



Certified



Corporation

Unlock Your Potential with RHG
Building Success through Workplace Learning

About RHG

RHG Consult Ltd (RHG) is an Ofsted-rated Good, B Corp Certified independent training provider, delivering apprenticeships, professional qualifications and bespoke workforce development solutions across the UK.

Our flexible, remote learning approach combines live and on-demand webinars, e-learning, workbooks, podcasts, learner forums and personalised 1:1 coaching to create engaging, accessible and impactful learning experiences.

Our accomplished learning coaches bring together recognised teaching qualifications, industry expertise and ongoing professional development to ensure training is relevant, practical and aligned to current workplace needs.

We work closely with employers and individuals to identify skills gaps and deliver cost-effective learning solutions that drive performance, productivity and career progression.

As an Employee Ownership Trust, our people are invested in the success of RHG and our clients. This commitment to quality is reflected in our consistently strong retention and achievement rates, which remain above national averages.

Lee Patterson
Managing Director

Sarah Douglas
Operations Director



Our Vision

To grow with integrity

Our Mission

To be a leader in sustainable and ethical training and development, empowering individuals and organisations to thrive while contributing positively to society and the environment.

Our Values

- Sustainable
- Ethical
- Inclusive
- Innovative

B.Corporation

“Business as a force for good. At RHG, we believe great training should create a positive impact beyond the workplace. As a certified B Corporation™ (B Corp), we meet high standards of social and environmental performance, accountability and transparency.

We are committed to creating opportunities for people, supporting our partners and communities, and reducing our environmental impact—while continuously improving how we do business.

When you learn with RHG, you’re choosing high-quality training from an organisation committed to making a positive difference for people, society and the planet.”

Certified



Corporation



RHG REACH
HIRE
GROW.

Apprenticeships

About Apprenticeships and their Funding

AI and Automation Practitioner Level 4

Associate Project Manager Level 4

Bid and Proposal Coordinator Level 3

Business Administrator Level 3

Business Analyst Level 4

Corporate Responsibility and Sustainability Level 4

Improvement Specialist Level 5

Improvement Technician Level 3

Junior Management Consultant Level 4

Multi-Channel Marketer Level 3

Safety, Health and Environment Technician Level 3

Service Innovation Lead Level 6

Commercial Courses

Level 3 Certificate in Assessing Vocational Achievement

Level 3 Award in Assessing Competence in the Work Environment

Level 3 Award in Assessing Vocationally Related Achievement

Level 3 Award in Education and Training

Level 4 Award in the Internal Quality Assurance of Assessment

Level 4 Certificate in Education and Training

Level 5 Diploma in Education and Training

Level 3 Award in Effective Coaching

Level 3 Award in Effective Mentoring

Level 3 Certificate in Effective Coaching and mentoring

Level 5 Certificate in Effective Coaching and Mentoring

Level 5 Diploma in Effective Coaching and Mentoring

Level 7 Certificate for Executive and Senior Level Coaches and Mentors

Level 7 Diploma for Executive and Senior Level Coaches and Mentors

Train the Trainer

Level 5 Certificate in Service Improvement

Level 3 Award in Leadership and Management

Level 3 Certificate in Leadership and Management

Level 3 Diploma in Leadership and Management

Level 5 Award in Leadership and Management

Level 5 Certificate in Leadership and Management

Level 5 Diploma in Leadership and Management

Level 3 NVQ Certificate in Occupational Health and Safety

Level 6 Diploma in Occupational Health and Safety Practice

IOSH Lead Accident Investigation

ISEP Environmental Sustainability Skills for the Workforce

ISEP Environmental Sustainability Skills for Managers

ISEP Foundation Certificate in Environmental Management



Use the buttons on this interactive content page to go directly to the page of interest. You can return to this page at any time by clicking the leaf icon in the bottom left corner of every page

What is an apprenticeship?

At RHG, we are committed to delivering high quality apprenticeships, that ensure learners reach their full potential.

An apprenticeship is an exciting way to gain new knowledge, skills and behaviours while earning a wage. Indeed, some learners have completed degree courses before signing up for an apprenticeship, stating the learning involved in an apprenticeship programme is more relevant to the workplace.

Apprentices will have a dedicated RHG Learning Coach who will support them throughout their apprenticeship journey. Being part of an online cohort, learners will have the ideal balance of one to one sessions with their Learning Coach as well as group sessions, giving networking and peer learning opportunities with other apprentices.

Each month we celebrate apprentices who excel in a particular aspect of their programme.

Typically, apprenticeship programmes can run anywhere between 12-24 months but specific information can be found at <https://www.rhgconsult.co.uk/apprenticeships/>

What qualifications will you gain?

In addition to the apprenticeship, apprentices will have other learning opportunities, such as our IOSH approved Accident Investigation course for Safety, Health and Environment Apprentices,

Our GROW Academy offers targeted workshops and e-learning to support the apprentices' personal and professional development.

Online learning

As an online learning provider, we are committed to working with learners to make their experience as smooth and positive as possible. Using the OneFile Learner Management System means all communications are in one central portal. Learners use OneFile to build a portfolio of evidence that meets the criteria, and learning coaches access the learners' portfolio to track their progress and offer feedback. Employers can access OneFile to engage with the learning programmes and monitor their learners' progress.

Who is it for?

An apprenticeship is open to anyone wanting to upskill, whilst in the workplace. For Apprentices Aged 16 –18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications. Government funding is available to support these learners in achieving the required qualifications.

For Apprentices Aged 19+ at the start of their programme, the requirement to study and achieve Functional Skills English and maths is now optional.

Want to know more?

Read more about the programmes we offer at www.rhgconsult.co.uk or contact us directly at info@rhgconsult.co.uk

We will be happy to answer your questions and give you more detail on the apprenticeship programmes we offer, how to access funding or even how to hire Apprentices.

Continued

FAQs

We have compiled a list of frequently asked questions so whether you're looking to grow your team by hiring new members, or upskill your current workforce, you can gain maximum benefits from apprenticeship schemes.

