives, improve service delivery and achieve value for money.
Put an effective framework in place to make informed decisions about the risks that affect strategic, programme, project and operational objectives.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Anyone working within a corporate governance environment that has responsibilities for identifying, assessing, planning or managing risks or reporting on risk management activities across the organisation.

This is now paperless course and material will be accessible via our Moodle site.

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.



Management of Value Foundation and Practitioner



Summary

ELS has recently been accredited as a training provider for MoV®

Management of Value offers guidance on maximising value and making better use of resources. The definition of value proposed by MoV® embraces both monetary and non-monetary benefits, and argues that the subjectivity of value increases the need for it to be actively managed.

Why is it important?

MoV® provides a method, which is supported by techniques, in order to allocate scarce funds as effectively as possible.

Organisations and professionals rely on MoV®, a successful, proven methodology, in order to increase the value they deliver and to make better use of their resources.

What does it cover?

Improving communication and control
Help to make informed decisions about risks affecting strategic, programme, project and operational objectives.
How to provide a disciplined environment for productive decision making.

Are ELCs available?

Not currently available.

Who will benefit?

The guide is aimed at individuals who direct, manage, support and deliver portfolios, programmes and projects, including senior managers, change managers, and project and programme managers.

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.

PRINCE2 6th Edition

Foundation and Practitioner



Summary

PRINCE2® (PProjects IN Controlled Environments) is a globally recognised best practice project management methodology and is widely adopted on many projects around the world. It is the standard method used by the UK Government and is also utilised extensively in both the public and private sectors.

Why is it important?

Gives to existing or new employers an understanding of the approach and how PRINCE2® can be applied. Implementing this methodology firmly in your business practices will promote smoother working relationships with other like-minded companies and keep your projects under control when working with organisations that use alternative business practises from your own.

What does it cover?

Foundation level is designed so that candidates understand Processes, Principles and Themes of the PRINCE2® method and is required prior to progressing to Practitioner level. The Practitioner level of qualification aims to measure whether a candidate can apply PRINCE2® to the running and management of a project within an environment supporting PRINCE2®.

Are ELCs available?

Enhanced Learning Credits are available for this course.



Who will benefit?

Project managers and aspiring project managers. It is also relevant to other key staff involved in the design, development and delivery of projects, including: project board members (e.g. senior responsible owners), team managers (e.g. product delivery managers), project assurance (e.g. business change analysts), project support (e.g. project and programme office personnel) and operational line managers/staff.

This is now paperless course and material will be accessible via our Moodle site.

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.

P3O

Foundation and Practitioner



Summary

P3O® brings together in one place a set of principles, processes and techniques to facilitate effective portfolio, programme and project management through enablement, challenge and support structures. These structures also bridge the gap between the strategy/policy makers and the delivery arm of the organisation.

Why is it important?

The P3O® standard can be described as a benchmark for PMOs to assess their performance against.

The P3O® standard was created by an international group of experts working on behalf of the British Government. It has strong international recognition having been used to design and enhance Portfolio, Programme and Project Offices for organisations across the globe.

What does it cover?

The Foundation certification is to confirm that a candidate has sufficient knowledge and understanding of the P3O® guidance to interact effectively with, or act as an informed member of, an office within a P3O® model. The Practitioner certification is to affirm that the candidate can design, implement, manage or work within any component office of a P3O® model. A successful candidate will have an overall understanding of the elements, roles, functions and tools and techniques.

Are ELCs available?

Not currently available.

Who will benefit?

Informed senior management decision-making on factors including strategy, prioritisation, risk management and optimisation of resources in order to successfully deliver their business objectives (Portfolio Management).

Course Duration

- Foundation: 3 days classroom/virtual plus online exam recommended on day 4.
- Foundation & Practitioner: 3 days classroom/virtual, Half-day virtual only followed by Foundation Exam.
- Practitioner Exam taken on the Friday.



Skills for Justice (SfJ) Professional PA and Administration Skills L3



What does this qualification cover?

