

# How to get your training funded if you're based in Yorkshire & the Humber

**60% FUNDING TOWARDS TRAINING WITH THE ENHANCEMENT FUND**

The Yorkshire & Humber region has been allocated £50million through the Enhancement Fund. If your organisation pays business rates to Yorkshire and Humber you could be eligible to access up to £20,000 towards training until March 2010.

## How do I know if I'm eligible?

- Does your organisation pay business rates to the Yorkshire & Humber region?  **Yes**
- Does your organisation employ less than 5,000 people?
- Have you received less than £200k of government funding in the last three years?
- It's that simple. Providing the above criteria are met, you could access 60% of the cost of your organisation's training until March 2010, with a maximum fund of £20,000 per company.

The Fund is provided by Yorkshire Forward and the European Social Fund, and co-financed through the Learning & Skills Council for Yorkshire & Humber. It's available for organisations with a site in the region below.



## What kind of training could be funded?

Almost all Reed Learning's training courses and professional qualifications can be funded using the Enhancement Fund, including non-accredited training, level 1, 2, 3, 4 and 5 qualifications and accredited industry-specific training. There is no restriction on accessing the Fund multiple times, as long as the maximum allowance per company is not exceeded.

## How could I use this fund?

Reed Learning offers over 200 training programmes, delivered from venues across the UK. We run short courses, in-house training and some valuable professional qualifications.

Our courses are a benchmark of quality training design and delivery, and in 2008 we were named Learning Provider of the Year by the World of Learning for outstanding customer feedback.

Here are just a few examples of how much you could save with the Enhancement Fund and Reed Learning:

Programme	RRP	Employer contribution
Post-graduate Certificate in International Business, in partnership with Royal Holloway, University of London	£4,250	£1,700
Level 5 Certificate in Management & Leadership, accredited by the Chartered Management Institute	£3,250	£1,300
PRINCE2® Practitioner Project Management qualification	£1,899	£759.60
Certificate in Professional PA & Secretarial Skills, endorsed by the Institute of Professional Administrators	£2,495	£998
Professional Presentation Skills: 2-day course	£967	£386.80
Introduction to Management: 2-day course	£967	£386.80
Bookkeeping: 2-day course	£895	£358
Time management: 1-day course	£534	£213.60
Google AdWords: 1-day course	£499	£199.60
The Art of Being Brilliant: 1-day course	£499	£199.60
Stress Management: 1-day course	£469	£187.60
Intermediate Microsoft Excel: 1-day course	£275	£110

**In-house courses are simple to arrange and offer cost savings if you want to train five or more people. Alternatively, if you have a specific need we can design a programme just for you. In-house options also include:**

- Executive coaching
- Flexible 90-minute sessions or on-site training surgeries
- Tailored company-specific courses of any length

## DON'T JUST TAKE OUR WORD FOR IT...

Reed Learning courses provide a high quality learning experience and deliver tangible improvements, and all these people agree:

*"I find myself taking on fewer tasks that should be handled by other staff than I used to. I also find that I am no longer hesitant to "say it the way it is" rather than skirting around matters. The main benefit is the confidence I have in myself, which seems to be mirrored in the way the staff interact with me. I have requested that the supervisors of my three departments attend the course. Extremely worthwhile... does what it says on the tin."*

**Saul Dunning**, Manager, Hanjin Shipping Company Limited, People & Team Management

*"As a result of better financial management, I have identified potential substantial savings to the budget. I've improved efficiency, got a better appreciation of the importance of accurate forecasting and monthly outturns. Reed Learning is nothing short of excellent."*

**All staff who have attended your courses are much the wiser - carry on the good work. Attendance has proved to be vital to improving my performance as a manager of a large team. You cannot underestimate how good financial grounding adds value and helps you meet business need."**

**Dee Jukes**, SOAT Leader, Natural Environment Research Council, Successful Budgeting

*"I've actually used the skills! I have presented at a number of different seminars in front of many different sized audiences. It's improved things for everyone - part of the business development team I manage depends on my presentation skills. Useful, relevant and interesting."*

**Catherine Christopher**, Corporate Project Manager, PointonYork SIPP Solutions, Professional Presentation Skills

## A LITTLE ABOUT REED SKILLS



Louise Parry at Reed Skills is your contact for all course bookings that take advantage of the Enhancement Fund, as well as our portfolio of vocational programmes delivered through Reed Skills.

Email Louise at [reed.skills@reed.co.uk](mailto:reed.skills@reed.co.uk) or call 020 7520 6609

Reed Skills offers programmes with a largely vocational content, many of which are mapped to the Qualifications & Credit Framework at Levels 2 and 3. Reed Skills courses offer a flexible, professional way to improve workplace skills. All courses are delivered by high quality trainers at a Central London venue.

Our innovative approach combines blended learning with flexibility and quality. From September 2009, we will be delivering the following programmes:

- NVQ Level 2 in Team Leading
- ITQ Level 2
- NVQ Level 3 in Management
- ITQ Level 3

## WE WORK WITH THE FOLLOWING INSTITUTIONS TO OFFER ACCREDITED, INDUSTRY-RECOGNISED LEARNING:



Royal Holloway University of London



Chartered Management Institute



Institute of Sales and Marketing Management



Institute of Professional Administrators



Chartered Institute of Environmental Health



Microsoft



Reed Learning's Google Marketing Academy



CIMA recognise many of our courses for CPD



PRINCE2® courses are delivered by an accredited trainer



Managing Successful Programmes courses are delivered by an accredited trainer



European Coaching Institute



Institute of Occupational Safety and Health



ITIL courses are delivered by an accredited trainer



ACCA recognises all of our courses for CPD

Visit [www.reedlearning.co.uk](http://www.reedlearning.co.uk) for details of all our short courses and qualifications.