

Education and Qualifications

<u>DATE</u>	<u>INSTITUTION</u>	<u>QUALIFICATION</u>	<u>AWARD</u>
1978-80	Shackelton Lower School, Bedford.	Primary Education	
1980-83	Silver Jubilee Middle School, Acacia Road, Bedford.	Academic Education	
1983- 1986	John Bunyan Upper School, Mile Road, Bedford.	8 'O'Levels / C.S.E'S Including...	<ul style="list-style-type: none"> ▪ English ▪ Maths ▪ History ▪ Biology ▪ Physical Science ▪ Technology ▪ Religious Education
1986-89	Bedford College, Mander Site, Cauldwell Street, Bedford.	B.T.E.C.	<ul style="list-style-type: none"> ▪ First Level Diploma Business & Finance. ▪ R.S.A Typing. ▪ R.S.A Word-processing. ▪ National Diploma Business Studies. (First Year)
1989-90	Barnfield College, Luton, Bedfordshire.	B.T.E.C.	<ul style="list-style-type: none"> ▪ National Diploma Business Studies
1990-92	Bradford & Ilkley Community College, Trinity Road, Bradford.	B.A Hons Degree	<ul style="list-style-type: none"> ▪ Organizational Studies (Undergraduated father was ill)
05/1995	Bedford College, Cauldwell St., Bedford.	Cambridge Business Skills	<ul style="list-style-type: none"> ▪ Managing Tasks ▪ T.E.F.L Foundation
09/2007	Seetec, Bromham Road, Bedford		<ul style="list-style-type: none"> • Positive Action Certificate.
07/2014	Learn Direct, High Street, Bedford.	City & Guilds	<ul style="list-style-type: none"> • I.T.Q Level 2 Extended
08-2015	Intraining, Mill Street, Bedford.	B.T.E.C	<ul style="list-style-type: none"> • Award in Retail • Award Business Admin. • Award in Work Skills
09/2015	Vision2learn, Online.	City & Guilds	<ul style="list-style-type: none"> • Customer Services Skills Level 2 • Business Administration L2
09/2015	ncchomelearning.co.uk	A.B.C. Awards	<ul style="list-style-type: none"> • Teaching Assistant Diploma LEVEL 3
06/2015	oplexcareers.com	C.P.D course	<ul style="list-style-type: none"> • Recruitment Consultant Certificate
08/2015	Udemy.com	C.P.D Courses	<ul style="list-style-type: none"> • Intro. to Medicine Certificate • Write Effective College Level essay. • Master Polite English Certificate.

			<ul style="list-style-type: none"> • Learn real life English Certificate. • English Legal System 60 Minutes Cert. • English upgrade Certificate.
11/2016	oplexcareers.com	C.P.D Course	<ul style="list-style-type: none"> • Higher Learning Teaching Assistant Level 4 Certificate (HLTA)
01/2018	newskillsacademy.co.uk	C.P.D Courses	<ul style="list-style-type: none"> • Pharmacy Assistant Certificate. • Sage 50 Beginners Certificate.
03/2018	Staff training solutions, 3rd Floor, 86-90, Paul Street, London E.C.2.A 4.N.E	ABC Awards and Certa, Awards	<ul style="list-style-type: none"> • Human Resources Certificate
06/2018	S.S.G. Training Services, Alexander Sports centre, Sidney Road, Bedford.	C.P.D Courses	<ul style="list-style-type: none"> • Work Skills Certificate. • Emergency First Aid Certificate
06/2019	Education & Training Foundation, 157-197 Buckingham Palace Road, London S.W.1.W 9.S.P	C.P.D Courses	<ul style="list-style-type: none"> • Prevent for support staff Certificate. • Safeguarding & Safer Recruitment Certificate.
05/2019	elearning.acas.org.uk	C.P.D Course	<ul style="list-style-type: none"> • Equality & Diversity Certificate
07/2019	www.janets.org.uk	C.P.D Course	<ul style="list-style-type: none"> • T.E.F.L Certificate
08/2019	Brentwood College (tutor driven).	C.P.D Course	<ul style="list-style-type: none"> • How to start an Online Business Certificate
08/2019	Brentwood College (tutor driven) info@bolc.co.uk	ABC Awards & Certa Awards	<ul style="list-style-type: none"> • Advanced Human Resource Management Diploma level 5
04/2020	Croydon college, Croydon.	TQUK (ongoing)	<ul style="list-style-type: none"> • Level 2 Certificate in Information, Advice or Guidance.