Background

The Apprenticeship Levy was introduced from 6 April 2017 to inspire employers to expand existing and introduce new apprenticeship schemes.

Here at RHG, we help employers to deliver high-quality, professional apprenticeship programmes to upskill existing employees and hire new team members to close any skills gaps.

What is the Apprenticeship Levy?

The Apprenticeship Levy is a compulsory levy on large organisations that is used to fund the delivery of and increase the quantity and quality of apprenticeships within the UK.

Did you know?

A 10% top-up is applied by the government to funds added into the account. So for every £1 an employer adds, the organisation has £1.10 to spend on apprenticeships.

Who has to pay the levy?

From April 2017, UK employers within the private and public sector with a bill of over £3 million pay the Apprenticeship Levy.

Non-levy paying employers will contribute 5% towards the cost of training and assessing apprentices, with the government paying the remaining 95%.

How much do organisations pay?

The levy is set at 0.5% of an organisation's pay bill, however employers receive a £15,000 annual allowance to offset against the levy.

How are levy payments made?

HM Revenue and Customs (HMRC) will collect monthly payments directly from the payroll. Businesses are required to calculate and report the levy that they owe each month.

What happens to the levy?

The payments made by levy-paying organisations go into the Digital Apprenticeship Service account where employers can get access to funding as well as find relevant apprenticeships and training providers.

Continued



How can funds be accessed?

Levy-paying employers can access their Apprenticeship Levy contributions through their Digital Apprenticeship Service (DAS) account to pay for their apprenticeship training.

For non levy-paying organisations please contact us or visit <https://www.apprenticeships.gov.uk/employer/funding-an-apprenticeship-non-levy#>

How are funds spent?

The funding can be put towards the cost of training and assessments within the apprenticeship and can only be used with an approved training provider who is on the register of apprenticeship training providers.

Are there any funding rules?

Yes, and a key one is that apprentices must be permitted dedicated time from their working week to achieve the programme off the job hours

Who can become an apprentice?

The apprenticeship scheme is available for both new and existing employees to enable you to develop existing team members, as long as they meet eligibility criteria. There are no age restrictions on the apprenticeship scheme.

Is there a time limit to spend the levy funds?

Levy funds will expire 24 months after they enter the account unless they are spent on apprenticeship training.



Apprenticeship Programmes

AI and Automation Practitioner

4



**18-21
months**

**420 minimum OTJT
hours required**

Artificial Intelligence (AI) and Automation Practitioners are found in a wide range of sectors and organisations that rely on digital tools, online systems, and data-driven processes to operate efficiently.

As an AI and Automation Practitioner you will support improvement wherever digital workflows exist and will typically be embedded in operational teams, working in digital support roles, or in change delivery functions.

You will also interact with stakeholders across a variety of teams such as operations, customer support, or finance and will be responsible for enhancing productivity through the responsible use of automation and AI tools.

Topics covered:

- Assess AI and automation tools to identify opportunities for efficiency, cost savings, and operational improvement.
- Support and run workshops and solution design sessions.
- Ensure compliance with digital ethics, security, privacy, governance, and documentation standards.
- Measure and report on productivity gains and value delivered.
- Configure and adapt low/no code tools to solve business problems.
- Implement AI automation solutions such as chatbots, summarisation tools, and cloud-based automation platforms.
- Provide training and user-friendly guidance tailored to different audiences to support change management.

Artificial Intelligence (AI)

Level 4

Max funding £18,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

The mandatory assessment is a Project, with one other chosen from a presentation, simulated task, professional discussion or portfolio.

Additional Qualifications:

There are no additional qualifications associated with this apprenticeship.



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Associate Project Manager Level 4

4



**18-21
months**

**418 minimum OTJT
hours required**

This qualification will support you in learning the knowledge, skills and behaviours of a successful project manager.

These include, but are not limited to, good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

Dependent upon the size of the organisations and the complexity of projects, associate project managers' job titles will vary, but typically they can include: assistant project manager, junior project manager, project team leader. Some organisations use 'project manager' as a generic job title.

Topics covered:

- Project governance, planning, scope and scheduling
- Budget, cost control and making a business case
- Contract management, procurement and resource management
- Communications with stakeholders and team collaboration
- Integrity, ethics, compliance and professionalism
- Driving for results

Associate Project Manager
Level 4
Max funding £7,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Professional discussion underpinned by a portfolio of evidence. 2) Project report with a presentation and questioning.

Additional Qualifications:

This apprenticeship aligns with the Association for Project Management Associate Membership.



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Bid and Proposal Coordinator Level 3

3



**18-21
months**

**370 minimum OTJT
hours required**

The role of bid and proposal professionals is integral to how businesses win work.

During your apprenticeship you will develop commercial capability, vital to businesses and valued across all business sectors. You will support the full end to end proposal process – from initial interest and co-ordinating activities around pursuit of an opportunity, co-ordination of responses to pre-qualification questionnaires (PQQ) and final tender proposal documentation submission.

This role extends to a range of related commercial activity such as sector analysis, trend analysis, engaging in contract law, and developing strategies to win business for a variety of goods and services.

Topics covered:

- Using bid software
- The bid life cycle and how it applies to your organisation
- The roles and responsibilities of your bid team
- Using a CRM tool and knowledge library
- Proof reading and editing proposals
- Creating bid resource plans and compliance matrices
- Customer win plans and proposal analysis
- The importance of GDPR

Bid and Proposal Coordinator Level 3

Max funding £8,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Professional discussion underpinned by a portfolio of evidence. 2) Written knowledge test.

Additional Qualifications:

Eligibility for membership of the Association of Proposal Management Professionals (APMP).



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Business Administrator Level 3

3



**15-18
months**

**348 minimum OTJT
hours required**

Solve problems and suggest better ways of working, provide clear communication, use excellent organisational skills to plan your time and multi-task, and coach and support team colleagues.

The responsibilities of a Business Administrator are varied so during your apprenticeship you will develop the knowledge, skills and behaviours to engage with the different functions of your organisation and interact with both internal and external stakeholders.

