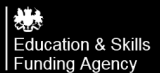
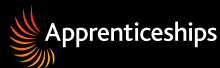


# poultec

the training specialists

*Business Training*

*Business Training*



## Level 3 Diploma for Business Administrators

This qualification targets individuals who are working in business administration roles and seeking to enhance their skills and knowledge. With monthly taught sessions and workplace visits, the Apprenticeship offers flexibility, tailored to both the employers and learners needs.

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

## Data Technician

This Level 3 qualification is delivered in all sectors where data is generated or processed including but not limited to finance, retail, education, health, media, manufacturing and hospitality.

Units include;

- Collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- Source data from a collection of already identified trusted sources in a secure manner
- Present data for review and analysis by others, using required medium for example tables, charts and graphs
- Blend data by combining data from various sources and formats to explore its relevance for the business needs

Data Technician

## Improvement Practitioner

This Level 4 Business Improvement Practitioners Apprenticeship can be delivered in a range of businesses that have a blend of Lean and Six Sigma, project and change management principles and tools to identify and lead the delivery of change across organisational functions and processes.

Units include;

- Compliance: Legislative and customer compliance requirements including environment and health and safety
- Team formation and leadership: Decision-making techniques e.g. consensus, authority rule, majority rule
- Project management: Business case, risk analysis and management, toll-gate reviews, work breakdown structure, lessons learned, pilot studies, project review, process management and measures and benefits tracking

## Multi-Channel Marketer

This Level 3 Multi Channel Marketer Apprenticeship can be delivered in small, medium, large and multinational organisations in private, public and third sectors such as the finance, construction, facilities, automotive, manufacturing, engineering, health, retail, food, hospitality and IT. Multi-channel marketers will sit within a specific company/agency that provides marketing deliverables and advice to external clients or within an internal marketing team, delivering marketing activities to drive that business.

Units include;

- Marketing theory, concepts and basic principles such as what marketing is, the marketing mix the promotional mix and the differences between each channel used.
- What a marketing plan is, how it is built and its purpose.
- The importance of competitor analysis and how to undertake it.

# Other Services

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

## *Short Courses*

We offer a diverse array of nationally accredited professional courses at South Green Park, your company premises, or via Zoom for your convenience. Our short courses are perfect for Continued Professional Development (CPD), providing opportunities to acquire new skills or enhance existing ones in various fields such as:

- Health & Safety
- First Aid
- Food Safety
- Agriculture
- Business Administration & Management
- Teaching
- Butchery
- IT

## *E-Learning Courses*

Whether you are a business looking to ensure safety and compliance or an individual looking to upskill or boost your CV, we have the right eLearning for you. Our suite of accredited online courses covers a range of sectors including;

- Health & Safety
- Business Skills
- Health & Social Care
- Mental Health & Wellbeing
- Hospitality

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

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