

## LAND-BASED INDUSTRY

SPRING 2011

Welcome to your Spring update from Bedford College Training Services



As your Account Manager, I'm here to make sure that your company has access to all the training and development support you need to work as effectively as possible.

Should you have any questions regarding the topics discussed in this newsletter, or if you would like to speak to me about any training issues you have, please do not hesitate to contact me on 0300 011 2344 or email: [jlegate@bedford.ac.uk](mailto:jlegate@bedford.ac.uk)

Kind regards  
Jackie Legate

## Make hay while the sun shines – up to 75% off your training with LandSkills East Project



If your organisation is part of the UK food chain and you are looking to increase the efficiency and effectiveness of your business through training, then the LandSkills East Project funding could be for you.

### Who is eligible?

- Farmers
- Growers
- Small food businesses
- People developing heritage skills
- Anyone engaged in economic activity relating to rural crafts

### What are the criteria to qualify for funding?

- You must be a business, organisation or social enterprise which is:
- Dependent upon agriculture or horticulture, or
  - Uses agricultural or horticultural products, and
  - Spend 50% of your time in primary production

### How much funding will I receive?

The amount of funding you receive depends upon the level of the course

that you undertake:

- Course Level 1-3 = 45% of the full fee will be funded
- Course Level 4+ = 75% of the full fee will be funded

### What's the catch?

There isn't one! You will not have mountains of paper work. You do not have to pay the full amount and then reclaim the discount back. You simply choose a course and pay the discount rate and LandSkills East will fund the rest. A selection of popular courses are listed on page 2, but if you would prefer another course not on the list then please contact your Business Development Adviser.

To find out more call Bedford College Training Services on 0300 011 2344 or visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)

## CONTENTS

- Planning Ahead course promises a bright future by helping you prepare for retirement [Page 2](#)
- RSPB choose Bedford College to deliver national training for 'Nature Counts' project [Page 3](#)
- Amptill Park Keepers at cutting-edge with chainsaw training [Page 4](#)
- Changes to employer training funding – how will you be affected? [Page 4](#)
- Apprentices fill skills gaps and improve business efficiency – make sure your company doesn't miss out [Page 5](#)
- High-quality in-house training for half the price [Page 5](#)
- Parks Trust ensures best practice management techniques take root [Page 6](#)
- Bedford College given green light for eco jobs with £650,000 of Euro money [Page 7](#)

# LandSkills East Funding: List of popular courses

If you would prefer another course not listed here please call 0300 011 2344.

Article continued from page 1.

Course Title	Date	Length	Full Fee	You Pay as Part of Project
<b>Customer Service</b>				
Keeping Customers Through Good Customer Service	17/05/2011	1 day	£176.00	£44.00
Selling Skills for Farmers & Growers	05/04/2011 06/04/2011	2 days	£405.00	£101.25
<b>Finance</b>				
Finance for Farmers & Growers	14/06/2011	1 day	£176.00	£44.00
<b>IT</b>				
Make Your Website Findable	20/05/2011	1 day	£89.00	£48.95
Microsoft Excel 2007: Advanced	19/05/2011	1 day	£178.00	£44.50
Troubleshoot Your Spreadsheets Workshop	20/04/2011	1 day	£89.00	£48.95
Using Google Adwords	17/06/2011	1 day	£89.00	£48.95
Using Google Analytics	17/06/2011	1 day	£89.00	£48.95
<b>People Management</b>				
Introduction to Supervising & Leading a Team	26/04/2011	2 days	£405.00	£101.25
Managing People & Performance	10/05/2011	2 days	£405.00	£101.25
<b>Horticulture</b>				
Managing the Fertility of the Vegetable Garden	02/04/2011	1 day	£50.00	£27.50
<b>Machinery</b>				
Basic Welding	14/07/2011	1 day	£110.00	£60.50
Small Machinery Tools	06/05/2011	1 day	£110.00	£60.50
<b>Pig Production</b>				
Pig Production for Breeders: Advanced	02/04/2011	1 day	£50.00	£27.50
<b>Viticulture</b>				
Grape Vines, Varieties, Care & Maintenance (3 day course over 3 weeks)	03/05/2011 10/05/2011 17/05/2011	3 days	£92.00	£50.60
Preparing Grapes to Improve Grape Production & Ripening	07/06/2011	1 day	£42.00	£23.10

## Planning Ahead course promises a bright future by helping you prepare for retirement

Whether you're looking forward to retiring or approaching it with dread, one thing is for sure, you need to plan for your retirement with care as this new shift will completely change your life.

