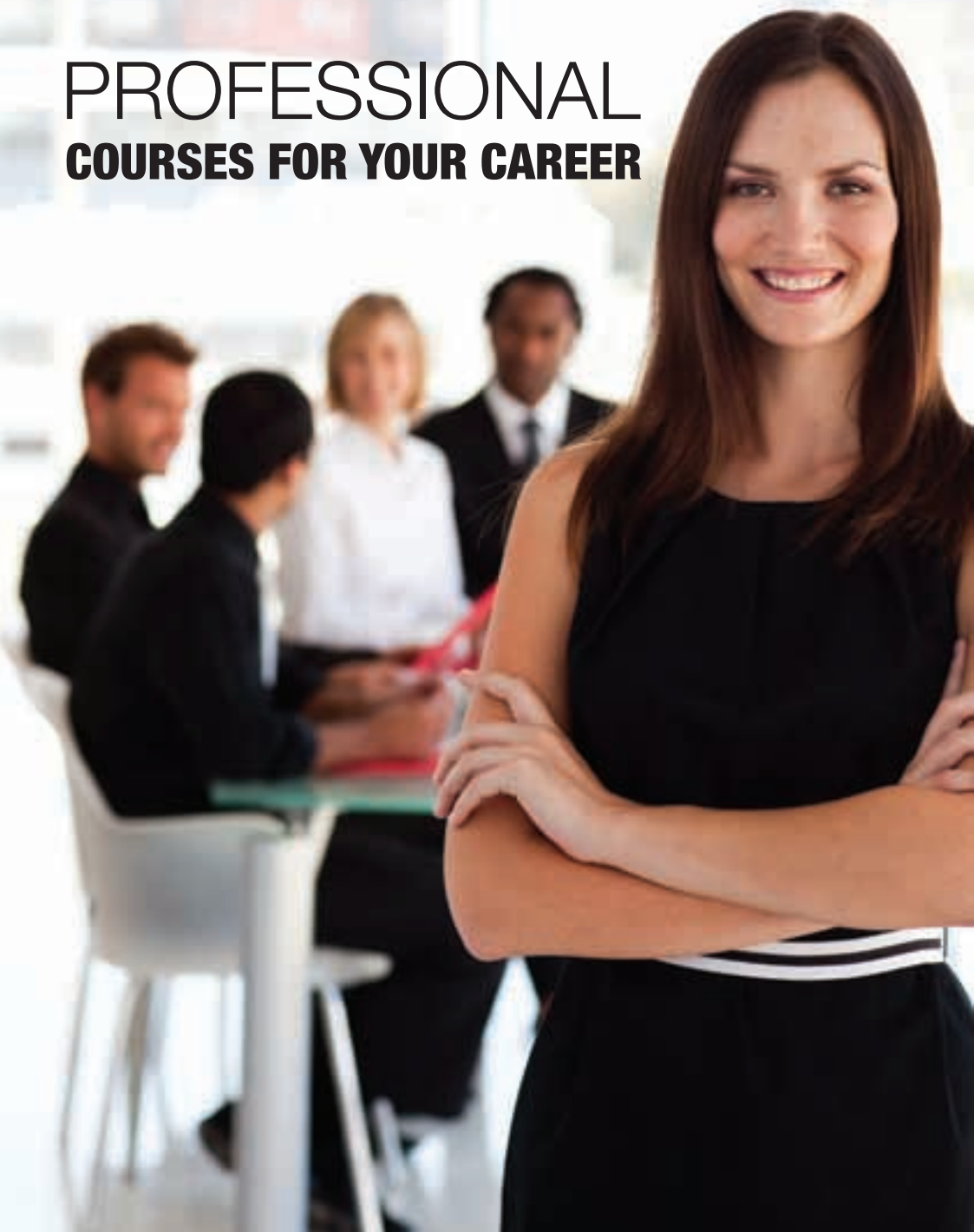


GUILDFORD college

PROFESSIONAL COURSES FOR YOUR CAREER





SECURE YOUR FUTURE

IF YOU WANT TO PROGRESS IN YOUR CAREER, EXTEND YOUR COMPETENCE AT WORK OR SECURE YOUR FUTURE, THEN OUR PROFESSIONAL COURSES COULD BE JUST WHAT YOU ARE LOOKING FOR.

Guildford Business School offers qualifications in management, marketing, accounting, purchasing and personnel, accredited by the major industry chartered bodies including the Association of Accounting Technicians, the Chartered Institute of Marketing and the Chartered Management Institute.

Available at various levels, courses incorporate knowledge and skills specified by the relevant industry awarding body, combined with practical examples of how to apply this in your career. In an increasingly competitive economic market, this can help to demonstrate your professionalism and commitment in addition to providing that vital differentiation.



AAT ACCOUNTING

ASSOCIATION OF ACCOUNTING TECHNICIANS

www.aat.org.uk

AAT Certificate (Foundation)

AAT Advanced Certificate (Intermediate)

AAT Diploma

Develop practical accounting and finance skills and learn about drafting financial statements, management accounting, personal and business tax, financial accounting, cash management and ethics.

SUITABLE FOR

Those who are reasonably numerate and literate for Certificate level, progressing up to the Advanced Certificate and Diploma levels. You will be required to join the AAT as a student member.

