

# Develop Perform Transform

## Programmes & Services 2023-24

“We are hugely appreciative of the level of support TSP have given us in designing, setting up and running both our apprenticeship programmes and professional development qualifications”

*Learning & Development  
Manager 2023*

“I’d like to thank TSP for their hard work and support. I am sure that having my apprenticeship was a key deciding factor in me getting my new role.”

*Team Leader Supervisor  
Apprentice 2023*

TSP Learn has a wide range of courses designed to help you develop the skills that you need to improve performance and transform your business.

We continue to offer our popular range of levy funded apprenticeship programmes and these are now joined by a range of complimentary training courses, qualifications and training support services.

Our TSP Pro Courses and qualification ranges are aimed at individuals who are looking to develop and upskill and managers or training coordinators who are working with teams on specific areas of development and performance.

In our experience learner engagement and motivation is greatly improved when training and development activities are delivered in a way that compliments their preferred learning styles and promotes active learning.

Our approach remains, to provide a quality training experience that is fully supportive and delivered in the way that you need it. Flexibly and affordably. Browse our latest updates and get in touch today to tackle your training needs with a trusted partner. We can provide you with same day quotes and booking availability.

[info@tsplearn.co.uk](mailto:info@tsplearn.co.uk) | [tsplearn.co.uk](https://tsplearn.co.uk) | 0118 984 4638

## ASK US ABOUT OUR SPECIAL SEASONAL OFFERS

TSP has a highly experienced team of consultants that have worked in the apprenticeship and training sector for many years supporting a wide range of businesses from large international operators to smaller specialist organisations.

Highlighted below is our current range of TSP Pro Courses & qualifications, training support services and apprenticeships. These are available throughout the year, we work with you to coordinate the dates and modes of delivery (online or site based) that you need.

For further information or to discuss your needs, please get in touch using the contact information below.

### Digital Skills & Functional Skills

- Initial assessment & diagnostic service that can be undertaken at scale
- Digital Skills development courses from Entry Level 1-Level 2
- Digital ICT conversion course to Level 1 or 2
- Excel Level 1 or 2
- Presentation Software Level 1 or 2
- Using Teams/Zoom/Google: Online Presentation & Collaborative Working
- English and Maths development courses
- Online & at site options for all

### Leadership & Business

- Motivation & Managing Performance
- Project Management Essentials
- Time Management & Prioritisation
- Stress Management & Resilience
- Assertiveness & Resilience
- Problem Ownership & Decision Making
- Dealing With Challenging Behaviour
- Customer & Stakeholder Service Excellence
- Lean Management
- Business Improvement Techniques
- Data Protection & Data Security

### Professional Development

- Train the trainer
- Presenting/presentation skills
- Using presentation software to create effective presentations

#### Accredited qualifications:

- Work-based Assessor
- Work-based Internal Quality Assurance qualification
- Equality & Diversity

### Facilities Management

#### IWFM & NCFE Accredited qualifications: Level 2

- Certificate Facilities Services Principles
- Certificate in Cleaning Principles

#### Level 3

- Award & Certificate Facilities Management

#### Level 4

- Award, Certificate & Diploma Facilities Management

### Training Support Services

- Apprenticeship information, advice and guidance services to support your workforce
- Apprenticeship recruitment support service
- 'Individual Learner Record' (ILR) management & apprenticeship administration support services
- Bespoke programme development service

### Funded Apprenticeship Delivery

Full service delivery from IAG to EPA in:

- Leadership & Management Level 3-5
- Customer Service Level 2-3
- Business Administration Level 3
- Facilities Management Level 2-4
- Security & Security Management Level 2 & 3
- Passenger Transport & Management Level 2-4

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