ICT TRAINING

OPEN COURSES

APPRENTICESHIPS

SUPPORT SERVICES

ISSUE: 22/04/2024

PETA ®

ASPIRE TO LEARN ▸ APPLY TO ADVANCE

Welcome...

PETA offers over 200 courses and apprenticeship programmes in the most sought-after professional, digital and technical skillsets – from management training to health and safety qualifications, IT skills and engineering.

Today, PETA is one of the largest and most respected training providers on the south coast and we will continue to build on this reputation, transforming careers and building the next generation of business leaders and technical experts.

Our directory reflects a wide and increasingly flexible range of training, learning and development solutions. From short courses, tailored or bespoke training, webinars through to qualification-led outcomes including apprenticeships and advisory and consultancy services, we can offer a tailored service that aligns to the needs and requirements of your business. These can be delivered at customer's locations or in our dedicated training centres which are designed to create a quality environment for learning.

On behalf of all the team at PETA, we look forward to supporting your people development experience which we hope will lead to enhanced performance and you can join us in our belief of Aspiring to Learn and Applying to Advance yourself and your business.

Fiona Stilwell

CEO

Why Partner with PETA?

OUR PURPOSE

Our purpose is to create fair opportunities for young people to advance from education to employment and help local businesses champion personal development as a means of driving commercial growth.

We invest in people and support them in their aspiration to be the very best they can be, for themselves, their careers and for the businesses they work in.

Our Vision is to build the next generation of engineers, technical experts and business leaders and create a world where people training is at the forefront of business strategy.

OUR VALUES

ASPIRE - We whole-heartedly support our customers in their aspirations to grow by developing the skills they need to get there

LEARN - We always listen, learn and question the norm to create new best practices and encourage a lifelong passion for learning

APPLY - We champion the application of learning and its impact on business prosperity and personal growth

ADVANCE - We give local businesses and people a voice in how adult education and training should advance to best meet their personal and commercial needs

AGILE LEARNING SOLUTIONS

Our learning and development solutions offer a range of agile, adaptable and impactful courses. Training is flexible, so it works in harmony with busy work across a wide range of topics and delivery options:

- Short taught courses combined with pre- and post-course eLearning modules
- eLearning solutions covering Corporate and Apprenticeship programmes
- Qualification and endorsed programmes from respected organisations
- Tailored corporate courses aligned to your specific needs, business context and goals including blended learning options
- Coaching options, facilitating insights and perspective in establishing the conditions for behavioural and skills development
- Mentoring through advisory services in Safety, HR, Training, Lean and IT initiatives

Programmes can be delivered at our Portsmouth Training Centre or at your business premises on a date and time to suit you. Many of our courses offer multiple bookings discounts, enabling you to get the best from your learning and development budget.

Our team are on hand to help you to select the right training, learning and development for your business – all part of our service and commitment to you.

ADVISORY SERVICES

Tailored support from a trained professional to help you tackle key projects or day-to-day essentials in Safety, HR, Training and Business Improvement.

MEMBERSHIP

Enjoy discounts of 15% or more, the opportunity to attend key events for free and a whole host of other benefits as part of the PETA business community.

APPRENTICESHIP AND MANAGED SERVICES

Our Apprentice recruitment and Managed Service solutions help you to get the very best from your levy and access co-investment funds where applicable.

VENUE HIRE - BOOK OUR FACILITIES

Our amazing venue at Access Point is equipped with a range of conference rooms and our renowned Conference Room, perfect for awards ceremonies and prestigious events. Members get a 20% discount on our standard room hire rates.

Keep in contact with us at:

- www.peta.co.uk
- www.facebook.com/PETA.Training
- www.linkedin.com/company/peta-ltd
- www.twitter.com/PETA_training

3

Technical Skills

ICT Training

ITIL®4 Foundation

Recognised internationally as the best practice to IT Service Management

Duration	4 days	
Fees (+ VAT)	Member	£1,495.00
	Non-Member	£1,759.00
Start Date(s)	2024	2025
	24 June	

BOOK ONLINE »

WHO IS IT FOR?

The ITIL®4 Foundation (Information Technology Infrastructure Library) course provides an introduction to the core concepts of ITIL best practices for IT service management. It offers a practical understanding of the key terms, principles, and models that IT departments can utilise to improve efficiency and alignment with business needs. The ITIL Foundation course is designed for individuals who require a basic understanding of the ITIL framework and how it can be used effectively within the business which includes Business Managers, IT support staff, Service Owners, and IT Professionals.