The SFJ Awards Level 3 Award in Professional PA and Administration Skills is designed to develop the knowledge and skills required by professional administrators and secretaries. This qualification will help learners to address the changing demands of the role so that they are fully prepared for all the challenges they will encounter during their career.

Who is the qualification for?

This qualification is aimed at aspiring or practising personal assistants (PAs), secretaries and administrators.

What are the entry requirements for the qualification?

Prior to registration learners are required to be:

- Accurately Identified
- At least 18 years of age.

How is the qualification achieved?

The learner will need to complete 5 units to achieve the qualification. Each unit will consist of one day of training that will be delivered by a trainer, this days training will be supported by pre and post-delivery reading.

What will be assessed?

This qualification is assessed through 5 written assignments. Each unit is assessed by its own individual assignment. Assessment types include: case studies, reports, project plans, work-based evidence, tasks, reflective statements or a personal development plan. Some assignments may include a combination of assessment methods. They are designed to be practical and work-based, so learners can apply learning and new skills to their job role.

We offer the following units:

- U4 - Introduction to Marketing for Administrative Managers
- U5 - Introduction to Project Management for Administrative Managers
- U7 - Principles of Persuasion and Influencing Skills for Administrative Managers
- U8 - Principles of Human Resources for Administrative Managers
- U9 - Principles of Finance for Administrative Managers

END-POINT ASSESSMENT

Why choose ELS as your Apprenticeship End Point Assessment Organisation (EPAO)?

End-Point Assessment (EPA) is the final stage of an Apprenticeship. As an independent, Education and Skills Funding Agency (ESFA) approved and registered EPAO, ELS designs, develops and delivers a high quality and robust end-point assessment service with excellent supporting EPA materials. ELS is an Ofqual regulated Awarding Organisation.

Our EPA service is based on:



Trust

ELS is an established organisation, ESFA approved and an independent EPAO. We provide an excellent value for money service for all our customers.



Support

We provide technical guides and mock materials for all components we EPA. Our customers are provided with a dedicated point of contact within the EPA team. Support is offered face to face and virtually. We also provide support with audits.



Expertise

ELS have highly experienced independent EPA assessors (IEPAs) and internal quality assurers (IQAs) who ensure apprentices meet national, international and regulated standards and conditions. Our assessors and internal quality assurers are experts in their specialisms and are highly qualified.



Quality

We provide high quality and personalised EPA services and materials. We take quality and continuous improvement very seriously and work with our customers and industry to ensure we maintain our high standards.

END-POINT ASSESSMENT

EPAO Standards

ELS is on the Register of End-Point Assessment Organisations (RoEPAO) for the following standards:

Level 2:

- (ST0259) Supply Chain Warehouse Operative
- (ST0257) Large Goods Vehicle (LGV) Driver
- (ST0103) Express Delivery Operative
- (ST0037) Aviation Ground Operative

Level 3:

- (ST0070) Business Administrator
- (ST0384) Team Leader / Supervisor
- (ST0038) Aviation Ground Specialist

Level 4:

- (ST0310) Associate Project Manager
- (ST0516) Intelligence Analyst
- (ST0833) Ordnance Munitions and Explosives Technician
- (ST0192) Improvement Practitioner
- (ST0039) Aviation Operations Manager

Level 5:

- (ST0385) Operations or Departmental Manager

ELS continues to develop its range of standards offered and are currently progressing through a Ofqual Expanding Scope Application.

For further information about our EPA service please email our EPA enquiries team on:
epaenquiries@explosivelearningsolutions.com



Commercial Awareness

Summary

This course is aimed at those interested in protecting their market position, reducing project risk and increasing profit margins.

It takes management theory and applies them to a broader commercial environment. The learner will leave the course having explored these theories and with the knowledge to apply these directly into the next sales or procurement opportunity.

Aim of the course

Explore how commercial awareness can harness and maintain a consistent trajectory of growth, while avoiding obstacles that arise from a constantly shifting market. Ensuring there is appropriate ownership of activities within cross-functional teams.

Set boundaries and guidance to ensure all procurement and sales areas are undertaken in a timely and effective manner.