This apprenticeship is suited to individuals who are new to business administration or have been in a business administration role for a while but have not had formal training.

Topics covered:

- Understanding the organisation and its environment
- Relevant regulations
- Interpersonal skills
- Communicating with internal and external stakeholders
- Business fundamentals, planning and organisation
- Processes and procedures
- Decision making and quality improvement
- Project management

Business Administrator Level 3

Max funding £5,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Multiple choice knowledge test. 2) Interview underpinned by a portfolio of evidence. 3) Project presentation with questioning.

Additional Qualifications:



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Business Analyst Level 4

4



**15-18
months**

**348 minimum OTJT
hours required**

A Business Analyst will understand the needs of stakeholders and how these can be met through business change and digital solutions. Business Analysts are change professionals that help organisations deliver business and digital change successfully.

This occupation is found in the public and private sector, large multi-national companies and smaller independent enterprises. Business analysis exists in almost every sector, from not-for-profit organisations through to retail and the financial services. It's fast-paced and collaborative and provides a recognised career with professionals taking lead roles in successful change delivery.

This apprenticeship is ideal for people in a data rich environment who are involved in business improvement or change management.

Topics covered:

- Using structured techniques to investigate problems and opportunities
- Modelling, analysing and reforming business process
- Identifying data requirements to inform business improvement
- Supporting the management of change requirements
- Supporting the creation of data models
- Liaising with stakeholders to understand their perspectives and managing their agendas
- Documenting the change processes including costs, benefits and impact

Business Analyst Level 4

Max funding £18,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Professional discussion underpinned by a portfolio of evidence. 2) Project proposal with presentation and questioning.

Additional Qualifications:

You will be eligible for professional membership of BCS, The Chartered Institute IT Register for IT Technicians (RITTech) level 4.



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Corporate Responsibility & Sustainability Level 4

4



**21-30
months**

**487 minimum OTJT
hours required**

CR&S Practitioners are often ambassadors for their organisation driving change by delivering their organisation's CR&S strategy. In their daily work they will interact with a variety of internal and external stakeholders often across multiple sites and functions. They facilitate change by helping others to understand how different roles fit within the strategy and how everyone's contribution can impact the greater good.

The apprenticeship is suited to individuals who have responsibility for Corporate Responsibility and Sustainability or Environment, Social and Governance within an organisation, or seeking a role in CR&S and ESG.

Topics covered:

- Principles of project, change and culture management
- The fundamentals of delivering CR&S strategies
- CR&S data and analytics
- Techniques for managing and influencing stakeholder relationships
- Communication and report writing techniques
- Horizon scanning and delivering a long-term CR&S strategy
- Understanding environmental, societal and regulatory agendas
- How to manage CR&S budgets, fundraising and measuring return on investment

Corporate Responsibility & Sustainability Level 4

Max funding £14,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Professional discussion underpinned by a portfolio of evidence. 2) Work-based project followed by a report and a presentation with questions and answers.

Additional Qualifications:

Free membership of the Institute of Corporate Responsibility and Sustainability (ICRS) while studying. On completion of the apprenticeship, apprentices will be eligible to become an Associate and in time a Fellow of the ICRS.



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Improvement Specialist Level 5

5



**18-21
months**

**370 minimum OTJT
hours required**

Improvement Specialists use 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.

Typically, Specialists lead larger programmes – tackling issues that may require swift problem solving, or re-occurring challenges that require in-depth analysis and the implementation of a range of effective and sustainable countermeasures. They are the focal point for all stakeholders and responsible for communication throughout a project.

Topics covered:

- Identifying potential opportunities, diagnosing issues, proposing solutions and implementing changes and controls
- Working in accordance with organisational controls and statutory regulations
- Selecting and applying the appropriate graphical tool dependent on the data type to identify patterns, trends and signals
- Planning designed experiments with clear objectives, and appropriate levels of controls and measurement
- Coaching teams and sharing best practice

Improvement Specialist Level 5

Max funding £9,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Knowledge test based on mini case studies. 2) Professional discussion underpinned by a portfolio of evidence.

Additional Qualifications:

Lean Six Sigma Black Belt



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Improvement Technician Level 3

3



**15-18
months**

**326 minimum OTJT
hours required**

Improvement Technicians are responsible for delivery and coaching of improvement activity within their area of responsibility, often associated with Lean and Six Sigma methodologies.

Typically, Improvement Technicians work as a member of an operational team to resolve problems – preventing re-occurrence, engaging others in issues affecting them and to support the improvement of performance. They provide local expertise in business improvement methods and basic tools to team.

Topics covered:

- Engaging team members in the identification of improvement opportunities and relevant countermeasures and controls
- Sharing improvement progress through appropriate reporting
- Planning, managing and implementing improvement activities
- Identifying and scoping improvement projects and establishing clear measurable objectives
- Applying techniques to identify customers, their requirements and translate these to metrics
- Developing data collection plan and validated measurement processes to understand performance

Improvement Technician Level 3

Max funding £4,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Multiple choice knowledge test. 2) Project report, presentation and questioning. 3) Professional discussion underpinned by a learning log.

Additional Qualifications:

Lean Six Sigma Yellow Belt



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Junior Management Consultant Level 4

4



**18-24
months**

**396 minimum OTJT
hours required**

On the programme, Learners will develop skills in conducting research, analysing and interpreting data and organising the logistics of a project. As they develop and progress, they will develop report writing skills using statistical evidence to support recommendations and conclusions or support the creation of slide decks to deliver key messages to clients.

This programme can be for apprentices in a typical management consultancy role supporting clients, or for those more focused on internal consultancy and supporting business internally.

This apprenticeship is suited to individuals with a broad scope of responsibilities and exposure to a wide range of consultancy tasks.

Topics covered:

- Business analysis
- Project management
- Financial analysis
- Report writing
- Communication skills

Junior Management Consultant Level 4

Max funding £9,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

- 1) Assessed reflective portfolio of evidence.
- 2) Presentation and interview underpinned by the reflective portfolio.

