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# Course Prospectus 2024/2025



**PARTNERSHIP  
TRAINING LTD**  
WORKING TOGETHER TO SUCCEED

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# About us

Partnership Training Limited is a longstanding Training Provider, founded in 2012. Specialising in Health and Social Care for both Adults and Children services, our extensive industry expertise shape the values and principles woven into every aspect of our operations.

Established by two former Registered Care Managers, Partnership Training Limited benefits from a full compliment of Vocational Tutors that uniquely, have all held managerial positions in the sector, enriching the curriculum with real-world insights for all students whilst on the programme of learning.

Our approach is collaborative, our strength lies in the collective contribution of our staff, learners, and the employers we serve. This holistic perspective enables us to offer diverse learning opportunities tailored to individual students, whilst also enhancing the value we deliver to employers. Each student follows a personalised path aligned with their goals, skill level or need, and employer requirements, meticulously crafted in collaboration with their manager.

We firmly believe in collaborative efforts with employers and learners to uphold best practices in care, adhering to Sector Skills Council guidelines and employer values.

We take immense pride in our apprenticeship programs, designed to foster relevant knowledge, skills, and behaviors within the sector. Our approach prioritises high engagement and academic curiosity, transcending traditional classroom limitations and geographical boundaries to incorporate current sector trends and work jointly with all to reach inspire learners to unlock their maximum capabilities.



# Our Values



## V

**Values - the principles at the heart of what we do at PTL.**

- We understand that shared values make us a stronger team so we communicate, our values clearly and with purpose, respecting the values of others
- We demonstrate our values in all that we do

## O

**Open - We practice an open, honest and transparent approach.**

- We listen
- We welcome people's diversity and encourage inclusion

## I

**Integrity - We promote fairness. We do the right thing in a reliable way.**

- We challenge ourselves, and each other to do the right thing even when this is not the easiest path

## C

**Collaborative - We work better together.**

- We ask for and offer support when needed
- We solve problems by working as a team
- We give and receive meaningful feedback

## E

**Effective - We identify, design and deliver what we promise.**

- We empower individuals to succeed, delivering reliable training and teaching
- We design our services with people in mind
- We communicate clearly and frequently to set, manage and exceed expectations

# Understanding Apprenticeships

In recent years, apprenticeships have gained recognition as a valuable and dynamic way to help numerous individuals and businesses achieve their goals with nationally recognised qualifications meeting Ofsted and CQC requirements. At Partnership Training Ltd we work closely with employers to develop a bespoke range of apprenticeships to recruit, develop, retain and rebuild the care workforce. Our apprenticeships, lasting a minimum of 12 months, blend practical work experience with the opportunity to train from industry experts whilst working. All of our tutors have held management positions in the sector providing meaningful, specialist, contextualised teaching on subject matters such as: learning disabilities, dementia, trauma informed approaches, therapeutic practice, acquired brain injuries, end of life support and CSE /CE to name a few.

Apprenticeships focus on the **Knowledge, Skills** and **Behaviours** needed for each role and are assessed through assignments, discussion, peer on peer support, teaching and practical observations of practice. They are a partnership with the employer, learner and us. All Apprenticeships now have an End Point Assessment and we are extremely proud of our 97% pass rates at all levels with outstandingly high **Distinction** grades for our apprentices.

Apprenticeships are funded through the Government's Digital Apprenticeship Service allowing employers to utilise their apprenticeship levy to fund training, or for smaller businesses, 95% of the cost is covered by the Government for eligible staff. Apprentice's do not have to contribute financially, however must be supported with at least 6hrs a week if working full-time to study as part of Off the Job Training funding requirements.

