



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: AIR CONDITIONING FOR VEHICLE MAINTENANCE

Modality: Face-to-face

Instruction days: Monday and Wednesday

Location: Division of Technical and Vocational Education, Arnos Vale

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 14 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Vehicle Air Conditioning

Course Description

This course is designed to equip students with the essential knowledge and practical skills required to service and maintain automotive air conditioning systems. Students will explore the fundamental principles of refrigeration, including system components, operation, and diagnostics. Emphasis will be placed on understanding the refrigeration cycle and its application in vehicle air conditioning units. Through hands-on training, students will develop proficiency in servicing techniques, with special focus on safety procedures and environmental considerations during installation, maintenance, and repair. This course prepares learners for real-world applications in the automotive industry, ensuring competence in both technical skills and industry standards.

Who should take this course?

- Automotive service technicians and mechanics looking to specialise or upskill
- Anyone interested in automotive maintenance
- Entrepreneurs looking to offer air condition repair service



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: INTRODUCTION TO AUTO-CAD: FOUNDATION FOR DESIGN

Modality: Face-to-face

Instruction days: Tuesday and Thursday

Location: Division of Technical and Vocational Education, Arnos Vale

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 15 weeks

Certificate to be awarded: SVGCC Certificate of Completion in AutoCAD: Foundation for Design

Course Description

This foundational course introduces students to the principles and practices of computer-aided design using AutoCAD. Designed for beginners, the course provides a comprehensive overview of 2D draughting techniques and basic design concepts used in engineering, architecture, and technical drawing. Students will learn to navigate the AutoCAD interface, create and edit drawings, apply dimensions and annotations, and manage layers and layouts. Emphasis is placed on precision, efficiency, and adherence to draughting standards. By the end of the course, students will be able to produce accurate technical drawings and develop the skills necessary to progress to more advanced design applications.

Who should do this course?

- Aspiring architects and engineers
- Technical drawing students
- Construction professionals interested in digitising their designs
- Artists and product designers transitioning into digital design



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: NVQ LEVEL 1 - INTRODUCTION TO ELECTRICAL INSTALLATION

Modality: Face-to-face

Instruction days: Tuesday and Thursday

Location: Division of Technical and Vocational Education, Arnos Vale

Time: 4:30 p.m. to 7:00 p.m.

Cost: \$800.00

Duration: 14 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Introduction to Electrical Installation and National Vocational Qualification (NVQ) Level 1

Course Description

This course will be delivered based on the requirements of the Caribbean Association of National Training Authority (CANTA). The main units to be covered are:

- MEMINS0071A: Prepare for electrical conduits/wiring installation
- MEMINS0051A: Cut, bend and install electrical conduit
- MEMINS0011A: Install, terminate and connect electrical wiring
- MEMINS0162A: Cut, fit and install trunking systems
- MEMCOR0191A: Use hand tools
- MEMCOR0171A: Use graduated measuring devices
- MEMCOR0071A: Use electrical/Electronic measuring devices
- MEMMAH0081A: Perform housekeeping duties
- MEMCOR0141A: Follow principles of occupational health and safety in the environment
- MEMCOR 0091A: Draw and interpret sketches and simple drawings

Who should take this course?

- Aspiring electricians seeking foundational skills and a recognised qualification
- Current trainees or apprentices in the electrical field looking to build their credentials
- Individuals interested in gaining a marketable skill to enhance employability
- DIY enthusiasts who want to safely and confidently handle basic electrical tasks



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: INTRODUCTION TO CARPENTRY

Modality: Face-to-face

Instruction days: Monday and Wednesday

Location: Division of Technical and Vocational Education, Arnos Vale

Time: 5:00 p.m. to 7:30 p.m.

Cost: \$800.00

Duration: 15 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Introduction to Carpentry

Course Description:

This course introduces students to the fundamental principles of carpentry, with a focus on the preparation, assembly, and installation of timberwork used in building construction. Through hands-on training, students will gain essential carpentry skills that can support immediate entry into the workforce or serve as a foundation for advanced studies in the field.

Who should take this course?