Additional Qualifications:



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Multi-Channel Marketer Level 3

3



**15-18
months**

**326 minimum OTJT
hours required**

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.

The broad purpose of this occupation is to support customer focused marketing activities aligned to business strategy that generates measurable results to the bottom line.

You will interact with external stakeholders such as suppliers, digital agencies, event & PR companies as well as clients and customers.

Topics covered:

- Project governance, planning, scope and Use of research methods to inform strategic marketing decisions, targeting, planning and delivery

- Sourcing, creating and editing content in collaboration with colleagues and stakeholders
- Monitoring, optimising, analysing and evaluating marketing campaigns and channels in order to measure effectiveness against business objectives
- Identifying and using relevant emerging trends solutions and technologies including AI, to implement effective marketing strategies.
- Supporting and managing the catalogue of offline and digital marketing assets ensuring compliance with organisation's policies and regulatory compliance such as GDPR
- Publish, monitor and respond to editorial, creative and video content via multi-channel platform

Multi-Channel Marketer
Level 3
Max funding £11,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Professional discussion underpinned by a portfolio of evidence. 2) Project report with a presentation and questioning.

Additional Qualifications:

This apprenticeship aligns with the Chartered Institute of Marketing (CIM) for Affiliate, the Digital Marketing Institute (DMI) for Power and the Data and Marketing Association (DMA) for Individual.



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Safety Health & Environment Technician Level 3

3



**15-21
months**

**370 minimum OTJT
hours required**

The SHE Technician will assist the management team in ensuring that the legal and company SHE requirements are implemented. On a daily basis the SHE Technician will assist to develop, review and check on the implementation of safe systems of work, deliver training (e.g. toolbox talks & inductions), investigate incidents, analyse data and present findings to the management team.

You will be responsible for supporting the embedding of a safety culture by inspiring and influencing others to see the benefit of working responsibly, understanding the legal framework and showing how safety, health and environmental management can enhance operational activities.

Topics covered:

- Identifying and evaluating hazards to mitigate risk
- How a SHE management system works
- How to plan for Safety, Health or Environmental emergencies
- How people think and why they make decisions which can lead to risk

Safety Health & Environment Technician Level 3

Max funding £5,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Multiple choice knowledge test. 2) Project report, presentation and questioning. 3) Professional discussion underpinned by a portfolio of evidence.

Additional Qualifications:

IOSH Approved Level 4 Accident Investigation Course



RHG REACH
HIRE
GROW.

Apprenticeship Programmes

Service Innovation Lead Level 6

6



**24
months**

**418 minimum OTJT
hours required**

The broad purpose of a Service Innovation Lead is to improve or redesign services currently offered or develop and design new service propositions to meet the needs of the business and other stakeholders. Service Innovation Leads take a user-centred, collaborative and exploratory approach to design the new service, iterating toward implementation.

Topics covered:

- Define and conduct research using both qualitative and quantitative techniques to identify user needs
- Analyse, interpret and communicate complex information to build the case for change
- Lead through innovative thinking the case for change to improve the outcomes for service users

- Use tools including artificial intelligence and automation to design and pilot potential solutions to test their efficiency and effectiveness
- Develop and manage others with the skills needed to contribute to the work through coaching, mentoring, shadowing, working collaboratively and delivering training
- Use lean six sigma and project management techniques to manage timeframes, budgets, risks and resources
- Manage and lead ongoing change and identify those who are able to make a case for a service design approach for future change requirements

Service Innovation Lead Level 6

Max funding £15,000

Start dates:

Cohorts start regularly through the year

Entry requirements:

For Apprentices aged 16–18 at the start of their programme it is a Mandatory Requirement to achieve Functional Skills qualifications in English and maths (up to Level 2), before the Gateway to End Point period unless they already hold suitable equivalent qualifications.

For Apprentices aged 19+ at the start of their programme the requirement to study and achieve Functional Skills in English and maths is now optional.

Assessment type:

1) Work-based project with presentation and questioning 2) Professional discussion underpinned by a portfolio of evidence.

Additional Qualifications:

In addition to your Service Designer apprenticeship you will gain either a Lean Six Sigma Green or a Level 5 Award in leadership and management, and have access to RHG's GROW Academy.



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Certificate in Assessing Vocational Achievement



This qualification is for those who assess both skills based and knowledge based learning. It is for practitioners who assess vocational achievement in both in a workplace and classroom environment. You may be assessing using any or all of the following methods.

Observation/examining work products/
oral questioning and discussion/use of
witnesses/learner statements/Recognition
of Prior Learning/assessments in simulated
environments/skills tests/oral and written
questions/assignments/projects or case
studies

The Level 3 Certificate in Assessing Vocational Achievement provides a pathway for you to qualify as an assessor and progress into a quality assurance role.

Typically covers:

- Understand the Principles and Practices of Assessment
- Assess Competence in the Work Environment
- Assess Vocationally Related Achievement

Level 3 Certificate in Assessing Vocational Achievement

Cost: £795 + VAT

Duration:

4 days + plus observation of assessment

Entry requirements:

While there are no pre-requisites for this course, it is useful if delegates have access to learners in order for joint observations of assessment to take place

Assessment type:

Delegates will be assessed by the completion of written knowledge based assignments, practical joint observations, witness testimonies and professional discussions

Progression Route:

Level 3 Award in Education and Training
Level 4 Award in Education and Training
Level 4 Award in the Internal Quality Assurance of Assessment Process and Practice



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award in Assessing Competence in the Work Environment



Level 3 Award in Assessing Competence in the Work Environment (RQF) has been designed for assessors who assess occupational competence in a learner's work environment.

You could be assessing competence or non-competence based learning, knowledge or skills, and the Level 3 Award in Assessing Competence in the Work Environment provides a pathway for you to qualify as an assessor and progress into a quality assurance role.