"The fact is, people are living longer and retirement can last for decades." Said Patricia Cattley, course leader for Planning Ahead

"People need to be fully prepared as they enter this new phase of their lives, a phase that can often span an entire generation. They need to take control of their own retirement financially, socially and psychologically and empower themselves to make the right decisions for what could be the next 30 years of their life."

The two day course is held at The Mansion House, Old Warden Park

a magnificent stately home set in beautiful parkland, really helping to give you the time and space that you need to focus on your future.

The course can also be delivered in-house at your workplace, so you can be trained at a time and place that suits your busy schedule. This is particularly useful if your organisation has multiple staff that are interested in the course, because you can benefit from the reduced cost of training a group on-site.

Delegates set their own agenda, so whatever retirement topics you are concerned about can be covered.

Some typical subjects include how to cope with change, dealing with money, taxation, health, relationships, legal requirements, part-time work, volunteering and even moving abroad.

"We work towards positive futures" added Patricia. "This course will give people the confidence that they need to make the most of their retirement."

To find out more about this course call 0300 011 23 44 to speak to a Business Development Adviser.

## RSPB choose Bedford College to deliver national training for 'Nature Counts' project

Bedford College is delighted to be working in partnership with the RSPB (Royal Society for the Protection of Birds) to deliver training for their 'Nature Counts' project from Shuttleworth College, the nationally recognized centre of excellence in land-based education and training.



Thanks to a £400,000 grant from the Heritage Lottery Fund (HLF), the RSPB, Europe's largest conservation charity, are offering 18 traineeships for anyone who wants a career in nature conservation. It is the first time that the RSPB has received a major training grant and it allows the charity to run a three year project called 'Nature Counts' starting in 2011.

The hands-on training placements offered across the UK, are set to fill recognized gaps in species identification and helping people to enjoy nature. Training will be offered in either Ecology or Visitor Services. As well as providing skills in a specialist area, training will cover essential business skills such as giving presentations, working within budgets and planning their future career.

RSPB Training Manager Heather Giles said:

"Bedford College stood out from the other training providers for a range of reasons. Not only were they able to map all the qualifications to the learning outcomes that we required but they also have an excellent reputation for the quality of their courses, having been rated 'Outstanding' by Ofsted and gaining Training Quality Standard (TQS) for their work with employers." Heather added

"The College is based near RSPB Head Quarters in Sandy but they are able to deliver virtual training via the web across the UK which is extremely important for our Nature Counts project as we have ecology and visitor bases nationally."

Trainees based at RSPB centres all over the country will be the first to study using Shuttleworth College's new virtual learning environment. This will offer trainees the opportunity to study from their RSPB work base, learn hands on skills and tap into the expertise of experienced professionals and specialist tutors to give an all-round learning experience.

To find out more about the range of services that Bedford College can offer your organisation visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk) or to speak to a Business Development Adviser call 0300 011 2344.

To find out more about traineeships with RSPB visit: [www.rspb.org.uk/vacancies](http://www.rspb.org.uk/vacancies)



Using money raised through the National Lottery, the Heritage Lottery Fund (HLF) sustains and transforms a wide range of heritage for present and future generations to take part in, learn from and enjoy. From museums, parks and historic places to archaeology, natural environment and cultural traditions, they invest in every part of our diverse heritage. HLF has supported more than 30,000 projects allocating £4.5 billion across the UK. Website: [www.hlf.org.uk](http://www.hlf.org.uk)

# Amphill Park Keepers at cutting-edge with chainsaw training

Amphill Park is a 70 hectare country park incorporating woodland, parkland and common trees. Gary Quilter, Park Development Manager, is in charge of the day-to-day maintenance of the grounds which includes anything from dealing with fallen branches after bad weather to thinning the woodlands and coppicing.

Chainsaw skills play an important role in maintaining the woodland and in order to ensure that his team use safe and correct techniques, Gary and his three Park Keepers, Shaun Coe, Dave Cooper, Peter Van Der Linde attended the Maintain & Operate the Chainsaw course at Shuttleworth College.