Objectives

- Define and understand the context of a legal contract
- Identify risks and mitigations before the contract is signed
- Understanding the importance of cash flow
- Chance to review and challenge your terms and conditions
- Different pricing strategies

Course Duration



Contract Drafting & Evaluation

Summary

On completion of this module, learners will be able to explain administrative processes behind contract development and how to measure contract performance. Learners will also be able to identify how to achieve effective tendering and evaluation.

Why is it important?

The course references CIPS models and combines knowledge transfer with participative exercises, group discussions and sharing of best practice. Learners leave with a course workbook containing the notes, templates and an outline of the tools they have used over the duration of the course, which they can reference and apply back in the workplace.

What does it cover?

Learners will be able to:

- Know the administrative content and key tasks associated with commercial contracts
- Know how effective tendering is achieved
- Understand how to measure contract performance
- Describe the evaluation process
- Understand the different methods of evaluation

Who will benefit?

Aimed at procurement officers involved in tendering, contract drafting and evaluation including how to measure supplier's performance effectively.

Course Duration



Contract Management

Summary

Masterclass in the principles and practice in contract management, relationship building and ensuring realistic and achievable measures are in place to track contract progress and deliver value expected.

Objectives

- Understanding behaviours in contract management
- Identify key stakeholders and implementation of the contract
- Identify contract performance and implementation
- Understand enforcement options and impacts
- Effective closure of a contract and enduring rights

Course Duration



Contract Sourcing

Summary

Are you involved in the sourcing of contracts and putting in place commercial relationships between you and other organisations? ELS offer two courses in this area. All options can be bespoke and are also offered on our open course schedules.

Commercial practitioner (theories, principles and practice in contract sourcing)

Sourcing strategy theories and principles designed to enable you to understand the context behind the decision making, and taking a look at other organisation practices such as UK Government. This builds in the masterclass linking to organisational strategic objectives.

Commercial expert (masterclass in the principles and practice in contract sourcing)

Sourcing strategy deals with planning, designing and building a reliable and competitive supplier base, determining the strategy for procurement, and supply chain requirements. The strategy involves integration of its objectives in line with or confirming to the objectives of stake holders in operations, finance, marketing and distribution. Lastly sourcing strategy involves planning to competitive buying sources for its raw materials, components and services along with alternative variables.

Objectives

- Undertake effective requirements capture
- Explain different sourcing strategies
- Building resilient evaluation models
- Appreciation of negotiation strategies
- Facilitate contract management phase

Course Duration



Practitioner



Expert

Cost, Pricing and Payments in Contract

Summary

On completion of this course learners will be able and more confident in financial matters and interpret how costs behave.

Why is it important?

The course includes group discussion and analysis of case study information to gain a greater level of understanding. There will be a small amount of pre course reading to ensure that all learners are able to get the most from the practical exercises on the day. Learners will leave the course with both course notes and recommendations for additional reading.

What does it cover?

Understand Bid Strategy to identify supplier suitability
Identify and source supplier accounting information
Understand cost, profitability and liquidity.
Discuss factors underpinning Value for Money and impact on cost, output and performance.
Compare contract options for reward and remediation in managing cost and supplier performance.
Analyse financial statements to determine supplier financial health.

Who will benefit?

Aimed at staff with delegated purchasing powers who understand the contract lifecycle. Understanding how suppliers bid strategy derives costs and charges and how contract standards and terms can reduce bid costs gives purchasers greater leverage in contract negotiations.

Course Duration



Fundamentals of Contract Management

Summary

Our opening course in the commercial and procurement area provides an overview to the contract management lifecycle and ensures that you leave with an understanding of the key themes in contract management.

Course Duration



Introduction to Category Management

Summary

Category management involves applying the end-to-end procurement process to a specific range of goods or services.

Why is it important?

This course references CIPS models and combines knowledge transfer with participative exercises, group discussions and sharing of best practice to allow learners to work with others and embed their thinking. Learners leave with a course workbook containing the notes, templates and an outline of the tools they have used over the duration of the course, which they can reference and apply back in the workplace.

