




# Portal

## 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:

- Fully Funded Apprenticeships and Higher Apprenticeships..... 6-8
- Childcare, Play, Learning and Development .....10-11
- Non Funded Accredited Courses ..... 12-17
- Non Funded, Non Accredited Courses.....18-19
- Qualifications and Pricing .....20-21

## 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

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

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

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

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.**

[info@portaltraining.co.uk](mailto:info@portaltraining.co.uk)

02920 474 060

[portaltraining.co.uk](http://portaltraining.co.uk)

## 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
<b>All learners will study:</b>	<b>Learners will work with their assessor to select range of suitable optional modules, suggestions may include:</b>	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
<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>
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	
<b>The following are examples within the suite of optional units which can be changed in line with your role</b>	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
<b>Mandatory</b>	<b>Mandatory</b>	<b>Mandatory</b>
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.  
 ”



**97%**  
 More confident in directing and leading in their area of responsibility

**100%**  
 More confident in managing and leading change

**97%**  
 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

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	Unit Title
001	Principle and Values of Children's Care, Play, Learning and Development (0-19 years of age)
002	Health, Well-Being, Learning and Development
003	Professional Practice as an Early Years Childcare Worker
004	Safeguarding Children
005	Health and Safety in Children's Care, Play, Learning and Development

### Practice - Competence

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

##### Mandatory units

200	Supporting core practice in children's care, play, learning and development
201	Supporting play, learning, growth and development
202	Supporting nutrition and hydration in early years
203	Responding to signs of potential illness and infestation/infection

The optional units are categorised into 3 groups, you will be required to complete approximately 3 optional units, but this will depend on the credit value of the units chosen. Your assessor will discuss the optional units with you and your employer to ensure the most appropriate units are completed in line with your role and responsibilities in the workplace.

Optional Group A Units – You could choose 1 or more in this group – you will have to choose 1		Optional Group B units – You could choose one or both of the units below	
204	Supporting the care of 0-2 year olds	207	Supporting the acquisition of a new language through immersion
205	Supporting the care of 2-3 year olds		
206	Working with 3-7 year olds	310	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

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	Unit Title
001	Principle and Values of Children's Care, Play, Learning and Development (0-19 years of age)
002	Health, Well-Being, Learning and Development
003	Professional Practice as an Early Years Childcare Worker
004	Safeguarding Children
005	Health and Safety in Children's Care, Play, Learning and Development

### Practice - Competence

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

##### Mandatory units

300	Promoting core practice in children's care, play, learning and development
301	Promoting play, learning, growth and development
302	Promoting nutrition and hydration in early years
303	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

305	Promoting the care of 2-3 year olds
306	Promoting work with 3-7 year olds
307	Promoting the acquisition of a new language through immersion
309	Promoting and supporting speech, language and communication skills
310	Positive approaches to behaviour support in early years

Essential Skills	Method of Assessment
Communication - Level 2	Controlled task and test
Application of Number - Level 2	Controlled task and test

## 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

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-2-award-and-certificate-in-leadership-and-team-skills,-d-.pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-2-award-and-certificate-in-leadership-and-team-skills,-d-.pdf.ashx)

### 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.

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-3-qualifications-in-leadership-and-management-ilm-q-card,-d-.pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-3-qualifications-in-leadership-and-management-ilm-q-card,-d-.pdf.ashx)

### 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

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-4-qualifications-in-leadership-and-management-ilm-q-card,-d-.pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-4-qualifications-in-leadership-and-management-ilm-q-card,-d-.pdf.ashx)





## 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

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-5-qualifications-in-leadership-and-management-ilm-q-card,-d-,pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-5-qualifications-in-leadership-and-management-ilm-q-card,-d-,pdf.ashx)

“  
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.

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/ilm\\_l7qim\\_v30517,-d-,pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/ilm_l7qim_v30517,-d-,pdf.ashx)

### 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.

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-7-nvq-diploma-in-strategic-management-and-leadership-ilm-q-card,-d-,pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-7-nvq-diploma-in-strategic-management-and-leadership-ilm-q-card,-d-,pdf.ashx)

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

A list of available units can be found on the link below:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/l2-pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/l2-pdf.ashx)

### 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.

A list of available units for coaching can be found on:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-3-award-certificate-in-effective-coaching-pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-3-award-certificate-in-effective-coaching-pdf.ashx)

A list of available units for mentoring can be found on:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-3-award-certificate-effective-mentoring-pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-3-award-certificate-effective-mentoring-pdf.ashx)

A list of available units for coaching and mentoring can be found on:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-3-certificate-in-effective-coaching--mentoring-pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-3-certificate-in-effective-coaching--mentoring-pdf.ashx)

### 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

A list of available units can be found on:

[https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/\\_published-documents/level-5-certificate-and-diploma-in-effective-coaching--mentoring-pdf.ashx](https://www.i-l-m.com/-/media/ilm-website/sharepoint-documents/_published-documents/level-5-certificate-and-diploma-in-effective-coaching--mentoring-pdf.ashx)

## ASSESSMENT QUALIFICATIONS

These qualifications are for people working in or looking to work in learning environments including FE, Adult Continuing Learning (ACL), Employers and Third Sector where they will be carrying out assessment of learning. They are designed for anyone assessing accredited and/or non-accredited qualifications.

#### 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

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

 [info@portaltraining.co.uk](mailto:info@portaltraining.co.uk)

 02920 474 060

 [portaltraining.co.uk](http://portaltraining.co.uk)

## 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
- Influencing Skills
- Feedback

### C WORKING WITH OTHERS

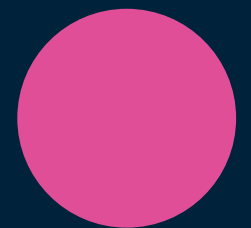
Effective relationships lead to a happier and more productive workplace. The courses below will offer opportunities to develop skills to engage with others more successfully.

#### Potential courses could include:

- Coaching Skills for Self And Others
- Understanding Two-Way Feedback
- Building Confidence for Challenging Conversations
- Building Rapport and Influencing Others
- Understanding Personality Types
- Situational Leadership

Communication was excellent not only by my assessor but also from those in the office.

Source: Learner Voice



## 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 Award in Leadership and Management 3	£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 Certificate in Leadership and Management	£854
	Level 3 Diploma in Leadership and Management	£1306
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 5	Level 5 Award in Leadership and Management	£483
	Level 5 Certificate in Coaching and Mentoring	£735
	Level 5 Certificate in Leadership and Management	£914
	Level 5 Diploma in Coaching and Mentoring	£807
	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
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	£48
Influencing Skills	£48
Feedback	£48
Coaching Skills for Self and Others	£48
Understanding Two-Way Feedback	£48
Building Confidence for Challenging Conversations	£48
Building Rapport and Influencing Others	£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.

**We look forward to hearing from you to discuss how we can help.**

✉ [info@portaltraining.co.uk](mailto:info@portaltraining.co.uk)

☎ 02920 474 060

🖱 [portaltraining.co.uk](http://portaltraining.co.uk)

## 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

Mobile: 07713 287957

E-mail: phil.obrien@portaltraining.co.uk

### Frances Lee

Mobile: 07958 669560

E-mail: frances.lee@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 Gyfun 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](http://portaltraining.co.uk)

Portal Training, Ocean Park House,  
East Tyndall Street, Cardiff CF24 5ET