Upon completion, you'll receive official certification equivalent to traditional qualification. The apprenticeship levels and their equivalents are:

- Intermediate (Level 2): Equivalent to 5 GCSE passes at grade A\*– C or 9 – 4
- Advanced (Level 3): Equivalent to 2 A level passes/Level 3 Diploma/International Baccalaureate
- Higher (Level 4-5): Equivalent to Foundation Degree and above

**Duration:**

12 - 13 months

**End Point Assessment:**

- Situational Judgement Test
- Professional Discussion

**On Programme Qualifications:**

- Level 2 Diploma in Adult Care
- Level 1 Maths Functional Skills
- Level 1 English Functional Skills

**Costs:**

Non-Levy employer contribution  
of 5% - £200

Levy paying employer  
contribution £4000

**Location:**

Workplace



**98% pass rate with 90%  
achieving Distinction and  
Merit Grades**

# Adult Care Worker Apprenticeship

## Standard Level 2

**Overview**

Adult Care Workers are essential frontline staff dedicated to helping adults with care and support needs achieve their personal goals and live as independently and safely as possible. Their work is centered around enabling individuals to have control and choice in their lives, which is a core principle of person-centred care. Adult Care Workers can work in a variety of settings such as Residential or nursing homes Home care (domiciliary care), Day centres, Individuals' homes or Clinical healthcare settings

The Adult Care Worker Apprenticeship Standard provides an industry-recognised qualification you can achieve whilst working, blending practical workplace training with study. Learning from industry specialists and former managers from Partnership Training to help provide the knowledge and skills needed to enhance practice and have a meaningful impact for the apprentice and the employer.

Learning at Partnership Training is tailored to suit individual apprentice and employer needs. Regular reviews are completed to ensure productive and flexible learning throughout the programme with employer updates and involvement.

Teaching and assessment is completed face to face using remote technology maintaining the privacy and dignity of people using the services. Evidence of learning is collected through assessments, observations, professional discussions, written or spoken assignments and can be bespoke to the employers values and therapeutic models of practice.

The Apprenticeship consists of a Level 2 Diploma in Adult Care and Level 2 Functional Skills in Maths and English once these are achieved apprentices are supported to sit their final exams.

**End point Assessment** consists of a multiple choice situational judgement test and professional discussion with an independent examiner where the apprentice can achieve either an overall Pass, Merit or Distinction grade.

# Lead Adult Care Worker

## Apprenticeship Standard Level 3

### Overview

Lead Adult Care Workers are crucial senior care staff that are responsible for the provision planning, providing, and reviewing of holistic care needs for individuals. They support and guide other care staff, ensuring positive outcomes for those receiving care.

The Lead Adult Care Worker Apprenticeship Standard offers an industry-recognized qualification. This program combines practical workplace training with study, validated by Sector Specific Councils, National Occupational Standards, and employer requirements.

At Partnership Training, learning is tailored to meet the needs of each apprentice and employer. The program focuses on some aspects of management in care and taking on responsibility in the sector and includes:

- Expert Instruction: Learn from industry specialists and former managers.
- Flexible Learning: Regular reviews ensure productive and adaptable learning experiences.
- Integrated Teaching and Assessment: Conducted face-to-face via remote technology, ensuring the privacy and dignity of service users focused on upskilling knowledge and practice
- Comprehensive Evidence Collection: Assessments, observations, professional discussions, and assignments are customized to employer values and therapeutic or practice models or specialisms such as learning disabilities, Autism, Dementia Care, Acquired Brain Injuries to name a few.

Apprentices are supported on programme to complete their level 3 Diploma in Adult Care, Understanding the Lead Adult Care Worker Standard and achieving their maths and English Level 2 Functional Skills in readiness for final exams - End point Assessment.

**End Point Assessment:** Includes a multiple-choice situational judgment test and a professional discussion with an independent examiner, where apprentices can achieve a Pass, Merit, or Distinction grade.