What does it cover?

- Understand what category management is
- Understand the approaches that can be used to develop category management strategies
- Define the roles associated with Category Management
- Understand the concepts, tools and techniques used in category management

Who will benefit?

Aimed at delivery and project team members who are or will be involved in category management.

Course Duration



Microsoft Excel

Summary

Microsoft Excel is the world's most popular spreadsheet application. It enables you to work with numbers in rows and columns, perform calculations, analyse data and produce superb charts. This course is offered at 3 different levels - Introduction, Intermediate and Advanced.

Why is it important?

It can boost your employability and career prospects whilst also being a useful tool to analyse data in everyday life, such as when managing personal finances. Excel is an easily accessible software that is a valuable tool in all aspects of life and should be considered critical for personal development.

What does it cover?

Introduction Level - covers basic functionality of the application that delegates feel confident in creating and amending simple spreadsheets and charts.

Intermediate Level - covers functions, conditional formatting, data lists and other formulae.

Advanced Level - covers pivot tables, logical functions, templates, macros, data validation, lookup functions and track changes

Who will benefit?

Introduction is designed for users who are new to Microsoft Excel.

Intermediate is designed for users who already use Microsoft Excel and wish to explore the application further.

Advanced is designed for regular Excel users who would like a better understanding of the analysis tools available and some advanced functions.

Course Duration



Introduction



Intermediate



Advanced

MS Projects

Summary

Microsoft Project is the most popular project management software available. It can be used to organise and manage projects effectively - from simple to large and complex. This course is offered at 3 different levels - Introduction, Intermediate and Advanced.

Why is it important?

Microsoft Project enables you to schedule tasks, organise people, keep control of your budget, and track progress against a critical path.

What does it cover?

- Planning the Project
- Setting up the File
- The Project Screen
- The Project Process
- Calendars
- Formatting the Gantt Chart
- Project Costs
- Working with Multiple Projects
- Recap on Resources
- Macros
- Customising the Project Environment
- Transferring Data between Applications

Who will benefit?

At the end of the course, delegates should be able to create a basic project schedule of tasks. This is not a course designed for newcomers to computing.

Course Duration



Introduction



Intermediate



Advanced

Microsoft Visio

Summary

Visio is an application for creating professional diagrams and flowcharts. Complex diagrams are simplified with Visio's built in shapes, themes and stencils.

Why is it important?

The diagram and graphics application is ideal for making the complex, easier to understand. It is a great communication and collaboration tool. Allows multiple users to contribute to the same diagram, not only offering comments, but actual revisions during the design process.

What does it cover?

- Drawing basics on Visio
- Formatting shapes
- Flowcharts
- Working with pages and pages setup
- Organisation charts
- Working with pictures and objects
- Scaled drawings
- Shape data
- ShapeSheets

Who will benefit?

Introduction - On completion of this Visio course delegates will have a working knowledge of Visio flowcharts and be confident in using Visio's features.

Advanced - On completion of this Visio course delegates will be able to use the advanced features of Visio.

Course Duration



Introduction



Advanced

Negotiation Skills

Summary

Negotiation is an everyday part of our lives both professionally and personally, understanding some key process and behaviour during the process can help to create clarity and deliver a better result for all parties.

Objectives

Plan the negotiation process

Recognise and address the challenges inherent in complex negotiations

To systematically approach the negotiation process, focusing on the 'internal sell', selling your ideas, specifically the roles of power, influence and persuasion on your communication style, understand 'game' theory, practice and develop your negotiation style.

Course Duration



Specification Writing

Summary

The statement of requirement is key procuring correct goods or services. Lacking a clear and accurate specification, bidders struggle with a matching response, risking procurement failure. This is arguably the most important tender document, remaining a regular source of contract leakage.

Why is it important?

This course references CIPS models and combines knowledge transfer, participative exercises, group discussions and sharing of best practice to allow learners to work with others and embed their thinking. Learners leave with a course workbook containing the notes, templates and an outline of the tools they have used over the duration of the course, which they can reference and apply back in the workplace.

