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**Course 01: Recruitment Consultant - Level 4**

- Introduction to Importance and Implications
- An Overview of the Recruitment Industry
- The UK Recruitment Legislation
- Sales and Selling in the Recruitment Industry
- The Recruitment Process
- Key Performance Indicators for the Recruitment Industry
- Candidate Attraction for Recruitment
- Candidate Management
- Candidate Interview Processes
- Client Acquisition
- Client Strategy in the Recruitment Sector
- Client Management
- Steps to Starting and Running a Successful Recruiting Service

**Course 02: Employment Law Level 3**

- Basic of Employment Law
- Legal Recruitment Process
- Employment Contracts
- Employee Handbook
- Disciplinary Procedure
- National Minimum Wage & National Living Wage
- Parental Right, Sick Pay & Pension Scheme
- Discrimination in the Workplace
- Health & Safety at Work
- Dismissal, Grievances and Employment Tribunals
- Workplace Monitoring & Data Protection

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## **Course 03: Payroll Management - Diploma**

### **Sage 50 Payroll for Beginners**

- Module 1: Payroll Basics
- Module 2: Company Settings
- Module 3: Legislation Settings
- Module 4: Pension Scheme Basics
- Module 5: Pay Elements
- Module 6: The Processing Date
- Module 7: Adding Existing Employees
- Module 8: Adding New Employees
- Module 9: Payroll Processing Basics
- Module 10: Entering Payments
- Module 11: Pre-Update Reports
- Module 12: Updating Records
- Module 13: e-Submissions Basics
- Module 14: Process Payroll (November)
- Module 15: Employee Records and Reports
- Module 16: Editing Employee Records
- Module 17: Process Payroll (December)
- Module 18: Resetting Payments
- Module 19: Quick SSP
- Module 20: An Employee Leaves
- Module 21: Final Payroll Run
- Module 22: Reports and Historical Data
- Module 23: Year-End Procedures

### **Sage 50 Payroll Intermediate Level**

- Module 1: The Outline View and Criteria
- Module 2: Global Changes
- Module 3: Timesheets
- Module 4: Departments and Analysis
- Module 5: Holiday Schemes
- Module 6: Recording Holidays
- Module 7: Absence Reasons
- Module 8: Statutory Sick Pay
- Module 9: Statutory Maternity Pay
- Module 10: Student Loans
- Module 11: Company Cars
- Module 12: Workplace Pensions
- Module 13: Holiday Funds
- Module 14: Roll Back
- Module 15: Passwords and Access Rights
- Module 16: Options and Links
- Module 17: Linking Payroll to Accounts

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**Course 04: Law and Contracts - Level 2**

- Introduction to UK Laws
- Ministry of Justice
- Agreements and Contractual Intention
- Considerations and Capacities of Contract Laws
- Terms within a Contract
- Misinterpretations and Mistakes
- Consumer Protection
- Privity of Contract
- Insurance Contract Laws
- Contracts for Employees
- Considerations in International Trade Contracts
- Laws and Regulations for International Trade
- Remedies for Any Contract Breach

**Course 05: HR Management Level 3**

- Introduction to Human Resource
- Employee Recruitment and Selection Procedure
- Employee Training and Development Process
- Performance Appraisal Management
- Employee Relations
- Motivation and Counselling
- Ensuring Health and safety at the Workplace
- Employee Termination
- Employer Record and Statistics
- Essential UK Employment Law

**Course 06: Virtual Interviewing for HR**

- An Introduction to Virtual Interviewing
- Interviewer's Perspective
- Interview Preparation
- Picking a Tech to Use
- Attract and Hire the Best Talents
- Final Thoughts and Onboarding

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**Course 07: Resourcing and Managing Talent Course**

- Introduction to Resourcing and Talent Management
- Resourcing and Talent Planning
- Talent Management and The Role of Recruiting
- Coaching, Training and Development
- Performance Management
- Benefits of Talent Management
- Planning Human Resources
- Job Analysis and Design
- Employer Branding
- Improvement Opportunities of Talent Management System

**Course 08: Document Control**

- Introduction to Document Control
- Principles of Document Control and Elements of Document Control Environment
- Document Control Lifecycle
- Document Control Strategies and Instruments
- Document Management
- Quality Assurance and Controlling Quality of Documents
- Project Document Control
- Electronic Document Management Systems and Soft Copy Documentation

**Course 09: GDPR**

- GDPR Basics
- GDPR Explained
- Lawful Basis for Preparation
- Rights and Breaches
- Responsibilities and Obligations

**Course 10: Personal Leadership and Influencing Skills**

- Getting Started
- The Evolution of Leadership
- Situational Leadership
- A Personal Inventory
- Modelling the Way
- Inspiring a Shared Vision
- Challenging the Process
- Enabling Others to Act
- Encouraging the Heart
- Basic Influencing Skills
- Setting Goals

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**Course 11: Negotiation Essential Skills - Level 3**

- Understanding Negotiation
- Getting Prepared
- Laying the Groundwork
- Phase One — Exchanging Information
- Phase Two — Bargaining
- About Mutual Gain
- Phase Three — Closing
- Dealing with Difficult Issues
- Negotiating Outside the Boardroom
- Negotiating on Behalf of Someone El

**Course 12: Work Area Organisation for Increased Office Productivity**

- Introduction
- Purge
- Redistributing
- Fences Software
- Create Work Spaces
- Proximity
- Label What You Can
- Move to Digital
- Clean Your Desk Off
- Multiple Inboxes
- Mailings
- Discard Dates
- Magazines
- File Weekly

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**Course 13: Creativity and Problem Solving Skills**

- Getting Started
- The Problem Solving Method
- Information Gathering
- Problem Definition
- Preparing for Brainstorming
- Generating Solutions (I)
- Generating Solutions (II)
- Analyzing Solutions
- Selecting a Solution
- Planning Your Next Steps
- Recording Lessons Learned

**Course 14: Time Management**

- Identifying Goals
- Effective Energy Distribution
- Working with Your Personal Style
- Building Your Toolbox
- Establishing Your Action Plan