PLEASE NOTE

The ITIL course on this page are offered by QRB Management Consultants Ltd, ATO/Affiliate of AXELOS Limited. 'ITIL®4' Foundation is a registered trade mark of AXELOS Limited. All rights reserved. The course price includes the exam fees.

COURSE OVERVIEW

- Purpose, objectives and scope of service design and processes
- The five major aspects of service design
- Service transition; bringing value to the business
- Incident, problem, event and access management
- Service desk function and request fulfilment
- Roles and objectives of IT operations control and facilities management
- Continual service improvement approach
- The Deming cycle and 7 step improvement model
- Bringing it all together – Apollo 13 Simulation

Microsoft SharePoint

Plan, design, build and maintain

Duration	2 days	
Fees (+ VAT)	Member	£546.00
	Non-Member	£643.00
Start Date(s)	2024	2025
	19 August	

RELATED COURSES

- Power BI
- ITIL®4 Foundation

BOOK ONLINE »

WHO IS IT FOR?

Standard and power users of SharePoint who want to get the most from this collaborative working platform.

COURSE OVERVIEW

- Creating a site, establishing a hierarchy and use of modern hub sites
- Establishing site settings
- Working with Creating and editing groups with permissions
- Working with Libraries, document control and content types
- Working with Custom and common lists
- Working with Metadata and custom columns
- Building a custom homepage with web parts
- Extending SharePoint through additional web apps
- Integrating SharePoint with Power Platform
- SharePoint and the mobile workforce

Power BI

Analyse, visualise and report business intelligence

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

Ideal for analysts or architects looking to transform business data into accessible visual dashboards and high-impact business intelligence.

COURSE OVERVIEW

- Data Connections
- Modelling
- Calculates tables
- Visualisations
- Power BI Service
- DAX

Microsoft Power Platform Fundamentals (PL-900)

Create custom business applications to transform your business processes

Duration

Fees (+ VAT)	Member	£
	Non-Member	£

Start Date(s)	2024	2025

RELATED COURSES

- Microsoft 365 Fundamentals (MS-900)
- MS-700 Managing Microsoft Teams

BOOK ONLINE »

WHO IS IT FOR?

Users who aspire to improve productivity by automating business processes, analysing data to produce business insights, and acting more effectively by creating simple app experiences.

COURSE OVERVIEW

- Describe the Business Value of Power Platform through an overview of Microsoft 365, Power BI, Power Automate and Power Apps
- Identify the core components of Power Platform
- Demonstrate the capabilities of Power BI and use it to make interactive reports
- Demonstrate the capability of Power Apps to use applications which link elements of Microsoft 365
- Demonstrate the capability of Power Automate to streamline and automate business activities
- Demonstrate the capability of Power Virtual Agents to create informative and effective chatbots

COURSE BOOKING DISCOUNTS | 5% OFF FOR 2-3 PEOPLE | 8% OFF FOR 4-5 PEOPLE | 12% OFF FOR 6 OR MORE

Microsoft Excel Introduction

Learn the basics of Excel and start to make your data work for you

Duration	**1 day**	
Fees (+ VAT)	**Member**	**£243.00**
	Non-Member	**£286.00**
Start Date(s)	2024	2025
	2 May	
	6 June	
	15 July	
	21 August	

RELATED COURSES

- Microsoft Excel Intermediate

BOOK ONLINE »

WHO IS IT FOR?

This course is ideal for anyone who is working with numbers and data and who needs to be able to create spreadsheets, understand formulas and automate calculations.

COURSE OVERVIEW

- Familiarisation with the Excel Interface
- Formatting spreadsheets
- Entering and editing data
- Designing formulas
- Absolute and relative cell references
- Creating editing and printing charts
- Page setup and printing of spreadsheets

Microsoft Excel Intermediate

Optimise functions to automate and analyse data

Duration	**1 day**	
Fees (+ VAT)	**Member**	**£267.00**
	Non-Member	**£315.00**
Start Date(s)	2024	2025
	20 May	
	17 June	
	17 July	
	14 August	

RELATED COURSES

- Microsoft Excel Advanced

BOOK ONLINE »

WHO IS IT FOR?

