



ABERTAY NATIONWIDE TRAINING Ltd **January 2010 to September 2011**

**For all your Accredited Trainer Courses and
Health & Safety Qualifications in the UK and Worldwide**



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GET
20%OFF
ALL further
Trainer Courses

PLUS once you complete your first trainer course you get the following benefits:

- 1.) 20% off **ALL** further trainer courses for that same candidate.
- 2.) Qualify for **Fast Track 2 day PTLLS** Award or Open Learning PTLLS
- 3.) Qualify for **Exemption for 1st day** off all further Trainer Courses, as this is a teaching module which is the same on all trainer courses which you have already completed. So for Example you complete the Manual Handling Trainer Course over 3 day and then wish to do the First Aid Trainer 3 day course, then this second course you can complete in just 2 days AND get 20% OFF.

To book on-line after you complete your first trainer course just put the word 'Trainer' in the discount code to get the 20% off. Also if you already have the PTLLS award, you also Qualify for ALL 3 of the benefits above.

EDI First Aid at Work Trainer Course (3 days)

This EDI Nationally approved (Level 3) trainers qualification course is HSE Recognised at only £375 + vat per person, is for candidates who wish to become First Aid at Work Trainer/ Assessors. Cost includes all resources such as lesson plans, PowerPoint and Handouts.

Candidates: Must have a current First Aid at Work Certificate. (Nurses + Paramedics exempt)

Course Details: This First Aid Trainer part of the course over 3 days will finish on the last day where all successful candidates will be qualified to teach and assess the following courses:

- HSE First Aid at Work
- Emergency First Aid
- Public First Aid
- Child & Baby First Aid
- CPR Training
- Update Training

There is also an optional 4th day at the same venue for the AED Trainers Course shown opposite.



Course Dates page 9 | Book Online Now | Booking Form page 13

AED (Defibrillator) Trainer/Assessor (1 day)

This NCFE Nationally Approved (Level 3) Trainers Qualification Course at £150 + vat per candidate is specifically designed to give First Aid Instructor, Lifeguard Trainer or Health & Safety Officer in your company the qualification to teach/assess candidates for the AED Courses. All candidates can book a place by sending off the booking form as attached. Includes trainer resources of lesson plans, PowerPoints and Handouts.

Successful candidates would then receive the AED Trainers Certificate and be able to teach the following:

• AED Training Courses & CPR Training Courses

Course will include the following:

- Incident Management
- Cardiac Arrest - What Happens
- AED Familiarisation
- Non/Shockable Rhythms
- Assessing AED/CPR
- AED Practical Scenarios
- Basic Life Support
- Protocol for Using a AED
- Teaching AED/CPR Skills



Course Dates page 9 | Book Online Now | Booking Form page 13

EDI Manual Handling Trainer Course (3 days)

This EDI Nationally Accredited (Level 3) Trainers Qualification Course at £375 + vat per candidate will qualify Trainers to teach the Manual Handling Awareness Course either over the 4 hours or full day course.

(We also provide the IOSH or EDI approved Patient Handling Trainers Course as seen on page 3).

The Manual Handling Trainers Course will cover the following topics:

- **Legal Issues** – Cost of manual handling injuries in the workplace
- **Spinal anatomy** – Function of the spine, causes of pain and prevention
- **Health & Fitness** – Maintaining good health and working safety factors
- **Principles of movement** – Workplace Design and Ergonomics
- **Basic rules for lifting** – Demonstrations of Safe Lifting
- **Risk Assessment** – Principles, Recognition and Reducing the Risks
- **Safe Movement of Awkward Loads** – Demons, Assessment and the Team
- **Recording & Reporting** – Accurate Training and Recording Records



Course Dates page 9 | Book Online Now | Booking Form page 13

IOSH Patient (Client) Handling Trainers

This IOSH Nationally Accredited Trainers Course at £375 + vat per candidate will qualify trainers to teach the Patient (Client) Handling Courses either over updates or full day course.

(We also provide the EDI approved Manual Handling Trainers Courses Page 3).

