



**West Devon Business Information Point
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BIP NEWS

New year, new challenges, new opportunities and Free NVQ's!!

How are you going to meet these demands and seize opportunities?

Business Information Point is here to help. During last year we assisted over 230 individuals, providing them with advice, support and funding towards training. We provided financial help for a wide range of training including, health and safety, computer training, construction, plant and machinery skills, and even funeral directing. We have also been able to fund NVQ training in care, management and other areas.

We now have access to a training fund amounting to almost £300k to help you and your staff receive quality training. For a **limited period** where training leads to a recognised qualification we can offer it **free of charge including financial assistance towards labour costs whilst you or your employees are undertaking training**. We are able to fund most types of training ranging from short courses to full NVQ qualifications. However, the training needs to be provided by recognised training providers and if short courses are being undertaken these need to total a minimum of 5 days training.

We have staff who are able to help and advise you on what training is available and where. We will help ensure that the training meets the needs of your company and is delivered in the most appropriate way. So whether you need to comply with legislative requirements, learn new skills, increase or update existing skills, take advantage of this opportunity. This funding is available to businesses within West Devon, who employ less than 250 people. Businesses in the agriculture, tourism, transport or retail sector are unfortunately exempt.

If you are interested or have any questions please phone the office on Freephone 0800 592872 and ask for Tim.



Take advantage of this money, its there for you!!

Business Start Up Road Show – Bedford Square 15th February 2005

- Are you thinking of starting up a new enterprise?
- Do you know of friends or relatives who are looking to start up their own business?
- Do you need help with business management information?
- Where do I find out about employment legislation?
- Who can guide me through the disability access legislation?
- How do I look for additional funding for my business?
- I need help in approaching the bank manager?
- How do I prepare for next years Tax forms?
- I need help with bookkeeping?

Find the answers to these and other queries you may have. Following the popularity of the Road Show in the autumn there will be a repeat on Tuesday February 15th when we shall be in Bedford Square from 8.30 until 4.00.

We shall have a demonstration unit in Bedford Square where you can have a chat with our advisors or a business link advisor to answer your queries.

So pop along and see us for a friendly reception, sound practical advice and maybe a cup of coffee!!



Farewell Jon – welcome Jo

It's with regret that we've had to say goodbye to Jon Eggins, he's been with us for just over a year dealing with our clients undertaking computer training. He's been a great member of our team who will be sorely missed and I know that many of you have benefited from the computer courses and support, which Jon provided.

I'm sure you'll want to join us in wishing him well as he spends the next 12 months travelling in New Zealand, Australia and other exciting places, before returning to the South Hams to take over the family farm.

We're very pleased, to welcome Jo Walton to our team, who will continue to deliver quality computer training. Jo has been an IT trainer for 20 years and has a wealth of knowledge and experience to pass onto you. She is looking forward to meeting many of you and helping you make the most of your computer over the coming months. Look out for the forthcoming courses we have planned as well as new opportunities to gain nationally recognised computer qualifications.

CLAiT Computer Training Courses

Computer Training at BIP proved to be a great success during 2004 and we are now looking to build on this success by offering people the opportunity to gain recognised qualifications in a range of subjects.

In October last year we were granted approval to run CLAIT Computer courses. As a result, we are scheduling 'New CLAIT' (beginners), 'CLAIT Plus' (intermediate) and 'CLAIT Advanced' to run throughout 2005.

New CLAIT is a level 1 course and is designed for people with little or no computer experience. CLAIT Plus is suitable for people who have either attended the beginner's course or who have a basic knowledge they would like to develop further. CLAIT Advanced is more suited to people who have been using their computer for some time and want to learn the more advanced features of the programmes.

CLAIT is a fully recognised qualification and all three levels cover the subjects: Managing Files, Word Processing, Email & Internet, Database, Spreadsheets, Web Design, Presentations and Desktop Publishing.

We offer a flexible training package. You might choose to focus on one or two areas specific to your own business and learn, for example, how to create leaflets and marketing materials on a desktop publishing course, update your website with web design software or set up your accounts using spreadsheets. Alternatively you might prefer to gain an overall knowledge of the Microsoft products and book on to four or five workshops.

Our first series of level 1 and 2 workshops are scheduled to start in February with level 3 to follow later in 2005. Discounts are available for people wanting to achieve the full CLAIT award. Please see back page for dates and details.

Computer Training Courses

	Okehampton	Okehampton	South Hams	North Devon
	CLAiT	CLAiT PLUS	CLAiT	CLAiT
	<i>(Tue)</i>	<i>(Wed and Thu)</i>	<i>(Tue)</i>	<i>(Thu)</i>
Using a Computer	8 th Feb	23 rd & 24 th Feb	15 th Feb	17 th Feb
Spread sheets	22 nd Feb	9 th & 10 th Mar	1 st Mar	3 rd Mar
Web Design	8 th Mar	23 rd & 24 th Mar	15 th Mar	17 th Mar
Databases	22 nd Mar	6 th & 7 th Apr	29 th Mar	31 st Mar
Word Processing	5 th Apr		12 th Apr	14 th Apr
Desk Top Publishing	19 th & 20 th Apr	4 th & 5 th May	26 th & 27 th Apr	28 th & 29 th Apr
Internet & E-mail	3 rd May		10 th May	12 th May
Powerpoint	17 th May		24 th May	26 th May

IT1 - NEW CLAiT

These courses start at 9.45am until 2.30pm followed by assessment from 2.45pm until 3.30pm

IT2 - CLAiT PLUS

Day 1 starts at 9.45am until 3.30pm

Day 2 starts at 9.45 until 12.30pm followed by assessment from 1.00pm until 3.30pm

Qualifications

These courses enable you to learn the skills needed to achieve the CLAiT qualification. Each course is self contained and a CLAiT unit or full award can be achieved.

Cost

The cost for the New CLAiT course is £13.99 (inc VAT) plus an assessment cost of £7.60.

The cost for the New CLAiT full award will be £95

The cost for the CLAiT PLUS course is £19.99 (inc VAT) plus an assessment cost of £12.55

The costs for the CLAiT PLUS full award will be £110

For people in business in West Devon these costs may be refunded, subject to meeting eligibility criteria and achieving a qualification. This would be funded through our Business Buddies training programme.

To find out more call Tim Drew on free phone 0800 592 872

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West Devon Business Information Point is a member of CADLEA.