Ideal for those with a good knowledge of Excel, who are responsible for the analysis and manipulation of data to automate spreadsheets.

COURSE OVERVIEW

- Using date and time functions
- Linking data across spreadsheets
- Subtotalling
- Sorting and filtering data
- Writing Logical Functions
- Lookup tables
- Introduction to Pivot Tables

Microsoft Excel Advanced

Build powerful business intelligence using Excel advanced features

Duration	**1 day**	
Fees (+ VAT)	**Member**	**£291.00**
	Non-Member	**£343.00**
Start Date(s)	2024	2025
	3 June	
	8 August	

RELATED COURSES

- Power BI

BOOK ONLINE »

WHO IS IT FOR?

This course accelerates the skills of regular Excel users, to enable management reporting on a wide range of business data scenarios.

COURSE OVERVIEW

- Importing and exporting data
- Database functions and data validation
- Excel tables
- Further Pivot Tables
- Input messages and error alerts
- Consolidating data techniques
- Trace connections and errors between formulas
- "What if" scenarios and analysis
- Templates and custom formatting
- Introduction to Macros

Microsoft PowerPoint

Creating high impact presentations that leave a lasting impression

Duration	**1 day**	
Fees (+ VAT)	**Member**	**£243.00**
	Non-Member	**£286.00**
Start Date(s)	2024	2025
	4 June	

RELATED COURSES

- Presentation Skills

BOOK ONLINE »

WHO IS IT FOR?

For professionals who need to present information that engages an audience and drives a positive, clear transfer of information.

COURSE OVERVIEW

- Familiarisation with the PowerPoint Interface
- Creating presentations from blank slides or content templates
- Adding animations effectively
- Working with the slide master
- Adding tables and charts
- Integration with Microsoft Word
- Creating portable and automatic presentations

COURSE BOOKING DISCOUNTS | 5% OFF FOR 2-3 PEOPLE | 8% OFF FOR 4-5 PEOPLE | 12% OFF FOR 6 OR MORE

Computing for New Users

Easy to learn with practice and perseverance

Duration	1 half-day	
Fees (+ VAT)	Member	£175.00
	Non-Member	£206.00
Start Date(s)	2024	2025
	8 July	

RELATED COURSES

- Introduction to Microsoft Office Suite

BOOK ONLINE »

WHO IS IT FOR?

Aimed at those transitioning into an office environment with little or no computing experience. Providing an excellent introduction to improve productivity and efficiency.

COURSE OVERVIEW

- Starting, stopping and logging onto Windows
- Navigating the taskbar and start menu
- Changing background, colours and screensavers
- File and folder management
- Moving, resizing and customising windows
- Print manager for cancelling or drag and drop printing
- Housekeeping

Introduction to Microsoft Office Suite

Master the powerful combination of Microsoft Word, Excel and Outlook

Duration	1 day	
Fees (+ VAT)	Member	£243.00
	Non-Member	£286.00
Start Date(s)	2024	2025
	25 July	

RELATED COURSES

- Microsoft Excel Introduction

BOOK ONLINE »

WHO IS IT FOR?

This course is ideal for those who are new users of the three main Office applications and need to develop their skills and best practice through mastering the basics.

COURSE OVERVIEW

- Familiarisation with the Word, Excel and Outlook Interfaces
- Working with bullets and numbering
- Creating and editing tables
- Setting up and editing documents
- Absolute and relative cell referencing
- Writing formulas
- Using AutoFill
- Changing email options
- File management

MS-700 Managing Microsoft Teams

Create an excellent Teams experience to improve company collaboration

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

RELATED COURSES

- Microsoft 365 Fundamentals (MS-900)

BOOK ONLINE »

WHO IS IT FOR?

Technical Administrators who want to configure, deploy, and manage Microsoft Teams, focused on efficient and effective collaboration and communication in an enterprise environment (attendees will be expected to have basic knowledge of computer networking, or a willingness to learn technical aspects of networking during the course). By the conclusion of the course, you will be able to plan, deploy, and manage Teams chat, apps, channels, meetings, audio conferencing, live events, and calling in a secure and effective network environment.