The Patient (Client) Handling Trainers Course will cover the following topics:

- **Legal Issues** – Cost of patient handling injuries in the workplace
 - **Spinal anatomy** – Function of the spine, causes of pain and prevention
 - **Health & Fitness** – Maintaining good health and working safety factors
 - **Principles of movement** – Workplace Design and Ergonomics
 - **Basic rules for lifting** – Demonstrations of Safe Lifting
 - **Patient Assessment** – Principles, Recognition and Reducing the Risks
 - **Safe Patient Transfers** – Demonstrations, Assessment and the Team
 - **Recording & Reporting** – Accurate Training and Recording Records
- (We also provide EDI Nationally Approved Patient (Client) Handling Trainer Courses)



Course Dates page 9 | Book Online Now | Booking Form page 13

NCFE approved Infection Control Trainer (Level 3) Award

This 2 day course at £295 + vat per person is aimed at giving care sector trainers the necessary skills and confidence to deliver accredited Infection Control courses. The instructors' course is a Level 3 qualification that is accredited by NCFE. The syllabus includes:

- What is infection and cross infection
- How infection can be transmitted and how to reduce the spread of infection
- Wash hands effectively and what is meant by 'universal precautions'
- The difference between bacterial and viral infections
- The groups of people most at risk of infection
- Reporting and audit trail
- Preparing and delivering a training session
- Reflecting and feedback on training practice



Course Dates page 12 | Book Online Now | Booking Form page 13

NCFE approved POVA Trainer (Level 3) Award

This course at £295 + vat per person is a 2 day course aimed at trainers teaching raising awareness of the importance of Protecting of Venerable Adults. Staff completing this course will be in a better position to implement their company adult protection policy and the procedures they should follow. On completion of the course, trainers will understand:

- Different types of abuse
- Definition of a vulnerable adults
- Sign and symptoms relating to abuse
- How to deal with abuse
- Legislation relating to abuse
- Reporting abuse
- Preparing and delivering a training session
- Reflecting feedback on training practice



Course Dates page 9 | Book Online Now | Booking Form page 13

NCFE approved Administration of Medication Trainer (Level 3) Award

This 2 day course at £295 + vat per person is aimed at giving care sector trainers the necessary skills and confidence to deliver accredited Administration of Medication courses. The instructors' course is a Level 3 qualification that is accredited by NCFE. The syllabus includes:

- What is "licensed medication"
- Legislation relating to medication and the application of it
- The routes of administration and the theory of how to safely administer medication via the most frequently used routes
- The importance and legal requirements of documentation in relation to medication
- Understand what is meant by 'consent' and how medication can be abused
- Signs and symptoms of an allergic reaction and the actions to take
- Preparing and delivering a training session
- Reflecting feedback on training practice



Course Dates page 3 | Book Online Now | Booking Form page 13

Your Trainer Course at Your Venue on Your Dates

We can provide any of our approved trainer courses anywhere in the UK or Worldwide for you. So if you have a group and wish to have the course completed at your venue, just give us a call on

0845 3700 305

or Fax

0845 3700 306

NCFE approved Food Safety Trainer (Level 3) Award

This course is a 2 day course at £295 + vat per person aimed at trainers teaching raising awareness of the importance of Food Safety. This trainers course is for all trainers to be able to teach food safety awareness courses

- Personal protection and Hygiene
- Food purchase
- Food poisoning bacteria
- Transportation of food
- Safe storage of food
- Kitchen cleaning
- Cooking safely
- Preparing and delivering a training session
- Reflecting feedback on training practice



This is the ideal package for senior staff in hospitals, residential care / nursing homes and those providing care in the community who may be called upon to deliver food hygiene awareness training to employees.

Course Dates page 10 | Book Online Now | Booking Form page 13

Health & Safety Trainer/Assessor Course

This 3 day NCFE Nationally Approved (Level 3) Trainers Course at £375 + vat per candidate will give Trainers/Assessors the skills to teach a wide selection of courses for general Health & Safety Awareness which is ideal for staff inductions or refresher as follows:

- Health & Safety Awareness (1 day)
- Office Safety (1 day)
- Personal Protective Equipment (1/2 day)
- Fire Safety Awareness (1/2 day)
- Risk Assessment (1 day)
- Manual Handling (Objects 3 hrs)
- COSHH 2002 Regs
- Safety Induction Training

This trainers course will also provide all the PowerPoint, Workbook and Lesson Plans for your new trainer at no extra cost, so your trainer will be able to teach Health & Safety Awareness Training courses.