### Duration:

12 - 15 months



### End Point Assessment:

- Situational Judgement Test
- Professional Discussion



### On Programme Qualifications:

- Level 3 Diploma in Adult Care
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills

### Costs:



Non-Levy employer contribution of 5% - £200

Levy paying employer contribution £4000



### Location:

Workplace



**96% pass rate with 85% achieving Distinction and Merit Grades**

**Duration:**

12 - 18 months

**End Point Assessment:**

- Observation of Practice
- Professional Discussion based
- on portfolio submission

**On Programme Qualifications:**

- Level 4 Diploma in Adult Care
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills

**Costs:**

Non-Levy employer contribution  
of 5% - £350

Levy paying employer  
contribution £7000

**Location:**

Workplace

# Lead Practitioner in Adult Care

## Apprenticeship Standard Level 4

**Overview**

The Lead Practitioner in Adult Care Apprenticeship Standard is designed for senior care professionals who oversee the delivery of care services. This program equips learners with advanced skills and knowledge to lead practice development and improve service quality within adult care settings. Lead Practitioners in Adult Care play a crucial role in overseeing and improving the quality of care provided. Leading and supporting care teams, developing and implementing care plans, ensuring compliance with health and safety regulations and promoting person-centred care and positive outcomes for individuals.

**Learning Experience at Partnership Training:**

Customised Learning, tailored to meet individual apprentice and employer needs with expert Instruction delivered by experienced professionals in adult care. We provide flexible delivery with comprehensive support and regular reviews and feedback to ensure progress.

**Assessment Methods:**

Practical Observations of practice, Professional Discussions to evaluate knowledge and decision-making abilities, assignments, Work-Based Projects.

**Benefits for Employers:**

Apprentices gain up-to-date knowledge and skills to improve care standards supporting staff development by your investment in the growth and development of your care team. Ensuring your service meets the latest regulatory requirements and compliance.

**Apprenticeship Outcomes:**

Upon completion, apprentices will have the expertise to lead adult care practices effectively. They will be equipped to take on senior roles within the care sector, driving improvements and ensuring high-quality care for individuals.



# Leader in Care Apprenticeship

## Standard Level 5

### Overview

The Leader in Adult Care Apprenticeship Standard is tailored for senior professionals in adult care settings, such as managers or directors, who oversee the strategic and operational delivery of care services. This program prepares leaders to effectively manage and improve service quality while promoting a person-centred care approach meeting regulatory compliance qualification expectations from CQC.

### Learning Experience at Partnership Training:

Personalised Learning is designed to meet the needs of individual apprentices and employers. focusing on Strategic Leadership to formulate and execute strategies to deliver high-quality care services. Operational Management to oversee the day-to-day operations of care services, ensuring efficiency and effectiveness. Quality Assurance to implement and monitor quality assurance processes to enhance service delivery. Team Development to recruit, train, and develop care staff, fostering a culture of continuous improvement. Regulatory Compliance understanding to ensure services meet all relevant health, safety, and regulatory standards.

### Assessment Methods:

Observation of Practice such as team meetings, Assignments, Professional Discussions, Questions and Answers, Project Work and portfolio of evidence to compile rich and robust authentication of achievements.

### Benefits for Employers:

Enhanced Leadership with advanced skills and knowledge to improve strategic and operational management. Service Improvement as Leaders are trained to drive quality improvements and innovation in care services. Staff Retention by Investing in staff development fostering loyalty and reducing turnover.

### Apprenticeship Outcomes:

Upon completion, apprentices will be equipped to lead adult care services effectively, ensuring high-quality, person-centred care. Graduates will be prepared for senior roles, such as registered managers, directors of care, or other leadership positions.



#### Duration:

12 - 18 months



#### End Point Assessment:

- Observation of Leadership
- Professional Discussion



#### On Programme Qualifications:

- Level 5 Diploma in Leadership and Management for Adult Care
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills



#### Costs:

Non-Levy employer contribution of 5% - £350

Levy paying employer contribution £7000



#### Location:

Workplace

**Duration:**

12 - 18 months

**End Point Assessment:**

- Observation of Practice
- Competence Interview

**On Programme Qualifications:**

- Level 3 Diploma for Residential Childcare
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills

**Costs:**

Non-Levy employer contribution  
of 5% - £300

Levy paying employer  
contribution £6000

**Location:**

Workplace



**98.6% achievement  
rate**

# Children, Young People and Families Practitioner Apprenticeship Level 4

**Overview**

The Children, Young People and Families Practitioner Apprenticeship Standard is designed for those dedicated to working with children, young people, and families, supporting them to achieve their potential and improve their lives. This program equips practitioners with the skills and knowledge to provide high-quality care and support across various residential and supported accommodation settings meeting regulatory requirements.