COURSE OVERVIEW

- How to upgrade from Skype for Business to Microsoft Teams
- Technical Planning and Network Configuration for Microsoft Teams
- Implementing governance for Microsoft teams
- Configuring and Managing Guest Access
- Managing security and compliance
- Deploying and managing Team' endpoints
- Monitoring usage
- Manage chat, collaboration, and meeting experiences
- Manage phone numbers and phone system
- Manage a team and team membership
- Implement policies for Microsoft Teams

Microsoft 365 Fundamentals (MS-900)

Understand the benefits and considerations of using cloud services

Duration

Fees (+ VAT)	Member	£
	Non-Member	£
Start Date(s)	2024	2025

BOOK ONLINE »

WHO IS IT FOR?

This course is designed for candidates looking to demonstrate foundational knowledge on the considerations and benefits of adopting cloud services in general and the Software as a Service (SaaS) cloud model.

COURSE OVERVIEW

- Understand cloud concepts
- Understand core Microsoft 365 services and concepts
- Understand security, compliance, privacy, and trust in Microsoft 365
- Understand Microsoft 365 pricing and support

COURSE BOOKING DISCOUNTS | 5% OFF FOR 2-3 PEOPLE | 8% OFF FOR 4-5 PEOPLE | 12% OFF FOR 6 OR MORE

Microsoft Project

Structure, schedule, and monitor projects efficiently and effectively

Duration	2 days	
Fees (+ VAT)	**Member**	**£546.00**
	Non-Member	**£643.00**
Start Date(s)	2024	2025
	1 July	

RELATED COURSES

- Project Management

BOOK ONLINE »

WHO IS IT FOR?

Project leaders or managers who are facilitating projects by learning how this powerful application can support them in managing projects to time and on budget and who are required to understand resources and costs in more depth to manage these with increased competence.

COURSE OVERVIEW

- Review, planning and defining a project, setting the environment options
- Entering tasks and deadlines including recurring tasks
- Establishing a timeline with a critical path
- Understanding resources and costs
- Resource contours
- Creating, protecting and updating a resource pool
- Assigning resources to tasks
- Tracking and managing the project
- Seeing your project in multiple views and reports
- Network diagrams, calendar and Gantt viewing of a project
- Review planning and defining a project's working time and calendars
- Creating custom maps, importing and exporting maps
- Consolidating projects, creating master and sub projects
- Linking task between projects and viewing multiple critical paths
- Creating and using macros
- Formatting and presentation of Gantt chart data

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Technical Skills

IT Advisory and Coaching Services

Computer Software Advisory and Consultancy Services

Whilst courses provide a brilliant method of training in computer software, at times, the content is not right to meet a more complex or individualistic need. This is where a more flexible and adaptable range of solutions are needed. Our Advisory and Consultancy Services offer just that.

Our team of consultants will work with you to scope the project based on your requirements and deliver the results.

IT SURGERIES

A brilliant concept in 'mentoring' application users, that involves a Microsoft expert coming to your site and holding 'one-to-one' 60-minute surgeries with individuals on a 'booked' session basis. Individuals gain skills in areas causing most difficulty. This delivers a boost to skills and resolves some of the knowledge gaps that may be inhibiting user confidence, accuracy and speed.

IT TRAINING SKILLS ANALYSIS

We all believe that we know what Microsoft Office has to offer, but with so many people 'self-taught', the skills gaps can be significant. Our IT Training Health Check will highlight skills gaps and will deliver visibility of the specific training required to uplift skills to the appropriate level.

FIRST LINE SUPPORT

A tailored support package enabling you to develop your First Line support for IT, creating improved capacity and responsive to users in your business and promoting a timely resolution to IT issues faced on a day-today basis. This can be linked to BCS - The Chartered Institute of IT qualifications.

SPREADSHEET INTEGRATION: MAKING DATA WORK SMARTER

Spreadsheets are vital to most business operations yet often the opportunity to link and integrate data from multiple sources is missed. This service offers you an objective exploration as to your data sources and works by combining data into smarter, linked document reporting options. The result is time saved and greater data accuracy.

DASHBOARD AND METRICS MANAGEMENT

Metrics are fundamental to most business operations. Through consulting with your key data managers, we can develop your Dashboards using data to work in a smart and effective way to create wider visibility of the performance measures critical to your business success.