Course Dates page 10 | Book Online Now | Booking Form page 13

Fire Safety Trainer Course (2 days)

This 2 day Nationally Approved Fire Safety Trainers Course (Level 3) over 2 days is approved by the IFE and EDI at £295 + vat per person will give the skills to teach fire safety training and fire warden courses. (We also have an optional 3rd day Fire Risk Assessors Course)

The Trainers course including the following:

- Introduction to Fire Safety
- Fire Legislation
- Fire Extinguishers ID and uses
- Training in Practice
- Fire Risk Assessments
- Fire Routines, Evacuations and Means of Escape
- Human Behaviour in the event of a Fire
- Fire Safety Training Practice
- Fire Safety and Fire Warden Courses



Course Dates page 3 | Book Online Now | Booking Form page 13

NCFE approved DSE Trainer/Assessor (Level 3)

This NCFE approved 1 day Assessors course at £165 + vat per candidate or 2 day trainer/assessor course at £275 + vat per candidate will give DSE Assessors the skills to do DSE Workstation Assessments. (Also option to complete extra day for the DSE Trainers course on page 6) The DSE/VDU Assessors Course includes the following:

- Reasons for DSE Assessments
- Ill-Health Relating to DSE Use
- Recording the Findings in DSE Risk Assessments
- Recommendations from Findings
- DSE Legislation
- Principles of Ergonomic Design
- Minimum Requirements for DSE Workstations
- Reviewing & Revising Assessments



Course Dates page 11 | Book Online Now | Booking Form page 13

Fire Safety Assessors Course (1 day)

Cost £175 + vat per candidate (Also optional 3rd day to Fire Safety Trainers Course) The Assessors Course will give the skills to complete Fire Risk Assessments.

Course includes following:

- Reasons for Fire Risk Assessments
- Determining Responsible Persons
- The Fire Risk Assessment Process
- Main Causes of Fire in Occupations
- Recording Fire Risk Assessment
- The Fire Triangle and Fire Prevention
- Recognising Fire Hazards
- Identifying Locations/ People at Risk
- Evaluating the Adequacy of Existing Arrangements



Course Dates page 10 | Book Online Now | Booking Form page 13

Preparing to Teach in the Lifelong Learning Sector (PTLLS)

This 4 day Edexcel Nationally Accredited Trainers Course at £450 + vat per candidate will give Trainers a nationally recognised teachers qualification called PTLLS

Is the City & Guilds 7303 PTLLS Course different from this course? No both are accredited courses, 7303 is just a course code if completed by City & Guilds.

This Preparing to Teach in the Lifelong Learning Sector (PTLLS) course will cover the following:

- Adopt an integrated approach to the theory and practice of teaching and training
- Reflect on their own previous / current levels of experience, practice and skills, and potential for development
- Build up knowledge of principles of learning, teaching, assessment and evaluation
- Develop their own communication and interpersonal skills
- Develop awareness of professional role, value systems and the legal requirements for carrying out that role



Course Dates page 12 | Book Online Now | Booking Form page 13

CTLLS - Certificate in Teaching

This is the next-step from the PTLLS award, providing progression to the Diploma in Teaching in the Lifelong Learning Sector (DTLLS). It can be assessed at both Level 3 and 4 depending on the students wants and ability.

The Certificate comprises three units. The full qualification must total a minimum of 24 credits.

The units are:

- Planning and enabling learning
- Principles and practice of assessment
- Equality and diversity

Candidates for this course must have completed PTLLS - Preparing to Teach in the Lifelong Learning Sector.

Candidates will also be required to have access to, and undertake 30 hours of teaching practice, with a minimum of three hours of observation by the course tutor, or nominated observer.

Students will need to attend a three day Part A course and a two Part B course, or they can complete both part A and B with our Open Learning system. The cost when attending one of our regular "open" courses is £895 + vat. This includes manuals, certification, tea/coffee and on-going help and support during the course.



