

# Other Services

*Poultec offers a range of services for employers which are tailored to complement our core training delivery. These include:*

## *Consultancy*

Poultec's team of training specialists are able to offer advice, guidance and assistance in developing practical resources in areas such as;

- Policy Development / Procedure Manuals
- Preparation for Audits / Compliance
- Staff Development Programmes

## *Team Building*

Poultec offers a suite of team leading courses designed to challenge the individual as well as the group as a whole. Facilities include:

- High Ropes
- Segways
- Climbing Wall
- Archery
- Bocarts and more...

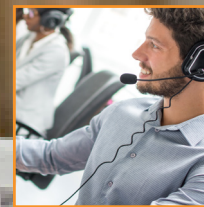


*Training is available in...* | Agriculture/Poultry Production | Business Administration | Butchery | Customer Service | Dental | Employability Skills | Engineering | Equine | Fitness | Food Manufacturing | Hairdressing & Barbering | Hospitality & Catering | IT | Management | Recruitment | Retail | Speedway | Warehousing

## *Business and Management Training*

**poultec**  
the training specialists

*Business & Management*



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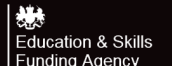
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# Apprenticeships

## Business and Management Apprenticeships

Poultec has a track record of successfully delivering Apprenticeships for more than 20 years. Not only can we deliver the training required but we can also assist the employer in the recruitment of the Apprentice. Poultec offers Apprenticeships for people who are just starting their career and for people who already work within a business administration or management role. Our qualifications include the following;

### Business Administrator Apprenticeship Standard

- Level 3 Diploma for the Business Administrator

### Team Leader and Supervisor Apprenticeship Standard

- Level 3 Diploma for Managers

### Operations & Departmental Manager Apprenticeship Standard

- Level 5 Diploma for Leaders & Managers

These may also include Functional Skills in English and Maths at Level 2. The final part of the Apprenticeship is an independent End Point Assessment consisting of a multiple choice test, a portfolio-based interview and a project presentation.

in Business and Management

City & Guilds

Training Qualifications UK  
Inspire • Achieve • Succeed

## Level 3 Diploma for Managers

This qualification is aimed at people who are in a first line management role, with operational/project responsibilities or responsibility for managing a team to deliver a clearly defined outcome.

Units include;

- Understand different leadership styles
- Understand people and team management models
- Understand different forms of communication and their application

## Level 5 Diploma for Leaders & Manager

This qualification is aimed at an operations/departmental manager, someone who manages teams and/or projects and is responsible for achieving operational or departmental goals and objectives as part of their organisation's strategy. Units include;

- Understand business finance: budgets/ financial forecasting
- Understand operational management approaches
- Manage a project using relevant tools and techniques

Management

City & Guilds

Training Qualifications UK  
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## Level 3 Diploma for the Business Administrator

This Level 3 qualification is aimed at people who already work in a business administration role and are wanting to develop their skills and knowledge further. This course includes monthly taught sessions and workplace visits. The qualification is flexible, tailored specifically to the needs of the employer and student. Learners will complete a City & Guilds Level 3 Diploma for the Business Administrator.

Units available include;

- Principles of business administration
- Personal and professional development
- Managing performance
- Your organisation
- Communication in a business environment
- Project management
- ICT for business

Business Administration

# Specific Short Courses

Poultec offers a range of short courses which are designed to complement our Apprenticeship programmes. The content can be bespoke to your organisational requirements to ensure that the course is relevant to your own procedures and practices. These courses can be delivered at our premises, at any other suitable location or remotely

- Time Management
- Grievance and Disciplinary Procedure Training
- Organisational Skills
- Communication Skills
- Assertiveness Training
- Dealing with Difficult People

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