**Learning Experience at Partnership Training:**

Bespoke individualised learning is designed for each apprentice and employer with expert Instruction from experienced practitioners from the sector. We provide flexible delivery using remote learning options. Tutors provide continuous support with regular reviews and feedback to ensure effective learning and progress is made. Learning Outcomes include relationship building: Establish strong, trusting relationships with children, young people, and families and appropriate therapeutic models for support and guidance: Providing practical and emotional support, tailored to individual needs. Understanding Safety and Well-being, Development and Learning, Youth and Social Justice and Multi-agency Collaboration to name a few.

**Assessment Methods:**

Practical Observations to demonstrate skills and knowledge in real-world settings, Assignments, Professional Discussions to showcase understanding and application of learning, Questions and Answers and Work-Based Projects.

**Benefits for Employers:**

Learners will have enhanced skills and understanding in line with regulatory requirements supporting service improvement: Practitioners trained to implement best practices and innovative solutions supporting workforce development and enhancing retention and job satisfaction.

**Apprenticeship Outcomes:**

Greater insight and knowledge of therapeutic and theoretical models of practice to enhance support when working with children, young people and families.

# Children, Young People and Families Manager Apprenticeship Level 5

## Overview

The Children, Young People and Families Manager Apprenticeship Standard is designed for those leading and managing services in the sector. This program equips managers with the advanced skills and knowledge necessary to oversee and improve service delivery, ensuring positive outcomes and high standards of care meeting regulatory qualification requirements for the role with an industry-Recognised Qualification.

## Learning Experience at Partnership Training:

Benefitting from a tailored programme of bespoke content, apprentices will be supported by former leaders in the sector to develop their strategic leadership and management, quality assurance, team development and regulatory compliance knowledge and skills. Our tutors provide regular support, teaching and contact to ensure successful and meaningful learning experiences are achieved to elevate your career.

## Assessment Methods:

These are bespoke to the individual but involve real life Observations of leadership in a confidential manner, Questions and Answers, Witness Testimonies, Reflective Accounts, Work-Based Projects, Professional Discussions, developing a robust Portfolio of Evidence.

## Benefits for Employers:

Enhanced Leadership: Apprentices bring advanced skills and knowledge to improve strategic and operational management. Service Improvement: Managers trained to drive quality improvements and implement best practices. Staff Development: Investing in leadership development fosters a culture of continuous improvement and employee retention.

## Apprenticeship Outcomes:

Upon completion, apprentices will be equipped to lead and manage services effectively, ensuring high-quality, person-centred care for children, young people, and families. Apprentices will be prepared for senior roles such as service, registered manager, nominated individual, team leader, or director of services within various settings, including social care, education, and community services.



### Duration:

12 - 15 months



### End Point Assessment:

- Situational Judgement Test
- Competence Interview



### On Programme Qualifications:

- Level 5 Diploma in Leadership and Management for Residential Childcare
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills



### Costs:

Non-Levy employer contribution of 5% - £300

Levy paying employer contribution £6000



### Location:

Workplace



**96.6% achievement rate with 78% Distinction grades**

**Duration:**

12 - 18 months

**End Point Assessment:**

- Knowledge Test
- Project Presentation
- Portfolio-based interview

**On Programme Qualifications:**

- Level 3 Diploma in Administrative Operations
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills

**Costs:**

Non-Levy employer contribution of 5% - £250 Levy paying employer contribution £5000

**Location:**

Workplace

# Business Administrator

## Apprenticeship Standard Level 3

**Overview**

Business administrators have the transferable knowledge, skills and behaviours that employers need. This makes them vital to both large and small business in many industry sectors, whether public, private or charitable. The role may involve working alone or as part of a team. Responsibilities include developing, implementing, maintaining and improving administrative services. The Business Administrator Level 3 Apprenticeship Standard is designed to provide you with advanced skills and knowledge required for effective business administration. This program focuses on project management, operational support, data management, communication, and customer service, preparing you for senior administrative positions within organisations

**Learning Experience at Partnership Training:**

A dedicated tutor will support you regularly with a bespoke teaching and assessment plan tailored to your developmental needs and goals focusing on key learning outcomes such as: Project Management, Operational Support, Data Management, Communication and understanding key stakeholders and Customer Service.