- Individuals seeking to gain a marketable skill
- DIY enthusiasts and hobbyists
- Homeowners interested in basic repair and woodwork



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE: CUSTOMER SERVICE AND MERCHANDISING

Modality: Blended (June classes - Face to face; July classes - Online)

Instruction days: Monday and Wednesday

Location: Division of Technical and Vocational Education, Arnos Vale

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Customer Service and Merchandising

Course Description

This hands-on course introduces students to the essential characteristics and competencies required for delivering excellent customer service in a dynamic retail or service-oriented environment. Students will explore the principles of customer satisfaction, communication skills, and professional behaviour necessary for building and maintaining strong customer relationships.

Emphasis is placed on mastering effective sales techniques, including identifying customer needs, making persuasive presentations, handling objections with confidence, and successfully closing sales. Through interactive activities and role-playing scenarios, students will develop practical skills in customer interaction and product presentation.

In addition to sales strategies, the course also covers best practices for handling and packaging customer purchases, ensuring that students are prepared to contribute to a positive and professional customer experience. By the end of the course, students will be equipped with the tools to provide top-tier service and support organisational goals in sales and customer retention.

Who should take this course?

- Small business owners especially those in the retail and hospitality sectors
- Front desk staff
- Retail staff, cashiers and shop assistants
- Aspiring entrepreneurs
- Jobseekers aiming to take on customer-facing roles



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: INTRODUCTION TO PROPERTY AND CONVEYANCING

Modality: Online

Instruction days: Monday and Wednesday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Introduction to Property and Conveyancing

Course Description

This course provides students with a foundational understanding of property law and the conveyancing process. It explores key concepts such as property ownership, land registration, and the legal procedures involved in transferring property from one party to another. Students will gain insight into the roles of legal professionals in real estate transactions and the documentation required for lawful property transfer.

Who should do this course?

- Real estate agents and assistants
- Administrative staff in legal or real estate firms
- Anyone interested in the legal processes involved in buying or selling property



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: INTRODUCTION TO BUSINESS

Modality: Online

Instruction days: Tuesday and Thursday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Introduction to Business

Course Overview

This course offers a broad overview of the world of business, providing students with a foundational understanding of how businesses operate in today's global environment. Designed for aspiring entrepreneurs and future professionals, the course emphasises critical thinking, problem-solving, and effective communication skills necessary for success in the business world.

Who should take this course?

- Aspiring entrepreneurs and small business owners
- Anyone seeking a better understanding of business



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: ORGANISATIONAL BEHAVIOUR

Modality: Online

Instruction days: Monday and Wednesday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Organisational Behaviour

Course Description

This course explores the behaviour of individuals and groups within organisational settings and examines how behaviour impacts overall performance and effectiveness. Emphasis is placed on applying behavioural theories and models to real workplace situations. Students will develop the skills needed to understand and influence behaviour in professional environments, fostering positive organisational outcomes.

Who should do this course?

- New and aspiring supervisors and managers
- Business owners seeking to build a team
- Leaders of NGOs and other groups who want to better understand team dynamics



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: INTRODUCTION TO PSYCHOLOGY

Modality: Online

Instruction days: Monday and Wednesday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Introduction to Psychology

Course Description

This course provides a broad overview of the scientific study of human behaviour and mental processes. Students will explore key psychological concepts. Emphasis is placed on understanding how psychological principles apply to everyday life and human interactions. Through lectures, discussions, and practical activities, students will gain insight into the workings of the mind and behaviour, laying the foundation for further study in the field of psychology.

Who should take this course?

- Anyone interested in human behaviour and mental well-being



SVGCC SHORT COURSES

FEBRUARY – APRIL 2025 CYCLE

COURSE NAME: HUMAN RESOURCE MANAGEMENT

Modality: Online

Instruction days: Tuesday and Thursday

Time: 6:00 p.m. to 8:30 p.m.

Cost: \$600.00

Duration: 10 weeks

Certificate to be awarded: SVGCC Certificate of Completion in Human Resource Management

Course Description

This course introduces students to the core functions and strategic importance of human resource management within an organisation. Emphasis is placed on aligning human resource practices with organisational goals, legal and ethical considerations, and the evolving role of HR in today's dynamic work environment. Students will develop practical skills and knowledge essential for managing people effectively in a variety of organisational settings.

Who should take this course?

- Small business owners
- Aspiring HR professionals
- New and aspiring team leaders