What does it cover?

- Explain the term 'Scope' and why requirements matter
- Explain the requirement writing process
- Discuss specification writing stakeholders
- Understand factors in better specification writing
- Change and the specification
- Common causes of delay and failure

Who will benefit?

It would benefit technical team, requirement owners and project team members who produce requirements for a public procurement, as well as Procurement staff.

Course Duration



Supply Chain Mapping

Summary

This course introduces learners to the key tools used in systematic mapping and analysis of a supply chains physical, commercial and cost linkages.

Why is it important?

This course references CIPS models and combines knowledge transfer, participative exercises, group discussions and sharing of best practice to allow learners to work with others and embed their thinking. Learners leave with a course workbook containing the notes, templates and an outline of the tools they have used over the duration of the course, which they can reference and apply back in the workplace.

What does it cover?

Understand the concepts of Value Chains and Value Streams,
Describe the differences between Value Chain Analysis and Value Stream Mapping
Analyse a Value Chain to identify value-added components
Map a Value Stream to identify, quantify and remove waste.
Apply value stream mapping techniques to quantitatively analyse a Value Chain.

Who will benefit?

It is aimed at procurement staff needing a better understanding of their supply chain.

Course Duration






Procurement and Contract Management

We offer the following commercial courses:

- Additional Procurement Regulations
- Administration in Procurement and Contract Management
- Advanced Negotiation
- Advanced Negotiation Toolkit
- Applied Category Management
- Basic Contract Law
- Category Management
- Category Management (Fundamentals)
- Change and Contract Development
- Contracting
- Contract and Performance Management
- Contract Exit and Closure
- Contract Performance Management and SRM
- Contract Risk and Contingency
- Competitive Dialogue
- Data Gathering and Market Research
- Dispute - in Procurement and Contract Management
- Effective Contract Management
- Effective Negotiation
- Evaluation within Procurement
- Facilitated Preparation for Negotiation
- Foundation Negotiation
- Frameworks in Procurement
- International Negotiations
- Introduction to Negotiation
- Introduction to Public Procurement
- Improving Supplier Performance in Contracts
- Joint and Complex Procurements
- Leading and Influencing in Purchasing
- Leading and Managing Commercial Teams
- Leading and Managing Procurement and Contract Teams
- Legal Aspects of Purchasing
- Marketing Management
- Negotiation Skills for Level 6/7 and SCS
- Output based Contracting and Innovation
- Payments, Remedies and Incentives
- Planning and Governance in Procurement
- Principles of Contract Management
- Procurement Skills for Commissioners
- Project Management for Procurement and Contract Management Staff
- Service Contracts
- Statement of Work and Service Level Agreements
- Strategic Sourcing
- Supplier Market Analysis
- Supply Chain Mapping
- Sustainable Procurement
- Technology Contracts
- Technology in Procurement and the Commercial Function
- Tender Evaluation and Award for Evaluators
- Tender Evaluation and Award for Procurement Officers
- Terms Audit
- The Light Touch Regime
- Understanding Procurement Regulations and What is Changing - What's after PCR 2015?

Please contact us for further information.



Updated Examing Body Information

PeopleCert

With effect from 1st February 2022 Peoplecert moved all examinations to their proctored online system.

All delegates must be in a room on their own to take the examination.

- Paper exams will only be authorised in extreme circumstances.
- Hard copy manuals will no longer be supplied, but can be obtained at an additional cost – advance notice required.
- Access to an e-book manual will be available to download once the exam order has been placed.
- If attending a face-to-face classroom course you will be in the classroom for the first 3 days followed by half-a-day virtual training, with recommendation for Foundation exam on Day 4 pm and Practitioner exam on Day 5 at a suitable time for the delegate.
- **Exam Technical requirements must be read** – these will be provided along with your pre-study material.
- If an exam pre-requisite is required, this must be uploaded to your PeopleCert account in order for your result to be released.

APM

All examinations have been moved to an online format, **Exam Technical information must be read**, this will be advised prior to the exams. If taking the exam in the classroom a laptop will be required.