DURATION

One year part-time during the day, afternoon or evening for each level, starting in September.

ASSESSMENT

Exams, devolved assessments plus a project at the Diploma level.

FEES

Foundation: £550, Intermediate: £980, Diploma: £1,100.

Extra costs: books, AAT membership and exams, annual College administration fee.

SUCCESS STORY

Tara Doyle, AAT Diploma

"We had an excellent teacher, who went out of his way to make sure that everyone understood every aspect of a particular topic before moving on to another. He was always willing to make time for us if we were struggling, and used many different approaches so that we fully understood what was being taught."





CMI MANAGEMENT

CHARTERED MANAGEMENT INSTITUTE

www.managers.org.uk

CMI Level 3 First Line Management Certificate

CMI Level 5 Management and Leadership

Management courses help you to develop a focused customer approach to operations, enhance communication, improve team and individual performance, manage physical and financial resources to meet organisational goals and use information more effectively.

SUITABLE FOR

Those in a line management position with a range of responsibilities. You should have the support of your line management and access to the whole organisation for research and learning opportunities. You will be required to join the CMI as a student member.

DURATION

Level 3: Monday afternoon and evening, one year part-time, starting in September or January.

Level 5: Eight modules each module two consecutive Fridays and one Saturday morning, multiple start dates.

ASSESSMENT

Eight work-based assignments plus one work-based project.

FEES

Certificate: £1,480, Diploma: £1,500.

Extra costs: books, annual College administration fee.

SUCCESS STORY

Sandra Bensley, CMI Management Diploma

"I realise how far I have come and what I have achieved this year and I am so proud of myself. My tutor has been a fantastic support in achieving all this."

CIM MARKETING

CHARTERED INSTITUTE OF MARKETING

www.cim.co.uk

CIM Professional Certificate in Marketing

CIM Professional Diploma in Marketing

Learn the fundamental aspects of marketing including assessing the marketing environment, research, stakeholders, planning, delivering customer value and project management.

SUITABLE FOR

Junior marketers for the Certificate and those with operational responsibilities for the Diploma. You will be required to join the CIM as a student member.

DURATION

Certificate: One year or 18 months, one or two evenings a week starting in September or December.

Diploma: One or two years, one or two evenings a week starting in September or January. Four units per qualification.

ASSESSMENT

Exams and assignments.

FEES

Certificate: £275 per unit, Diploma: £350 per unit.

Extra costs: books, CIM membership and exams/assignments, annual College administration fee.

SUCCESS STORY

Neil Barham, CIM Professional Diploma in Marketing

“The course has been excellent and I was offered a new role in my organisation as an Assistant Product Manager before I finished. Without this course this would not have been possible.”





CIPD PERSONNEL

CHARTERED INSTITUTE OF PERSONNEL AND DEVELOPMENT
www.cipd.co.uk

CIPD Certificate in Personnel Practice

This course represents the first stage towards becoming a full member of the CIPD. It provides a broad-based introduction to a wide range of personnel/human resource management issues including plans and organisational context, performance management and employee relations, recruitment and selection, training and development.

SUITABLE FOR

Those working in or aiming to work within personnel/human resources. You will be required to join the CIPD as a student member.

DURATION

One year part-time, one afternoon and evening starting in September.

ASSESSMENT

Work-based assignments and a personal development log.

FEES

£1,480. Extra costs: books, CIPD membership, annual College administration fee.

SUCCESS STORY

Anna McPherson, CIPD Certificate in Personnel Practice

"I enjoyed the course and the content was excellent. I would recommend it to friends/colleagues to help provide a good introduction into Human Resources. It certainly helped me and enabled me to change career."

CIPS PURCHASING

CHARTERED INSTITUTE OF PURCHASING AND SUPPLY

www.cips.org

CIPS Foundation Diploma in Purchasing and Supply

CIPS Advanced Diploma in Purchasing and Supply

CIPS Graduate Diploma in Purchasing and Supply

This course aims to raise awareness of the contribution that purchasing and supply makes to corporate, national and international prosperity. Modules include effective negotiation, contracts, measuring and improving performance, risk management, finance and supply chain management.

SUITABLE FOR

Purchasers and those involved in the supply chain and associated professions that have experience. You will be required to join CIPS as a student member.

DURATION

Typically two years part-time for each level, one evening a week starting January or June.

ASSESSMENT

Exams, with work based assessment available on some subjects.

FEES

Foundation: £340 per unit.

Advanced: £430 per unit.

Graduate: £430 per unit.

Extra costs: books, CIPS membership and exams, annual College administration fee.

SUCCESS STORY

David Skeates, CIPS Foundation Diploma

"The course has helped me in my job and I am now applying the principles to our latest high-profile project, Heathrow Terminal 2"



SECURE YOUR FUTURE.

FOR MORE INFORMATION
ON OUR PROFESSIONAL
OR OTHER COURSES:



www.guildford.ac.uk



01483 44 85 85



info@guildford.ac.uk

INFORMATION, ADVICE
AND ENROLMENT EVENING
TUE 12 JAN 2010, 5-8PM

This booklet can be made
available in other formats



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