Typically covers:

- Understand the Principles and Practices of Assessment
- Assess Competence in a Work Environment

Level 3 Award in Assessing Competence in the Work Environment

Cost: £595 + VAT

Duration:

3 days plus observation of assessment

Entry requirements:

While there are no pre-requisites for this course, it is useful if delegates have access to learners in order for joint observations of assessment to take place

Assessment type:

Delegates will be assessed by the completion of written knowledge based assignments, practical joint observations, witness testimonies and professional discussions

Progression Route:

Level 3 Certificate in assessing Vocational Achievement

Level 3 Award in Education and Training

Level 4 Certificate in Education and Training



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award in Assessing Vocationally Related Achievement



This qualification is aimed specifically at those who assess vocational skills, knowledge and understanding in non-work environments, such as workshops, classrooms or other situations.

You could be assessing competence or non-competence based learning, knowledge or skills, and the Level 3 Award in Assessing Vocationally Related Achievement provides a pathway for you to qualify as an assessor and progress into a quality assurance role.

Typically covers:

- Understand the Principles and Practices of Assessment
- Assess Vocationally Related Achievement

Level 3 Award in Assessing Vocationally Related Achievement

Cost: £595 + VAT

Duration:

3 days plus observation of assessment

Entry requirements:

While there are no pre-requisites for this course, it is useful if delegates have access to learners in order for joint observations of assessment to take place

Assessment type:

Delegates will be assessed by the completion of written knowledge based assignments, practical joint observations, witness testimonies and professional discussions

Progression Route:

Level 3 Certificate in assessing Vocational Achievement

Level 3 Award in Education and Training

Level 4 Certificate in Education and Training



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award in Education and Training



The Level 3 Award in Education and Training is an introduction to teaching and training.

You will gain an understanding of the roles and responsibilities of a Tutor/trainer and will be able to plan and deliver sessions, using appropriate resources and teaching methods. This qualification is ideal if you want to work as a Tutor in the further education and skills sector.

Typically covers:

- Understanding roles, responsibilities and relationships in education and training
- Understanding and using inclusive teaching and learning approaches in education and training
- Understanding the principles and practices of assessment
- Facilitate learning and development in groups

Level 3 Award in Education and Training

Cost: £595 + VAT

Duration:

5 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Delegates will be assessed by the completion of written knowledge based assignments, professional discussions and preparation and presentation of a micro teach session

Progression Route:

Level 4 Certificate in Education and Training

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice



RHG REACH
HIRE
GROW.

Commercial Courses

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice



An Internal quality assurance qualification is a great progression for an assessor looking for development.

You will be protecting learners by ensuring that assessors are running assessments correctly, within your chosen discipline. This course is also ideal for employers who would like members of staff to become the go-to for quality assurance, assessment procedures and general legal and best practice requirements.

This course will give you the necessary skills to ensure best practice in the preparation and running of assessments.

Typically covers:

- Context and principles of internal quality assurance and how to plan the internal quality assurance of assessment
- Techniques and criteria for monitoring the quality of assessment internally
- How to internally maintain and improve the quality of assessment
- How to manage information relevant to the internal quality assurance of assessment
- Legal and good practice requirements for the internal quality assurance of assessment

Level 4 Award in the Internal Quality Assurance of Assessment Processes and Practice

Cost: £795 + VAT

Duration:

1 day induction plus distance learning and assessor visits

Entry requirements:

Delegates will be assessed by the completion of written knowledge based assignments, witness testimonies, professional discussions and an observation of assessment activities.

Assessment type:

You are vocationally competent in the role you want to internally quality assure. You need access to 2 assessors.

Progression Route:

Level 5 Diploma in Education and Training
Level 5 Certificate/Diploma in Effective Coaching and Mentoring



RHG REACH
HIRE
GROW.

Commercial Courses

Level 4 Certificate in Education and Training



The Level 4 Certificate in Education and Training is a first stage teaching qualification.

It is an 'in service' qualification designed for those of you who are working or wishing to work as teachers/trainers in England. You must have access to 30 hours of teaching in order to successfully complete the qualification. This qualification is suitable if you are delivering education and training in any learning environment.

Typically covers:

- Understanding roles, responsibilities and relationships in education and training
- Planning to meet the needs of learners in education and training
- Delivering education and training
- Assessing learners in education and training
- Using resources for education and training

Level 4 Certificate in Education and Training

Cost: £795 + VAT

Duration:

5 days + observation of teaching

Entry requirements:

It would be advisable to have completed the L3 Award in Education and Training course (or equivalent) and delegates need access to at least 30 hours teaching in order to complete this qualification

Assessment type:

Delegates will be assessed by the completion of written work based assignments, professional discussions and observation of at least 3 hours of teaching practical

Progression Route:

Level 5 Diploma in Education and Training
Level 5 Certificate/Diploma in Effective Coaching and Mentoring



RHG REACH
HIRE
GROW.

Commercial Courses

Level 5 Diploma in Education and Training



The Level 5 Diploma in Education and Training is a teaching qualification which has a teaching/training practice requirement. It is an 'in service' qualification designed for those working or wishing to work as teachers/trainers in England. You must have access to 100 hours of teaching.

Candidates who successfully complete this qualification will take an analytical and practical approach to all aspects of planning, delivering and assessing inclusive teaching and learning. Whilst doing this, candidates will embed theories and principles in education and training and demonstrate them in their practice.

Typically covers:

- Teaching, learning and assessment in education and training
- Developing teaching learning and assessment in education and training
- Theories, principles and models of education and training
- Wider professional practice and development in education and training

Level 5 Diploma in Education and Training

Cost: £1295 + VAT

Duration:

5 days + observation of teaching

Entry requirements:

It would be advisable to have completed the L3 Award in Education and Training qualification (or equivalent) and delegates need access to at least 50 hours teaching in order to complete this qualification

Assessment type:

You will be assessed by the completion of written work based assignments, professional discussions and observation of at least 10 hours of teaching practical

Progression Route:

Level 7 Certificate/Diploma for executive and Senior level Coaches and Mentors



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award in Effective Coaching



City & Guilds **ilm**

This qualification is for those of you who wish to gain the knowledge, skills and confidence to effectively coach people within your organisation.