APM PFQ

Multi-choice question paper, duration of 1 hour – 60 questions

APM PMQ

Duration 3 hour written paper, with an additional 15 minutes reading time at the start, you are required to answer 10 of the 16 questions, each question carries equal marks

APM PMQ for PRINCE2 Practitioners

Duration 2 hours written paper with an additional 10 minutes reading time at the start that recognises prior learning, you are required to answer 6 of the 10 questions, each question carries equal marks
Pre-requisite to sitting this course is a PRINCE2 Practitioner Qualification.

Support to the Armed Forces

Members of the UK Armed Forces are able to use Enhanced Learning Credits (ELC) with a variety of our courses. You will also have access to your Standard Learning Credits (SLC) each year and those who have served 6 years or more will have funding from your Individual Resettlement Training Costs (IRTC) which you can apply with your ELCs to further maximise your claim.

You can combine as many courses as you wish per claim, giving you the best value for money. Our courses do not necessarily run back to back and many service personnel prefer to spread their courses over several months. Each claim has to be taken in a different financial year. Your ELCs can also be used after you have left the Armed Forces.

We are aware of the ELC funding available to you at either the £2000 or £1000 rate (per annum) and to ensure that we can best advise you as to the type and amount of courses you select, please speak to us where we can offer you the necessary assistance. We have the knowledge and experience of the ELCAS system to assist you with maximising your funding available and guide you through the process as smoothly as possible.

ELS is an established and registered supplier with the Career Transition Partnership and ELCAS so that you can use your Enhanced Learning Credits with us. Details of ELC availability is shown on each of the courses pages.



BOOKING

Initial course applications can be made by telephone or email. A place will be reserved for you pending ELCAS approval and you making your financial contribution. For more details of how to book a course using your ELCs, visit <https://www.elsbusinessstraining.co.uk/courses/armed-forces/>

FUNDING

For the latest guidance on ELCAS funding, please visit <https://www.enhancedlearningcredits.com/>



EMPLOYER
RECOGNITION
SCHEME

BRONZE AWARD

Our Commitment to the Armed Services

ELS has been awarded the Bronze Award, in conjunction with the Armed Forces Corporate Covenant, in recognition of our continued support and commitment to the Defence and the Armed Forces Community, both Serving and Ex-Serving members. This means we are committed to you ensuring that you receive the best quality training on offer which provides value to you both professionally and financially. Our commitment also extends to your immediate family where they can also benefit from discounted professional courses. Speak to us to find out more and how this applies.

WAYS TO LEARN

ELS offer a range of ways for you to learn:

In-person Training



Also known as face-to face learning, in-person training is typically classroom based or is practical training that is led by an instructor, trainer, teacher or facilitator. ELS can deliver in-person training as one-to-one training sessions, in small groups with an instructor, through to large groups, seminars and lectures. A key feature of the way that ELS delivers in-person training is the mix of hands-on exercises, role-playing, situational analysis and real world scenarios that students undertake in support of their knowledge creation and understanding. Currently, in-person training must be socially distanced and comply with current COVID-19 regulations.

Virtual Classroom Learning

Sometimes referred to as Virtual Learning, virtual classroom learning is delivered in real time with a trainer and students who attend a training course remotely over the internet.

The ELS Virtual classroom provides students with an opportunity to learn with colleagues and peers in different ways, be it in the work place or home working environment, locally and across the globe. Students can learn together as a single cohort or work in groups in breakout rooms carrying out activities, exercises and can share their experiences whilst working and learning together online.

Virtual classroom learning days tend to be shorter and are usually broken down into a mix of online trainer led sessions and breakout sessions, and periods of offline study or activity sessions in order to avoid screen fatigue. This means that virtual courses can fit around busy schedules, allowing training to be scheduled at a time that works for students and their other commitments.



Hybrid Classroom

Placed in a physical classroom setting, the virtual classroom becomes a hybrid virtual face-to-face classroom where students can learn and interact together in the classroom and online simultaneously. Multiple cameras enable students online to see students in the classroom when they speak for example.