Train the Trainer (Teaching Skills) Course

This 1 day NCFE Nationally Approved Trainers Course at £150 + vat per candidate will give new Trainers or trainers who require an update or refresh their skills to motivate and develop good training practice with topics as follows:

- Training Styles
- Motivation Theory
- Barriers to Learning
- Training Aids
- Lesson Planning
- Training Development
- Practical Training Skills

Also all candidates who hold this basic teaching skills course, will receive APL, so they will not need to attend the day 1 training course of all our 2 and 3 day trainer courses. All persons who have this course will receive a 20% discount of the cost of any other trainer courses.



Course Dates page 9 | Book Online Now | Booking Form page 13

CIEH Award in Training Skills and Practice (Level 3)

This 3 day general CIEH Approved Professional Trainers Award course at only £295 + vat, is ideal for anyone who needs to provide training, or wants to refine their training techniques and involves a lot of hands-on activity. Delegates will also gain greater enthusiasm, confidence and ideas for creativity and further development.

Topics include the following:

- Training Needs and Objectives
- Learning Styles and Preferences
- Training Skills
- Practical Training Sessions
- Training Structure and Design
- Training Styles & Communication
- Training Assessment

As well as being a good general trainers course for all employees at work involved in training, the trainers course will also be accepted by the CIEH, as a teaching qualification for those who wish to teach Food Safety or Health & Safety etc along with evidence of a relevant subject qualification which we also provide.



Course Dates page 10 | Book Online Now | Booking Form page 13

COSHH Trainer / Assessor Course (1 Day)

This NFCE approved 1 day Assessors course at £165 per candidate or 2 day trainer/assessor course at £275 per candidate will give Assessors and Trainers the skills to complete COSHH assessments in a wide variety of industries and to gain a nationally accredited Level 2 Certificate in COSHH Assessment.

The course will include:

- Reasons for COSHH Assessments
- COSHH Assessments
- Competences of COSHH Assessor
- Recording COSHH Information
- Factors Effecting the Assessment of Risk
- Data Gathering: EH40, CHIPS, Labels
- Hazardous Substances and Health Surveillance
- COSHH Regulations
- Reviewing & Revising COSHH Risk Assessments



Course Dates page 11 | Book Online Now | Booking Form page 13

NCFE approved Abrasive Wheels Trainer (Level 3) Award

This course at £295 + vat per person is a 2 day course aimed at trainers teaching raising awareness of the safety and use of Abrasive Wheels. This trainers course is for all trainers to be able to abrasive wheels awareness courses

- Types of Wheels
- Wheel markings and Wheel manufacture
- British Standard Marking System
- Storage, Handling and Transportation
- Methods of Testing
- Blotters, Flanges, Locknuts, Mounting and Balancing
- Wheel dressing and Adjustment of the rest
- Requirements of the Regulations
- Use of abrasive wheels including hazards and precautions
- Practical assessments
- Preparing and delivering a training session
- Reflecting feedback on training practice



Course Dates page 12 | Book Online Now | Booking Form page 15

RLSS Lifeguard Trainer Courses

We can provide Pool Lifeguard Trainer Courses as well as Beach Lifeguard Trainer Courses. The Pool Lifeguard Trainers Course is over 5 days and the course includes the following topic area:

- Training Needs and Objectives
- Lifeguard Training Skills
- Training Styles and Communication
- Learning Styles and Preferences
- Training Structure and Design
- Lifeguard Training Assessment



NCFE approved Stress Management Trainer (Level 3) Award

This course is a 2 day course at £295 + vat per person aimed at trainers teaching raising awareness of the stress management in the workplace. This trainers course is for all trainers to be able to stress management courses and assessment

- The impact of stress in the workplace
- Persons at risk:
- Identifying stressors in the workplace
- The ABCs of Quantifying Stress
- Persons at risk:
- Recording assessments:
- Management of stressors
- Monitoring stress
- Preparing and delivering a training session
- Reflecting feedback on training practice



Course Dates page 12 | Book Online Now | Booking Form page 15

Conflict Management Trainers Course (3 day)

This 3 day Edexcel accredited Level 3 Conflict Management for Trainers Course at £395 + vat per candidate will give trainers the skills to teach conflict management to the security or other related industries. This trainer course will cover the following:

- Training for those who have a responsibility to provide conflict management training to others
- Opportunities to achieve a nationally recognised Level 3 qualification
- The knowledge, understanding and skills to provide effective conflict management training

The nationally recognised qualification includes two units as follows:

1. Unit 1 Principles and Practices of Conflict Management and Training
2. Unit 2 Scenario-based Learning and Training in Conflict Management

All passing this course would receive the Edexcel Level 3 Award for Deliverers of Conflict Management Training.