"Shuttleworth College is a well know agricultural college and we knew that we would receive high-quality training." Said Gary

In addition to preparation and safe use of the chainsaw, the course covered risk assessments, emergency procedures,

machine maintenance, crosscutting and stacking timber. Gary added:

"Not only did the course develop my team's knowledge and skill base but they also found it very motivating to know that their organisation was investing in them."

Gary went on to explain that with on-going training, Amphill Park is being managed in a more professional manner, with staff equipped to deal with planned work more effectively, including a project to renovate the park.

"There's no doubt that we will undertake more arboriculture training with the College in future – we're really keen to build a long term relationship with them."

To find out more call Bedford College Training Services on 0300 011 2344 or visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)



Left to right: Peter Van Der Linde, Shaun Coe, David Cooper.



**Apprentices fill skills gaps and improve business efficiency – make sure your company doesn't miss out.**

Apprentices bring considerable value to organisations and can provide your business with a highly skilled workforce, boost your productivity, profitability and staff retention and bring new ideas and innovation to your business. Research\* shows that:

- 80% of those who employ apprentices agree that they make the workplace more productive.
- 83% of employers rely on their Apprenticeships programme to provide the skilled workers that they need for the future.
- 81% of consumers would prefer to use a company that employs apprentices.
- 88% of employers believe that Apprenticeships lead to a more motivated and satisfied workforce.

Bedford College has a dedicated team of Business Development Advisers who will take you through the whole recruitment process, working closely with you to meet your business' training needs and identifying which type of Apprenticeship frameworks are suitable.

For more information on how to recruit an apprentice contact your Business Development Adviser on: 0300 011 2344 or visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)



\*(Populus, February 2009).

## Changes to employer training funding – how will you be affected?

In October last year George Osborne set out his plans for the Treasury's Comprehensive Spending Review and, in terms of training for businesses, there have been a few changes.

There is funding available to SMEs for workplace training and it is expected that there will be a new Leadership and Management Programme later on in the year, we will inform you of the details when they become available.

The Government is also committed to increasing funding for adult Apprenticeships by £250m a year,

creating 75,000 additional apprentices places. Apprenticeships are already well established at Bedford College, they have been running the scheme for many years and welcome this as a skills programme that can help organisations be better prepared to meet future challenges.

To find out more about the Apprenticeships that Bedford College can organise for your organisation visit [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk) or to speak to a Business Development Adviser call 0300 011 2344.



## Looking for a cost-effective way to improve your organisation's efficiency? High-quality in-house training for half the price.

**Did you know that in-house training gives a far better return-on-investment than an external course? You can still benefit from the expertise of Bedford College but on your own premises and for more than half the cost.**

IT training in Microsoft Excel, Word, PowerPoint and Outlook £795 per day for up to 10 people (normally £168 per person or £1,680 for 10).

Pre-Retirement Planning Ahead £2,050 for up to 12 people for 2 days (normally £362 per person or £4,344 for 12).

Managing People & Performance £2,050 for up to 12 people for 2 days (normally £405 per person or £4,860 for 12).

To find out more call Bedford College Training Services on: 0300 011 2344 or visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)

The Mansion House, (formerly Shuttleworth Park), provides your organisation with an excellent value-for-money venue for your business meetings or events.

Whether you are looking for somewhere to hold a meeting, conference, company away-day or team building event, The Mansion House has everything that you need to make it a success.

Set in 500 acres of peaceful parkland, you can be confident that this venue will ensure your colleagues can focus on the objectives and outcomes that you need to achieve.

Only a five minutes drive from the A1, 20 minutes from the centre of Bedford and 40 minutes by train from London Kings Cross, you and your colleagues are guaranteed to find us quickly and easily and we have ample free parking available on site.

To find out more visit:  
[www.themansionhouse.org](http://www.themansionhouse.org)  
 or call 01767 626200

## Need an impressive venue for your next business meeting? Look no further.



### Bedford College given green light for eco jobs with £650,000 of Euro money

Bedford College is a national eco-leader when it comes to showing other organisations how to 'go green' by setting an example on campus and by embedding a culture of 'eco understanding' among staff and students. Bedford College can rightfully claim to be years ahead of the rest when it comes to sustainability.

The UK's only further education College Director of Sustainability, Esin Esat, has championed the green pathway including recently gaining £650,000 of European Social Funding. Working with 10 other partners including colleges from Peterborough, Suffolk, Norfolk, Hertfordshire and Essex, the plan is to encourage up to 500 people to take up training for 'low carbon careers'.