It is also an ideal qualification if you wish to commence a career in coaching.

Gain an internationally recognised qualification. Be able to assess your own skills, knowledge and behaviours as a coach and mentor.

Typically covers:

- Understanding good practice in coaching within an organisational context
- Undertaking coaching within an organisational context
- Reflecting on coaching skills within an organisational context

Level 3 Award in Effective Coaching

Cost: £695 + VAT

Duration:

3 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their coaching practice. A minimum of 6 hours of practical coaching with tutorial support.

Progression Route:

Level 5 Certificate/Diploma in Effective Coaching and Mentoring



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award in Effective Mentoring



City & Guilds **ilm**

This qualification is for those of you who wish to gain the knowledge, skills and confidence to effectively mentor people within your organisation.

The qualification is ideal for practicing or aspiring team leaders/first line managers who wish to provide a more supportive style of management. It is also an ideal qualification if you wish to commence a career in mentoring.

Typically covers:

- Understanding good practice in mentoring within an organisational context
- Undertaking mentoring within an organisational context
- Reflecting on mentoring skills within an organisational context

Level 3 Award in Effective Mentoring

Cost: £695 + VAT

Duration:

3 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their mentoring practice. A minimum of 6 hours of practical mentoring with tutorial support.

Progression Route:

Level 5 Certificate/Diploma in Effective Coaching and Mentoring



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Certificate in Effective Coaching and Mentoring



**City &
Guilds**

ilm

This qualification is for those of you who wish to gain the knowledge, skills and confidence to effectively coach and mentor people within your organisation.

It is also an ideal qualification if you wish to commence a career in coaching and mentoring.

Typically covers:

- Understanding good practice in coaching within an organisational context
- Understanding good practice in mentoring within an organisational context
- Undertaking an extended period of coaching or mentoring within an organisational context
- Reflecting on an extended period of coaching and mentoring skills within an organisational context

Level 3 Certificate in Effective Coaching and Mentoring

Cost: £1195 + VAT

Duration:

4 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their coaching or mentoring practice. A minimum of 12 hours of practical coaching or mentoring with tutorial support.

Progression Route:

Level 5 Certificate/Diploma in Effective Coaching and Mentoring



RHG REACH
HIRE
GROW.

Commercial Courses

Level 5 Certificate in Effective Coaching and Mentoring



This qualification is for managers and those with responsibility for effective coaching and mentoring.

Gain an internationally recognised qualification. Be able to assess your own skills, knowledge and behaviours as a coach and mentor.

Know how to manage the coaching or mentoring process within an organisational context.

Deepen your understanding of how the organisational context can affect coaching or mentoring.

Plan, deliver and review your coaching and mentoring.

Plan your future development in coaching or mentoring.

Typically covers:

- Understanding the skills, principles and practice of effective coaching and mentoring within an organisational context undertaking coaching within an organisational context
- Undertaking effective coaching or mentoring within an organisational context (certificate only)
- Reviewing own ability as a coach or mentor within an organisational context

Level 5 Certificate in Effective Coaching and Mentoring

Cost: £1595 + VAT

Duration:

4 days

Entry requirements:

It is expected that you have completed a Level 3 qualification in coaching or mentoring or that you are familiar with using coaching or mentoring in your work environment.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their coaching practice. A minimum of 18 hours of practical coaching with tutorial support.

Progression Route:

Level 7 Certificate/Diploma for executive and Senior level Coaches and Mentors



RHG REACH
HIRE
GROW.

Commercial Courses

Level 5 Diploma in Effective Coaching and Mentoring



This qualification is for managers and those with responsibility for effective coaching and mentoring.

Gain an internationally recognised qualification. Be able to assess your own skills, knowledge and behaviours as a coach and mentor.

Know how to manage the coaching or mentoring process within an organisational context.

Deepen your understanding of how the organisational context can affect coaching or mentoring.

Plan, deliver and review your coaching and mentoring.

Plan your future development in coaching or mentoring.

Typically covers:

- Understanding the skills, principles and practice of effective coaching and mentoring within an organisational context undertaking coaching within an organisational context
- Undertaking an extended period of effective coaching or mentoring within an organisational context (diploma only)
- Reviewing own ability as a coach or mentor within an organisational context

Level 5 Diploma in Effective Coaching and Mentoring

Cost: £1995 + VAT

Duration:

4 days

Entry requirements:

It is expected that you have completed a Level 3 qualification in coaching or mentoring or that you are familiar with using coaching or mentoring in your work environment.

Assessment type:

A minimum of 54 hours of practical coaching with tutorial support.

Progression Route:

Level 7 Certificate/Diploma for executive and Senior level Coaches and Mentors



RHG REACH
HIRE
GROW.

Commercial Courses

Level 7 Certificate for Executive and Senior Level Coaches and Mentors



For professionals who wish to develop their expertise and credibility in the fields of Executive and Senior level coaching and mentoring, or to establish coaching at an organisational level.

They are also ideal for professional coaches and mentors seeking to enhance and accredit their experience with a nationally recognised qualification.

Gain an internationally recognised qualification Understand the strategic purposes of coaching and mentoring at an executive or senior level.

Typically covers:

- Understanding the principles and practice of effective coaching and mentoring at an executive or senior level
- Undertaking coaching or mentoring at an executive or senior level (certificate only)
- Reflecting on your ability to perform effectively as a coach or mentor at an executive or senior level

Level 7 Certificate for Executive and Senior Level Coaches and Mentors

Cost: £2395 + VAT

Duration:

4 days

Entry requirements:

It is expected that you would have completed a Level 5 qualification and that you have significant experience of using coaching and mentoring in your work environment.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their coaching practice. A minimum of 20 hours of practical coaching with tutorial support.

Progression Route:

Specialist qualifications to gain professional/technical competence



RHG REACH
HIRE
GROW.

Commercial Courses

Level 7 Diploma for Executive and Senior Level Coaches and Mentors



This course is for professionals who wish to develop their expertise and credibility in the fields of Executive and Senior level coaching and mentoring, or to establish coaching at an organisational level.