Course Dates page 11 | Book Online Now | Booking Form page 13

NCFE approved Confined Space Trainer (Level 3) - 2 days

This 2 day nationally approved course at £395 + vat per person is supervisor training designed for all personnel responsible for the design of safe working practices, overall responsibility and supervision of personnel entering confined spaces. Course to include the following:

- Definition and types of confined spaces
- Safe working procedures.
- Confined space hazards
- Atmosphere Monitoring
- Breathing Apparatus Awareness
- Access and ancillary
- Risk Assessment
- Permit to Work



Course Dates page 12 | Book Online Now | Booking Form page 15

NEW Assessor / Assessment Awards

(Replaces A1 NVQ Assessor)

(We also offer Open Learning for all 3 awards below)

| The A1 Assessors Course is now replaced and updated in 2011 to 4 new awards as follows: | | A | B | C | D |
|---|----------|---|---|---|---|
| | Cost | Award in Understanding the Principles and Practices of Assessment | Award in Assessing Competence in the Work Environment | Award in Assessing Vocationally Related Achievement | Certificate in Assessing Vocational Achievement |
| Unit 1 Understanding the Principles and Practices of Assessment; | £225+vat | ✓ | ✓ | ✓ | ✓ |
| Unit 2 Assess occupational competence in the work environment; | £295+vat | | ✓ | | ✓ |
| Unit 3 Assess vocational skills, knowledge and understanding; | £295+vat | | | ✓ | ✓ |



Which Assessor Award is for me?

Award A - Understanding Principles and Practices of Assessment – This first unit is good for managers or supervisors as only a theory unit for those who need to know about assessing but will not carry out assessments

Award B - Assessing Competence in the Work Environment – This includes Units 1 and 2 and *for those assessing COMPETENCE in the WORK PLACE – NVQs or In-House Competence Based Standards.*

Award C - Assessing Vocationally Related Achievement – *designed for those assessing VOCATIONALLY RELATED QUALIFICATIONS (VRQs) or similar. Qualifications such as those that are assessed by assignments, tests, etc in the classroom*

Award D - Certificate in Assessing Vocational Achievement – Designed for those who wish to assess NVQ's as well as vocationally related qualifications.

Course Dates page 11 | Book Online Now | Booking Form page 13

NEW Internal Verifier / Verifying Awards

(Replaces V1 NVQ Assessor)

(We also offer Open Learning for all 3 awards below)

| The V1 Internal Verifier Course is now replaced and updated in 2011 to 3 new awards as follows: | | A | B | C |
|---|----------|--|--|--|
| | Cost | Award in Understanding the Internal Quality Assurance of Assessment Processes and Practice | Award in Internal Quality Assurance of Assessment Processes and Practice | Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice |
| Unit 4 Understanding the Principles and Practices of Internally Assuring the Quality of Assessment; | £250+vat | ✓ | ✓ | ✓ |
| Unit 5 Internally Assure the Quality of Assessment; | £295+vat | | ✓ | ✓ |
| Unit 8 Plan, allocate and monitor work in own area of responsibility | £295+vat | | | ✓ |



Which Internal Verifier Award is for me?

Award A - Understanding the Internal Quality Assurance Processes and Practices – This first unit is good for managers or supervisors as only a theory unit for those who need to know about internal verification but will not carry out any internal verifications

Award B - Internal Quality Assurance Processes and Practices – This includes Units 4 and 5 and is for Internal Verifiers who will carry out assessors who carry out IV work and replaces the old V1 and LB units

Award C - Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practices – This is the same as award B about for IVs but with more responsibility in leading and managing the activities with the organisation.