"This is not just about paying lip service to reducing carbon emissions to combat climate change, it is about changing the whole way businesses think. As this picture unfolds there will be more and more job opportunities for those with the right qualifications - and we will be running the right courses here at Bedford College."

Businesses and individuals who want to learn more about how Bedford College can give them the 'green light' towards a successful, low carbon future can call 01234 291000.

To find out more about Bedford College's sustainability courses call: 0300 011 2344 or visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)

## Parks Trust ensures best practice management techniques take root

The Parks Trust is an independent charity that owns and cares for up to 4,500 acres of river valleys, woodlands, lakesides, parks and landscaped areas in Milton Keynes.

Gordon Dundas, Direct Works Manager at the Trust, manages a team of eight people and organises everything from their machinery, protective clothing, risk assessments and time sheets. Although Gordon has been a manager for many years he recognises the importance of keeping abreast of changes, best practice and new management techniques.

"I hadn't been on a management training course since the 1980s so I felt it was time to have a refresher and catch up on some modern management techniques that I could apply to my day-to-day job."

Bedford College's Managing People & Performance course helps managers learn how to motivate and develop the overall performance of their team. During the course, delegates are taught best practice, how to develop a team, delegate work with structure and control, understand the importance of motivational and developmental feedback, increase team results and approach difficult issues with confidence.

"I was surprised how much I learnt from the course" said Gordon. "In particular, there have been a lot of changes in employment legislation in the areas of

equal opportunities that all managers need to be aware of."

Gordon explained that the course also involved role play, which enabled delegates to put some of the techniques that they had learnt during the day into practice and gain constructive feedback from the course leader.

"I found this very useful as it gave me a different perspective and provided me with alternative techniques that I could use when I got back to work."

Other management tools that Gordon has been able to apply to his job at

The Parks Trust include having a better understanding of different styles of working behaviour and being more organised when delegating work for his team.

"I will definitely be using Bedford College again in the future and five of my team have already booked on to the forklift truck training course in a few weeks. The fact that the courses are held in such a beautiful setting at The Mansion House, Old Warden Park, also adds to the great experience that you receive."

To find out more about the Managing People & Performance course visit: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk) or call 0300 011 2344



Bedford College Director of Sustainability, Esin Esat.

# Skyline Restaurant

indulge  
inbedford  
*love food? love Bedford!*



## Indulge in Bedford, April 2011.

Skyline Restaurant at Bedford College is joining 15 other top restaurants in the town centre as part of the Indulge in Bedford initiative. Restaurants will come together to produce their own unique signature dishes at special offer prices, **£5 at lunch time and £10 for dinner in the evening.**

Dine at Skyline and you will experience delicious food, great wine and fantastic service from award-winning students along with unrivalled views of Bedford due to the restaurant's unique, fifth floor location.

The exclusive menus for the Indulge period are:

### LUNCH - £5

Shuttleworth Slow Cooked Belly of Pork set on a Cassoulet of Beans with a Chiffonade of Savoy Cabbage and Apple and Cider Sauce.

### DINNER - £10 for 2 courses

Shuttleworth Slow Cooked Belly of Pork set on a Cassoulet of Beans with a Chiffonade of Savoy Cabbage and Apple and Cider Sauce.

Toffee and Caramel Mousse with Butterscotch Sauce.

## Opening Times:

4 – 8 April 2011

Lunch: 12.00-1.30pm

Dinner: 7.00pm arrival (*service at 7.30pm*)

What's more, during the Indulge in Bedford period you will also have the chance to win £250 of Bedford Town Centre Gift Vouchers. Just ask your waiter or waitress for an Indulge in Bedford feedback form after your meal. (Terms and conditions apply, visit: [www.indulgeinbedford.co.uk](http://www.indulgeinbedford.co.uk))

To book your table call 01234 291716 or visit: [www.skylinerestaurant.co.uk](http://www.skylinerestaurant.co.uk)



Shuttleworth  
College  
Part of Bedford College



Tel: 0300 011 2344  
Fax: 01234 291979  
Email: [training@bedford.ac.uk](mailto:training@bedford.ac.uk)  
Web: [www.bedfordtrainingservices.co.uk](http://www.bedfordtrainingservices.co.uk)

 bedford college  
training services  
DEVELOPING PEOPLE & PERFORMANCE

Bedford College  
Training Services  
Cauldwell House  
Cauldwell Street  
Bedford MK42 9AH