They are also ideal for professional coaches and mentors seeking to enhance and accredit their experience with a nationally recognised qualification.

Typically covers:

- Understanding the Principles and practice of effective coaching and mentoring at an executive or senior level
- Undertaking an extended period of coaching or mentoring at an executive or senior level (diploma only)
- Reflecting on your ability to perform effectively as a coach or mentor at an executive or senior level

Level 7 Diploma for Executive and Senior Level Coaches and Mentors

Cost: £2995 + VAT

Duration:

4 days

Entry requirements:

It is expected that you would have completed a Level 5 qualification and that you have significant experience of using coaching and mentoring in your work environment.

Assessment type:

Delegates will be assessed by the completion of a written assignment, and recording and reflecting on their coaching practice. A minimum of 60 hours of practical coaching with tutorial support.

Progression Route:

Specialist qualifications to gain professional/technical competence



RHG REACH
HIRE
GROW.

Commercial Courses

Train the Trainer



This CPD UK accredited course is designed for people at any level in an organisation who deliver formal or informal training on an occasional basis. You may be new to training and while not necessarily a primary responsibility within your job role, you have the opportunity to design and deliver training.

This course is also an ideal opportunity to refresh your skills as a trainer or be a stepping stone to progressing to a full time training and development role.

Typically covers:

- Understand the role of the trainer and the benefits of learning
- Explore Dale's Cone of Learning to identify the most effective learning environment.
- Mastering how to structure a training session
- Understand and write clear aims and objectives
- Understand the types of assessments
- Identify and use effective questioning techniques

Train the Trainer

Cost: £295 + VAT

Duration:

2 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

You will be assessed by an end of course multiple choice test

Progression Route:

Level 3 Certificate in assessing Vocational Achievement

Level 3 Award in Education and Training



RHG REACH
HIRE
GROW.

Commercial Courses

Level 5 Certificate in Service Improvement



**City &
Guilds**

ilm

This qualification is for experienced or new department heads, project leads or other middle managers, in organisations adopting lean methodologies or looking for ways to improve performance and efficiency, and remove waste. Learners will learn the knowledge, skills and behaviours required to lead significant service improvement projects using lean methods.

Typically covers:

- Preparing to Apply Lean Production and Improvement Methodologies to Operational Problems in Service Delivery
- Applying Lean Production and Improvement Methodologies to Operational Problems in Service Delivery

Level 5 Certificate in Service Improvement

Cost: £1595 + VAT

Duration:

2 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Two written assignments. The first assignment will describe the problem and your project plan to solve it. The second written assignment will describe your improvement project and the outcomes.

Progression Route:

Lean Six Sigma Black Belt



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 Award/Certificate/Diploma in Leadership and Management



City &  Guilds 

This qualification is ideal if you have management responsibilities but no formal training, and are serious about developing your abilities. It's particularly suited to practising team leaders seeking to move up to the next level of management, and managers who need to lead people through organisational change, budget cuts or other pressures.

Typically covers:

- core management skills – such as understanding how to organise and delegate
- ability to perform management tasks – manage projects, lead meetings

- team leadership – for example, how to motivate people to improve performance
- change and innovation – plan and manage change, create a culture of innovation
- a full range of communications skills
- managing people and relationships – negotiation, networking, building relationships
- leadership – understand leadership, use action learning to develop your leadership capabilities

Level 3 Award/Certificate/Diploma in Leadership and Management

Cost: Award £595 + VAT

Certificate: £995 + VAT

Diploma: £1395 + VAT

Duration:

Award 2 days

Certificate 4 days

Diploma 6 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

You will be assessed by a mixture of written assignments, presentations and professional discussions

Progression Route:

Level 5 Award/Certificate/Diploma in Leadership and Management



RHG REACH
HIRE
GROW.

Commercial Courses

Level 5 Award/Certificate/Diploma in Leadership and Management



This qualification is designed for project managers, department heads, and other practising middle managers. Develop your skills and experience, improve your performance and prepare for senior management responsibilities. This qualification is available as a concise Award, a broader Certificate or a very comprehensive Diploma.

Typically covers:

- Working with people – a range of units including how to deal effectively with stress and conflict, manage remote workers, build excellent customer relations
- Managing yourself and personal skills – including units that focus on assessing your own leadership performance, and developing critical thinking

- Providing direction – such as leading teams to achieve organisational goals and objectives, and making strong and informed management decisions.
- Facilitating innovation and change – for example, build a culture of continued improvement, and lead people through change
- Achieving results – such as managing for efficiency and effectiveness, and managing projects that get results
- Using resources – including managing facilities and managing information.

Level 5 Award/Certificate/Diploma in Leadership and Management

Cost: Award £1995 + VAT

Certificate: 1195 + VAT

Diploma: £1595 + VAT

Duration:

Award 3 days

Certificate 5 days

Diploma 8 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

You will be assessed by a mixture of written assignments, presentations and professional discussions

Progression Route:

Level 7 Certificate/Diploma for executive and Senior level Coaches and Mentors



RHG REACH
HIRE
GROW.

Commercial Courses

Level 3 NVQ Certificate in Occupational Health and Safety Practice



**City&
Guilds**

This is aimed at those of you who wish to develop your skills and knowledge in managing health and safety for the workplace.

Ideal for those who will have an autonomous role in their organisation for managing health and safety policy and practice, with direct report to, or be part of the senior management team.

Typically covers:

- Promote a positive health and safety culture
- Develop and implement effective communication systems for health and safety information
- Maintain knowledge of improvements to influence health and safety practice
- Manage contractors to ensure compliance with health and safety
- Develop and implement health and safety review systems
- Control health and safety risks

Level 3 NVQ Certificate in Occupational Health and Safety Practice

Cost: £1195 + VAT

Duration:

Usually completed between 6-15 months

Entry requirements:

While there are no pre-requisites for this course it is expected that you are in a health and safety role or have experience of managing health and safety matters.