Course Dates page 12 | Book Online Now | Booking Form page 13

Other Courses

OTHER Health & Safety Training Courses Available UK and Worldwide

Other courses we can provide are as follows:

- HSE First Aid at Work, Emergency first Aid, Child & Baby First Aid and AED Training
- Manual Handling and Patient Handling Training Courses
- IFE approved Fire Warden and Fire Awareness Training Courses
- CIEH Environmental Management and CIEH Environmental Awareness Training
- CIEH Health & Safety and Food Safety Training from levels 1, 2, 3 and 4
- CIEH Risk Assessment Level 2 & 3 plus COSHH, Manual Handling etc
- BSC Risk Assessment Level 2 Course in Fire, DSE, COSHH, Manual Handling etc
- RSPH Health & Safety and Food Safety from Levels 1, 2, 3 and 4 + HACCP
- IOSH Working Safely and IOSH Managing Safely Training Courses

We have a variety of courses available which we can tailor to meet your needs

Who are our Customers?

We are known across the UK and Worldwide for Price, Quality and Service as the Train the Trainer and Health & Safety Specialists. We regularly run many courses in various Countries and our recent customer list is testament to our success which include the following:



Trainers Pack – As well as our range of train the trainer courses we also have available the following range of trainer PowerPoint presentations at only £100 each:



Handling

AED

Safety

First Aid

DSE/VDU

Health
& Safety

Remember: We can run all our trainer courses in-house anywhere in the UK or Worldwide, with group discounts available. We also develop and present bespoke trainer packages.

Contact as follows:

Email: paul@trainthetrainer.co.uk

UK Contact : Telephone: 0845 3700 305 Fax: 0845 3700 306

Worldwide Contact: Telephone: 0044845 3700 305 Fax: 0044845 3700 306

First Aid Trainer

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| Paisley, Glasgow | 24-26 | | 1-3 | 11-13 | 23-25 | | 4-6 | 22-24 | | |
| Aberdeen | | 7-9 | | 4-6 | | 13-15 | | 8-10 | 26-28 | |
| London | 17-19 | 28-2 | | 4-6 | 16-18 | 27-29 | | 22-24 | | |
| Birmingham | 24-26 | | 1-3 | 11-13 | 23-25 | | 4-6 | | 5-7 | |
| Manchester | 24-26 | | 1-3 | 11-13 | 23-25 | | 4-6 | 29-31 | | |
| Newcastle | | 7-9 | 28-30 | | 9-11 | | 11-13 | | 12-14 | |
| Norwich | | 14-16 | | 18-20 | | 13-15 | | 29-31 | | |
| Exeter | | 1-3 | 14-16 | 26-28 | | 6-8 | | 15-17 | | |
| Cardiff | | 1-3 | 14-16 | 26-28 | | 6-8 | | 15-17 | | |
| Belfast | 17-19 | 21-23 | | 4-6 | 16-18 | | 27-29 | | 19-21 | |
| Dublin | | | | | | | | | | |

AED Trainer

| | | | | | | | | | | |
|------------------|----|----|----|----|----|----|----|----|----|--|
| Paisley, Glasgow | 27 | | 4 | 14 | 26 | | 7 | 25 | | |
| Aberdeen | | 10 | | 7 | | 16 | | 11 | 29 | |
| London | 20 | | 3 | 7 | 19 | 3 | | 25 | | |
| Birmingham | 27 | | 4 | 14 | 26 | | 7 | | 8 | |
| Manchester | 27 | | 4 | 14 | 26 | | 7 | | 1 | |
| Newcastle | | 10 | 31 | | 12 | | 14 | | 15 | |
| Norwich | | 17 | | 21 | | 16 | | | 1 | |
| Exeter | | 4 | 17 | 29 | | 9 | | 18 | | |
| Cardiff | | 4 | 17 | 29 | | 9 | | 18 | | |
| Belfast | 20 | 24 | | 7 | 19 | | 30 | | 22 | |
| Dublin | | | | | | | | | | |

