

FSU Training Initiatives Spring 2018



Through the Union Learning Fund Northern Ireland Project, FSU will be running a range of training initiatives throughout Northern Ireland this spring.

If you are interested in attending any of the courses below please fill out the [application form](#) and send it to zara@fsunion.org

1. Open University

Access Courses

Cost: Course Fee of £240 – fully subsidised for FSU Members
 Duration: 30 weeks (9 hours of study per week – online)
 Start Date: **Commencing April 2018 (Enrolment ends 15 March 2018)**
 Content: Participants choose to study one of the following modules

- Arts and languages Access module (Y031)
- People, work and society Access module (Y032)
- Science, technology and maths Access module (Y033)

For further information: <http://www.open.ac.uk/courses/do-it/access>

Scholarships for Certificates & Diplomas

- **Scholarships of up to £700** towards fees for Open University courses are available through our Union Learning Project. Courses commence in April 2018.
- To find out more about the wide number of courses and qualifications available to study through the Open University see: <http://www.open.ac.uk/northern-ireland/study/courses-and-qualifications>
- If you are interested in applying for an **Open University Scholarship** please fill out the section in the application form attached and email it to zara@fsunion.org
- The closing date for applications is **Monday February 19, 2018 at 12 noon.**

2. IT Training Courses

ICT Essential Skills Courses - Accredited (City & Guilds Level 2 Certificate in ICT)

Cost:	Fully subsidised for FSU Members
Venues & Start Dates:	Belfast – commencing Wednesdays March 7, 2018 Limavady - commencing Wednesdays late February/early March (Dates TBC)
Duration:	One evening per week over 17 weeks (3 hours: 6-9pm)
Content:	Microsoft Word, Excel, Internet, Microsoft PowerPoint and Access <i>*FSU members can nominate a study buddy to take on this course</i>

Microsoft Excel Intermediate/Advanced Course

Cost:	Course Fee of £120 – fully subsidised for FSU Members
Venue:	Belfast Bankers' Club
Duration:	Three evenings over three weeks (3 x 2.5 hour classes)
Start Date:	Thursday February 8, 2018
Time:	6.00 – 8.30pm
Eligibility:	Participants should have a basic working knowledge of Excel
Content:	Conditional formatting; Formulas; V Look-ups

3. Career Development Courses

Introduction to Project Management – Accredited (CMI Level 3 Award in Project Management)

Cost:	Course Fee of £356 – fully subsidised for FSU Members
Venue:	Belfast Bankers' Club
Duration:	Four evenings over four weeks (4 x 3 hour classes)
Start Date:	Monday February 19, 2018
Time:	6.00 – 9.00pm
Content:	Introduction to project management; Management of stakeholders and project teams; Planning and control; Candidate presentations

Career Development

Cost:	Course Fee of £40 – fully subsidised for FSU Members
Venue:	Belfast Bankers' Club
Duration:	One evening workshop (2.5 hours)
Start Date:	Wednesday February 21, 2018
Time:	6.00 – 8.30pm
Content:	Identifying your place on career ladder within the financial services sector <ul style="list-style-type: none"> • Progression routes within the sector & cross sector taster • How to generate a PDP & Goal Setting

CV & Interview Skills

Cost: Course Fee of £50 – fully subsidised for FSU Members
Venue: **Belfast Bankers' Club**
Duration: One evening workshop (2.5 hours)
Start Date: Wednesday March 7, 2018
Time: 6.00 – 8.30pm
Content: **CV writing & design course** and an **interview skills training seminar**. The course will offer participants:

- One-to-one attention with participants' CVs during the workshop
- Focus on competency based application forms and interviews
- Sample questions and advice on how to best prepare for interviews