The hybrid classroom contains a number of possibilities for virtual training and education far outreach anything that can be accomplished in a standard virtual meeting platform alone.

WAYS TO LEARN

Virtual Learning Environments

The ELS Virtual Learning Environment (VLE), sometimes referred to as learning management systems (LMS), is available to support you through your learning, adding value through additional resources and an online space to collaborate whilst undertaking your course. The VLE contains all the information required on the course as well as supporting reference material (examples, case studies etc.) to enhance your studies and learning experience. Delegates who have enrolled on our courses will be assigned to the VLE where they will benefit from the student forum (excellent for immediate collaboration with fellow delegates), functional resources, quizzes, videos and blogs, all of which underpins learning to support and offer the greatest opportunity for success with the course. The VLE will remain open to you for up to 6 months after the course concludes so that you can access the reference material for your continued professional development when you are applying your new found skills in the practical application. The forum will also remain open to you so that you are able to continue to collaborate and share good practice, reinforcing your learning process.



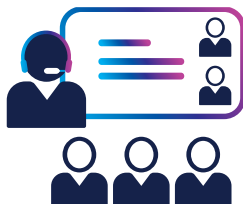
eLearning

eLearning typically refers to a discrete piece of individual self-paced learning that is conducted using electronic media, mostly through a computer via the internet. This means that eLearning courses can be accessed at any time where internet connectivity is available, allowing learners to choose a time and place that works for them and their other commitments.

As creators of eLearning, ELS is able to design and develop bespoke eLearning packages that can be delivered through a Virtual Learning Environment (VLE), an organisation's web page or open applications on the internet.

Blended Learning

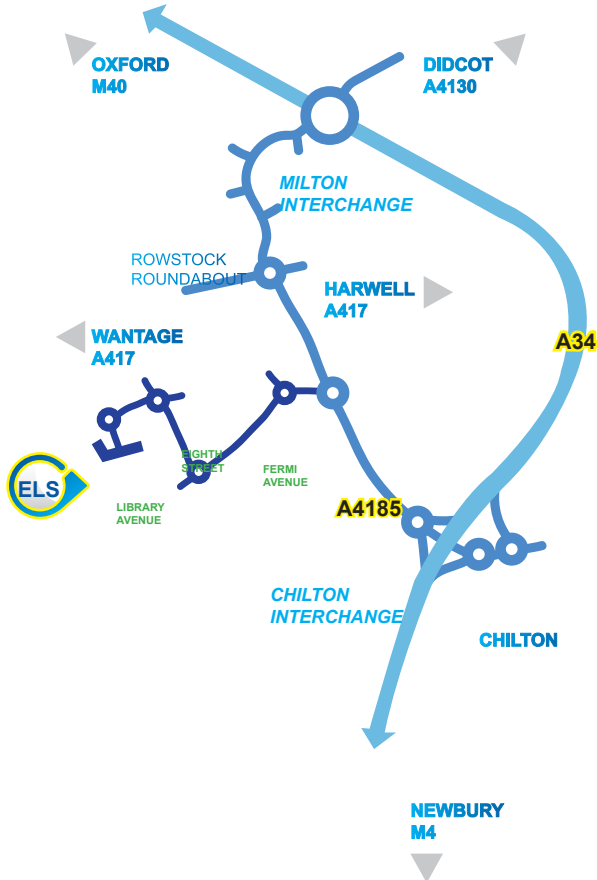
Blended learning is the combination of in-person (face-to-face) classroom or virtual classroom learning and practical learning with online educational materials and interactive activities. Whilst the in-person and virtual classroom elements of the blend requires the presence of both the trainer and the students, the online learning can be undertaken asynchronously (asynchronous learning does not require real-time interaction; instead, learning content is available online for students to access when it best suits them) thus allowing students to learn at a time that works for them and their other commitments.



HOW TO FIND US?

Our offices are based in Oxfordshire, just a short drive north from the M4 junction with the A34.

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Visit our website here:

