



PETROC™
professional, trusted, ambitious

**MOTOR
VEHICLE**

**NORTH DEVON
CAMPUS**

Old Sticklepath Hill
Barnstaple
Devon
EX31 2BQ
01271 852407
business@petroc.ac.uk

**MID DEVON
CAMPUS**

Bolham Road
Tiverton
Devon
EX16 6SH
01884 235254
business@petroc.ac.uk

**UNIVERSITY CENTRE
BRANNAMS CAMPUS**

Oakwood Close
Roundswell Business Park
Barnstaple
Devon
EX31 3NJ
business@petroc.ac.uk

**Professional qualifications,
Apprenticeships, certified courses and
more for the Motor Vehicle sector.**

Petroc provides a wide range of programmes for professionals in the Motor Vehicle sector. Whether you are looking to support your staff to achieve the next level of qualification in their professional field, or want to support staff with personal development, we have an extensive range of courses to choose from. Courses range from short one or two day refresher courses, to part-time certified programmes and apprenticeships.

PART-TIME PROFESSIONAL QUALIFICATIONS		
COURSE	LEVEL	DURATION
AAT Certificate/Diploma in Accounting	2-3-4	12 Months
Award in Assessing Competence in the Work Environment	3	9-12 Months
Award in Assessing Vocationally Related Achievement	3	12 Months
Award in Principles of Business Admin	2	12-15 Months
Certificate in Principles of Customer Service	2	12 Months
Certificate in Principles of Customer Service (VRQ)	3	12 Months
CIPD Certificate in Human Resource Practice Level	3	12 Months
CIPD Diploma in Human Resource Management	3-5	12 Months
Diploma in Business & Administration	3	12 Months
Diploma in Management & Leadership	3-5	12 Months
Functional Skills Maths and English	2	Flexible Delivery

DISTANCE LEARNING			
COURSE	LEVEL	DURATION	
Falls Prevention Awareness	2	16 Weeks	
Principles of Business Administration	2	16 Weeks	
Principles of Customer Services	2-3	16 Weeks	
Principles of Management	3	26 Weeks	
Principles of Management	3	16 Weeks	
Principles of Team Leading	2	16 Weeks	
Principles of Team Leading	2	16 Weeks	
Working with Individuals with Learning Difficulties	2	16 Weeks	

INDUSTRY QUALIFICATIONS			
COURSE	LEVEL	DURATION	
Award in Customer Service	2	1 Day	
Award in Emergency First Aid at Work	3	1 Day	
Award in First Aid at Work	3	3 Days	
Award in First Aid at Work	3	3 Day	
Award in MOT Test Centre Management	3	2 Days	
Award in MOT Testing	2	1 Day	
F-Gas			
Fire Safety	2	1 Day	
Health & Safety in the Workplace	2	1 Day	
Manual Handling	2	1 Day	
MOT Annual Training Refresher	2	4 Hours	

APPRENTICESHIPS		
COURSE	LEVEL	DURATION
Assistant Accountant	2-3	12-24 Months
Business & Administration	2-3	12- 24 Months
Diploma in Vehicle Accident Repair Body	2	24 Months
Diploma in Vehicle Accident Repair Paint	2-3	24 Months
Human Resource Support / Management	2-3	24 Months
Improvement Practitioner	4	18 Months
Marketing	3	12 Months
Motor Vehicle Service & Maintenance Technician (Light Vehicle)	3	36 Months (24 if learner already has Level 2)
Operations/Departmental Manager	5	24 Months
Team Leader/Supervisor	3	18 Months

BESPOKE TRAINING		
COURSE	LEVEL	DURATION
Petroc can design and deliver a wide range of bespoke training developed for your specific business needs. Recent bespoke delivery includes - ICT (word, excel, powerpoint) training for staff of varying experience, Health and safety in the workplace, Maintenance Safety passport, Leadership and management for your business.	Can be accredited	Bespoke

If you cannot see the particular course or qualification you are looking for, please contact us and we will provide additional assistance. Please call **01271 852407** or email **business@petroc.ac.uk**