**Benefits for Employers:**

- Enhanced Leadership: Apprentices bring advanced skills and knowledge to improve business operations
- Service Improvement: Trained staff contribute to higher efficiency and better service delivery
- Workforce Development: Investing in apprenticeships enhances staff retention and job satisfaction
- a formal Level 3 Diploma in Administrative Operations unlike other training providers

**Apprenticeship Outcomes:**

Upon completion, apprentices will be equipped with advanced skills and knowledge to perform effectively in senior administrative roles.

# Team Leader Apprenticeship

## Standard Level 3

### Overview

The Team Leader Level 3 Apprenticeship provides comprehensive teaching and assessment in leadership and management. It covers essential areas such as team building, project management, communication, and problem-solving, preparing you to lead teams and contribute to your organisation's success in a variety of ways. Supporting apprentices to develop Key Leadership Skills gaining the essential skills required to manage and lead teams effectively. Learn to motivate, inspire, and drive your team towards achieving organisational goals. This apprenticeship standard meets industry requirements, ensuring you are well-prepared for a range of leadership and management roles.

### Learning Experience at Partnership Training:

Tutors will discuss your knowledge and skills and plan teaching and assessment to help develop your practice, with regular meetings to help consolidate learning with practical work-based application. We will plan flexible and tailored support with regular reviews and goal setting to help achieve your leadership potential.

### Benefits for Employers:

Unlike others Partnership Training have included a Level 3 Diploma in Team Management into the Apprenticeship to support key milestones and achievements. It supports the investment in staff and retention of staff through development opportunities and increased skills and abilities in people and project management skills.

### Apprenticeship Outcomes:

Gaining a formally recognised qualification for the industry and key skills and knowledge to consolidate practice with key transferable skills and understanding.



#### Duration:

12 - 15 months



#### End Point Assessment:

- Knowledge Test
- Structured competency interview
- Portfolio of Evidence
- Professional Discussion on CPD



#### On Programme Qualifications:

- Level 3 Diploma in Team Management
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills



#### Costs:

Non-Levy employer contribution of 5% - £225

Levy paying employer contribution £4500



#### Location:

Workplace

**Duration:**

12 - 18 months

**End Point Assessment:**

- Knowledge Test
- Competency Interview
- Portfolio of Evidence
- Project Presentation with Q&A
- Professional Discussion

**On Programme Qualifications:**

- Level 5 Diploma in Operational and Departmental Management
- Level 2 Maths Functional Skills
- Level 2 English Functional Skills

**Costs:**

Non-Levy employer contribution of 5% - £350

Levy paying employer contribution £7000

**Location:**

Workplace

# Operations Departmental Apprenticeship Standard Level 5

**Overview**

The Operations/Departmental Manager Level 5 Apprenticeship provides in-depth exploration of leadership, operational management, and strategic planning. This comprehensive program prepares you for senior management roles, equipping you with the expertise to drive organisational success covering critical areas such as project management, finance, leading and managing teams, and decision-making, equipping you with the competencies required to excel in higher-level managerial roles.

**Learning Experience at Partnership Training:**

Our program combines practical workplace training with theoretical learning, providing a well-rounded education. You will gain hands-on experience and insights from seasoned professionals who bring real-world expertise into your training. You will receive flexible and Tailored Training customized to meet the specific needs of each apprentice and employer, with continuous support from regular reviews, feedback, and support from our dedicated vocational tutors. We are committed to helping you succeed and achieve your leadership potential.

**Benefits for Employers:**

Trained managers contributing to higher efficiency and better service delivery with the ability to manage complex projects to meet strategic goals. Staff investment in development and commitment to self development increasing staff retention.