BUILDING YOUR SHAREPOINT CAPABILITY

Many businesses are turning to SharePoint as the way forward in developing collaborative working. Using the expertise of our SharePoint trainer, we will tailor a support programme that helps you develop how SharePoint will integrate into your business operation establishing the interface between functions to support users and developers in maximising the features SharePoint offers.

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IT and Digital Apprenticeships

Data Technician Level 3

Analyse structured and unstructured data to support business needs

QUALIFICATIONS

- Industry qualification and training covering:
  - Microsoft Excel Office Specialist (MOS)
  - Microsoft Power BI & Data Analyst (PL-300)
  - Microsoft Power Platforms (PL-900)
  - Application skills (Microsoft Word/PowerPoint/Project)
- English Functional Skills Level 2 (If required)
- Maths Functional Skills Level 2 (If required)

Duration	**21 Months**
Off-the-job-training	**16 days**
Start date	**Flexible to suit employer**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Source data from a collection of already identified trusted sources in a secure manner
- Collate and format data to facilitate processing and presentation for review and further advanced analysis by others
- Present data for review and analysis by others, using required medium for example tables, charts, and graphs
- Blend data by combining data from various sources and formats to explore its relevance for the business needs
- Analyse simple and complex structured and unstructured data to support business outcomes using basic statistical methods to analyse the data

- Validate results of analysis using various techniques, e.g. cross checking to identify faults in data results and to ensure data quality
- Communicate results verbally, through reports and technical documentation and tailoring the message for the audience
- Store, manage and share data securely in a compliant manner
- Collaborate with people both internally and externally at all levels with a view to creating value from data
- Practise continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development

Support Technician Level 3

An effective and efficient Helpdesk

QUALIFICATIONS

- Industry qualification and training covering:
  - PETA Networking Fundamentals
  - PETA Server Fundamentals
  - PETA Security Fundamentals
  - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	**22 Months**
Off-the-job-training	**25 days**
Start date	**Flexible to suit employer**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Provide technical support to customers both internal and external through a range of communication channels
- Establish and diagnose ICT problems/faults using the required troubleshooting methodology and tools
- Interpret technical specifications relevant to the ICT task
- Apply the appropriate security policies to ICT tasks in line with organisational requirements
- Undertake the relevant processes with the relevant tools and technologies to resolve ICT technical issues
- Communicate with all levels of stakeholders, talking them through steps to take to resolve issues or set up systems, keeping them informed of progress and managing escalation and expectations
- Apply appropriate testing methodologies to hardware or software or cabling assets

- Practice guided continuous self-learning to keep up to date with technological developments to enhance relevant skills and take responsibility for own professional development
- Document or escalate ICT tasks as appropriate to ensure a clear audit trail and progression of issues
- Install and configure relevant software and hardware as appropriate for example: mobile apps, printers, projectors, scanners, and cameras
- Address IT issues by prioritising in response to customer service level agreements
- Administer security access requirements and permissions for stakeholders escalating as necessary for example password resets
- Support the roll out of upgrades or new systems or applications

Software Developer Level 4

Building and testing high-quality code across front end, logic and database layers

QUALIFICATIONS

- Industry qualification training covering:
  - Scrum Master training (5 days – aligned to qualification, exam chargeable)
  - PETA Software Development Fundamentals (5 days)
  - PETA Software Context and Methodologies (5 days)
  - PETA Programming (5 days)
  - 10 Technical Training Days
- English Functional Skills Level 2 (if required)
- Maths Functional Skills Level 2 (if required)

Duration	**24 Months**
Off-the-job-training	**30 days**
Start date	**Flexible to suit employer**

APPRENTICESHIP OVERVIEW

This apprenticeship develops the knowledge, skills, behaviours and attitudes of staff in the following areas:

- Interpret development requirements to estimate time required to deliver the work product to enable accurate costs to be established
- Break activities down into logical units of work to enable sequencing
- Ensure the best possible structuring of activities to deliver a high-quality product
- Report progress accurately throughout the SDLC to ensure adequate audit trails
- Identify and report any impediments to development activities and propose practical solutions
- Convert customer requirements into technical requirements, both functional and non-functional
- Identify and select the most appropriate technical solution, considering coding best practice
- Communicate solutions to a range of stakeholders showing clear understanding of requirements
- Consider security implications of proposed design from inception and throughout the process
- Write logical and maintainable solutions to meet the design and organisational coding standards
- Create and maintain appropriate project documentation to explain the development process
- Apply recovery techniques to ensure the software solution being developed is not lost
- Implement appropriate change control so changes may be tracked, and quality risks managed
- Undertake unit testing of solutions, with appropriate coverage, to identify and resolve issues
- Support delivery of one or more software deployment phases, such as trials and final release
- Provide customer support, so they can correctly use the product, with risks mitigated
- Respond to SLAs to ensure that time and resources are allocated to deliver good customer service
- Apply suitable 'bug fix', appropriate to the severity and priority of the software development issue