Assessment type:

Assessments are completed by a portfolio of work related activities plus professional discussions to record knowledge and understanding

Progression Route:

Level 6 Diploma in Occupational Health and Safety Practice



RHG REACH
HIRE
GROW.

Commercial Courses

Level 6 Diploma in Occupational Health & Safety Practice



**City&
Guilds**

This qualification is for managers and It is aimed at those of you who wish to develop and evidence your skills and knowledge of managing health and safety in the workplace.

Ideal for those who will have an autonomous role in their organisation for managing health and safety policy and practice, with direct report to, or be part of the senior management team.

Typically covers:

- Health and safety emergency procedures
- Health and safety audits
- A positive health and safety culture in an organisation
- Organisational health and safety policy
- Professional development and ethics in health and safety practice
- Systems monitoring and risk control
- Organisational health and safety strategy

Level 6 Diploma in Occupational Health & Safety Practice

Cost: £1895 + VAT

Duration:

12-15 months

Entry requirements:

While there are no pre-requisites for this course it is expected that you are an experienced health and safety professional with responsibility for managing health and safety within a workplace.

Assessment type:

Assessments are completed by a portfolio of work related activities supported by professional discussions to record your knowledge and understanding.

Progression Route:

Level 7 Certificate/Diploma for executive and Senior level Coaches and Mentors



RHG REACH
HIRE
GROW.

Commercial Courses

Accident Investigation IOSH Approved



An IOSH approved qualification ideal for anyone conducting investigations into workplace injury or accidents.

You will be able to analyse accidents, incidents, near misses, equipment failures and operating issues confidently and competently. You will learn how to uncover root causes and compile reports.

Typically covers:

- Understand the moral, legal and financial reasons for reporting and investigating accidents in the workplace
- Know the law with regard to managing safely, RIDDOR, employers and employees duties and responsibilities

- An introduction to behavioural science to understand human factors
- Recognise best practice in the accident investigation process
- Competent to work safely and efficiently at an accident site
- Conduct relevant and sensitive witness interviews and collecting material evidence from a variety of relevant sources
- Analyse evidence to develop a no-blame report
- Produce a report containing relevant recommendations to influence positive change

Accident Investigation IOSH Approved

Cost: £695 + VAT

Duration:

3 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Assessment will be on day three and will be based on the learning outcomes from the course. The format is typical of IOSH courses, a mixture of multiple choice and short bullet point answers.

Progression Route:

Level 3 NVQ Certificate in Occupational Health and Safety Practice



RHG REACH
HIRE
GROW.

Commercial Courses

ISEP Environmental Sustainability Skills for the Workforce



The Environmental Sustainability Skills for the Workforce course is perfect for those working in any job role across all sectors, to ensure that environmental sustainability is embedded into all job roles of a company.

The course covers the main environmental risks and opportunities facing organisations; the importance of resource efficiency; the impacts of pollution, prevention, control and legislation; the impact of transport; and knowing how employees can support environmental sustainability.

Typically covers:

- Global risks relating to sustainability
- Introduction to climate emergency and net zero
- Carbon footprint
- Climate solutions and opportunities
- Pollution risk management
- Waste and water management
- Environmental compliance and consequences of non compliance
- Environmental management systems
- Action planning

ISEP Environmental Sustainability Skills for the Workforce

Cost: £135 + VAT

Duration:

1 day

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Online 20 question multiple choice test.

Progression Route:

ISEP foundation certificate in environmental management.



RHG REACH
HIRE
GROW.

Commercial Courses

ISEP Environmental Sustainability Skills for Managers



The Environmental Sustainability Skills for the Workforce course is perfect for those working in any job role across all sectors, to ensure that environmental sustainability is embedded into all job roles of a company.

The course covers the main environmental risks and opportunities facing organisations; the importance of resource efficiency; the impacts of pollution, prevention, control and legislation; the impact of transport; and knowing how employees can support environmental sustainability.

Typically covers:

- The context for environmental sustainability
- Key environmental sustainability issues
- Compliance obligations
- Improving environmental sustainability performance
- Sustainability and data
- Environmental sustainability through the value chain
- Circularity and resource efficiency
- Creating effective change
- Action planning

ISEP Environmental Sustainability Skills for Managers

Cost: £345 + VAT

Duration:

2 days

Entry requirements:

There are no pre-requisites for this course.

Assessment type:

Online 20 question multiple choice test.

Progression Route:

ISEP foundation certificate in environmental management.



RHG REACH
HIRE
GROW.

Commercial Courses

ISEP Foundation Certificate in Environmental Management



This course has been developed to provide you with a foundation of environmental and sustainability knowledge to build upon. The wide range of environmental, sustainability and governance principles covered ensures that you appreciate and understand the breadth of the sustainability agenda. The focus on specific management tools and skills will provide you with an introduction to practical application that you will need when working within this arena.

This course is aimed at those of you who are initiating a career in environmental management and want a solid foundation of environment and sustainability expertise to build on. The achievement of IEMA Associate membership, IEMA's entry professional membership level, helps provide evidence of this knowledge as well as commitment to this career pathway.

Typically covers:

- Sustainability and the UN Sustainable Development Goals
- Global risks
- Key mega-trends
- Resource scarcity
- Planetary boundaries
- Doughnut economics
- Climate trends and impacts
- Causes of the climate crisis
- Global warming predictions
- Organisational tools and action planning

ISEP Foundation Certificate in Environmental Management

Cost: £1095 + VAT

Duration:

The 5-day course is typically split into two 2.5 day sessions to allow time for review and reflection.

Entry requirements:

Candidates will be registered as Associate members of ISEP.

Assessment type:

1 hour open-book online multiple-choice exam.

Progression Route:

Certificate in sustainability and environmental management. Diploma in sustainable business practice.



RHG REACH
HIRE
GROW.



How do I find out more?

Contact us today to discuss how you could fill skills gaps within your existing team, hire new team members through the apprenticeship scheme or for more information about the Apprenticeship Levy.

t: 0345 603 9311
e: info@rhgconsult.co.uk

Harborough Innovation Centre
Leicester Road
Market Harborough
LE16 7WB