**Apprenticeship Outcomes:**

Industry-Recognised Qualification achieving a Level 5 qualification that is highly valued by employers. This apprenticeship standard aligns with industry requirements, ensuring you are well-prepared for senior management positions.

# Safeguarding support officer Level 3

## Overview

This apprenticeship develops the knowledge and confidence to support organisations in fulfilling their safeguarding responsibilities. Safeguarding Support Officers play a vital role in protecting the health, wellbeing, and human rights of vulnerable people, ensuring they live free from harm, abuse, and neglect. Learners gain practical skills to identify and respond to early signs of risk, promote professional curiosity, and work effectively with multi-agency partners to safeguard children, young people, and adults. An employee in this occupation (safeguarding advisor, assistant, co-ordinator) will be responsible for responding and triaging, initial safeguarding concerns. This will include investigating the concern, seeking advice as needed and signposting and or referring to the most appropriate person or organisation. Safeguarding support officers will assist practitioners to collate and assess information and intelligence to prepare an accurate account of the safeguarding concerns to ensure a high-quality referral is made to ensure that the most appropriate action is taken.

## Learning Experience at Partnership Training:

Learning is personal, flexible, and designed around each apprentice's role. Every learner benefits from one-to-one support with a dedicated tutor who is an experienced safeguarding professional. Training and assessment are delivered through our bespoke online platform, combining engaging virtual sessions with practical workplace application to ensure learning is meaningful, accessible, and directly relevant to real-world safeguarding practice.

## Benefits for Employers:

Having a qualified Safeguarding Support Officer within your organisation strengthens your safeguarding culture, promotes early intervention, and ensures compliance with national legislation and best practice. Staff will be confident in managing concerns, conducting risk assessments, and liaising effectively with external agencies—reducing risk and enhancing quality of care and support.

## Apprenticeship Outcomes:

On completion, learners achieve a formally recognised Level 3 qualification that is fully aligned with industry standards, equipping them with the professional expertise and confidence to support safeguarding effectively across any sector.



### Duration:

12 - 18 months



### End Point Assessment:

- Presentation with Q&A
- Professional Discussion underpinned by portfolio



### On Programme Qualifications:

optional

- Level 2 Maths Functional Skills
- Level 2 English Functional Skills



### Costs:

Non-Levy employer contribution of 5% - £350

Levy paying employer contribution £7000



### Location:

Workplace

# In House First Aid Courses

## Level 3 Award in First Aid at Work

The qualification is aimed at learners who wish to become first-aiders in the workplace. This qualification meets the requirements for training first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

### How long will it take?

22 hours of learning, typically over three days, with a minimum contact time of 18 hours.

## Level 3 Award in Emergency First Aid at Work

This qualification is aimed at learners who wish to become emergency first-aiders in the workplace. This qualification meets the requirements for training emergency first-aiders in those organisations that have identified that staff need to be trained to this level within their first-aid needs assessment.

### How long will it take?

7 hours of learning, typically over one day, with a minimum contact time of 6 hours.

## Level 3 Award in Paediatric First Aid

This qualification is aimed at individuals wishing to become a paediatric first-aider in the workplace with a responsibility for the welfare of infants and children. This qualification is intended for learners already working or preparing to work in the industry and it meets the requirements for paediatric first aid outlined in the Early Years Foundation Stage. **How long will it take?**

15 hours of learning, with a minimum contact time, excluding breaks, of 12 hours over 2 days.

## Level 3 Award in Emergency Paediatric First Aid

This qualification is aimed at individuals wishing to gain the knowledge and skills required to enable them to provide effective emergency paediatric first aid. It is intended for learners such as parents and relatives, pre-school or nursery staff, toddler group volunteers, childminders and nannies, au pairs and foster parents, or anyone who has to deliver first aid as part of their role in either childcare settings or a domestic environment.

### How long will it take?

7 hours of learning, with a minimum contact time, excluding breaks of 6 hours.





# **PARTNERSHIP TRAINING LTD**

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