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Essential Information

Essential Information
PETA Course Booking Terms and Conditions

Our aim is to make your training experience with us as comfortable and pleasant as possible. Call 023 9253 8700 or email enquire@peta.co.uk for help with booking your courses.

Here is some key information to guide you.

WHEN DO THE COURSES START AND FINISH?

Most courses commence at 9.15 am and coffee and registration take place from 8.45 am. Typically, courses finish at 4.30 pm. Lunch is usually between 12.30 pm and 1.30 pm. Refreshments are provided mid-morning, lunch time and mid-afternoon.

WHAT IF I AM DISABLED OR HAVE SPECIAL NEEDS?

We are committed to offering courses and facilities that respect differing needs and are accessible to all. If you do have a requirement, please contact us and we will explore with you how best to support your specific needs.

WHAT DO I NEED TO BRING WITH ME?

Your joining instructions (sent approximately two weeks prior to the course), will explain details of venue, start time, car parking facilities and information about what you need to bring with you. We do encourage individuals to consider their traveling arrangements to minimise the impact on the environment.

FEES

All fees listed in the Directory are subject to VAT and (unless otherwise stated) include refreshments, lunch (for courses of one day or more) and all training materials. When booking your course, please be sure to familiarise yourself with our terms which are detailed on the reverse of the booking forms.

HOW TO PAY

You can book and pay online at www.peta.co.uk. Members will be invoiced on commencement of a service unless otherwise agreed. Payment is required 28 days from date of the invoice.

Non-Members are required to pay at the time of booking and can pay online or by cash, cheque or credit card. However, payment must be received PRIOR to service commencement. If a purchase order is required, please quote the number on your booking form.

HOW TO MAKE A COURSE BOOKING

- Online: www.peta.co.uk
- Telephone: 023 9253 8700
- Email: enquire@peta.co.uk

REGISTRATION FEES

Registration fees for accredited programmes are not refundable or transferable.

TRANSFERS AND CANCELLATIONS ESSENTIALS

First transfer and cancellation fees

Substitutions may be made at any time up to the start of the course. Transfers and late cancellations will, however, incur the following charges based upon the time of receipt of written notification prior to the course commencement date.

Working Days	Substitutions	Transfers	Cancellations
11-15	Free	Free	25% Fee
6-10	Free	25% Fee	50% Fee
Less than 6	Free	50% Fee	Full Fee

Delegates who fail to attend will be charged the full fee.

PETA CANCELLATION

In the event of cancellation for any reasons whatsoever or howsoever by PETA Ltd, the limit of PETA's liability shall be to use its best endeavours to give notice of such cancellation and no further.

CONTACT US

Any questions you would still like to ask PETA?

Call us on 023 9253 8700 or e-mail enquire@peta.co.uk

PETA
ASPIRE TO LEARN ▶ APPLY TO ADVANCE

SUPPORT SERVICES

- Safety, health and Environment
- Training and HR
- ICT Applications Support
- Business Improvement
- Coaching Services

Book your training online at:

- **www.peta.co.uk**
- **enquire@peta.co.uk**
- **023 9253 8700**

PETA Limited is an equal opportunities provider of training and welcomes all sections of the community.

**PETA Management and Training Conference Centre
One Access Point, Northarbour Road
Portsmouth, Hampshire, UK PO6 3TE**

APPRENTICESHIPS

- Apprenticeship Levy Managed Service
- Business
- Management
- IT and Digital
- Engineering

OPEN COURSES

- Management and Leadership
- Personal Development
- Business Improvement and Quality Management
- Customer Service and Sales
- HR Training
- Computer Applications, Software and Infrastructure
- Safety, Health and Environment
- Lift Truck and Mechanical Handling
- Engineering Skills