Manual Handling Trainer

| | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Paisley, Glasgow | | 1-3 | 14-16 | 26-28 | | 13-15 | | 1-3 | 19-21 | |
| Aberdeen | 24-26 | | 21-23 | | 9-11 | | 4-6 | | 5-7 | |
| London | 24-26 | | 1-3 | 18-20 | | 1-3 | 18-20 | | | |
| Birmingham | 31-2 | | 8-10 | 25-27 | | 7-9 | | 8-10 | | |
| Manchester | 17-19 | 1-3 | 14-16 | 25-27 | | 13-15 | 25-27 | | 19-21 | |
| Newcastle | | 14-16 | | 11-13 | | 20-22 | | 15-17 | | |
| Norwich | | 14-16 | | 4-6 | | 13-15 | | 15-17 | | |
| Exeter | | 7-9 | | 4-6 | | 6-8 | | 8-10 | | |
| Cardiff | 24-26 | | 1-3 | 11-13 | 23-25 | | 4-6 | 22-24 | | |
| Belfast | | 7-9 | 28-30 | | 9-11 | 20-22 | | 15-17 | | |
| Dublin | | 14-17 | | 4-7 | 16-19 | | 25-28 | | 19-22 | |

IOSH Patient Handling Trainer

| | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Paisley, Glasgow | | 1-3 | 14-16 | 26-28 | | 13-15 | | 1-3 | 19-21 | |
| Aberdeen | 24-26 | | 21-23 | | 9-11 | | 4-6 | | 5-7 | |
| London | 24-26 | | 1-3 | 18-20 | | 1-3 | 18-20 | | | |
| Birmingham | 31-2 | | 8-10 | 25-27 | | 7-9 | | 8-10 | | |
| Manchester | 17-19 | 1-3 | 14-16 | 26-28 | | 13-15 | 25-27 | | 19-21 | |
| Newcastle | | 14-16 | | 11-13 | | 20-22 | | 15-17 | | |
| Norwich | | 14-16 | | 4-6 | | 13-15 | | 15-17 | | |
| Exeter | | 7-9 | | 4-6 | | 6-8 | | 8-10 | | |
| Cardiff | 24-26 | | 1-3 | 11-13 | 23-25 | | 4-6 | 22-24 | | |
| Belfast | | 7-9 | 28-30 | | 9-11 | 20-22 | | 15-17 | | |
| Dublin | | 14-17 | | 4-7 | 16-19 | | 25-28 | | 19-22 | |

Fire Safety Trainer

| | | | | | | | | | | |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | 19-20 | 3-4 | 16-17 | 28-29 | | 15-16 | | 17-18 | | |
| London | 26-27 | | 3-4 | 20-21 | | 3-4 | 20-21 | | 12-13 | |
| Birmingham | | | | | | | | | | |
| Manchester | 19-20 | 3-4 | 16-17 | 28-29 | | 15-16 | 27-28 | | 19-20 | |
| Cardiff | 26-27 | | 3-4 | 13-14 | 25-26 | | 6-7 | 24-25 | | |
| Exeter | | 9-10 | | 6-7 | | 8-9 | | 10-11 | | |
| Belfast | | 9-10 | 30-31 | | 11-12 | 22-23 | | 17-18 | | |
| Dublin | | 17-18 | | 7-8 | 19-20 | | 28-29 | | 12-13 | |

Infection Control Trainer

| | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Paisley, Glasgow | 19-20 | 3-4 | 16-17 | 28-29 | | 15-16 | | 3-4 | 21-22 | |
| London | 26-27 | | 3-4 | 20-21 | | 3-4 | 20-21 | | | |
| Manchester | 19-20 | 3-4 | 16-17 | 27-28 | | 15-16 | 27-28 | | 21-22 | |
| Newcastle | | 16-17 | | 13-14 | | 22-23 | | 17-18 | | |
| Exeter | | 9-10 | | 6-7 | | 8-9 | | 10-11 | | |
| Cardiff | 26-27 | | 3-4 | 13-14 | 25-26 | | 6-7 | 24-25 | | |
| Belfast | | 9-10 | 30-31 | | 11-12 | 22-23 | | 17-18 | | |
| Dublin | | 17-18 | | 7-8 | 19-20 | | 28-29 | | 22-23 | |

Medication Administration Trainer

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| Paisley, Glasgow | 20-21 | 4-5 | 17-18 | 29-30 | | 16-17 | | 4-5 | 22-23 | |
| London | 27-28 | | 4-5 | 21-22 | | 4-5 | 21-22 | | | |
| Manchester | 20-21 | 4-5 | 17-18 | 28-29 | | 16-17 | 28-29 | | 22-23 | |
| Newcastle | | 17-18 | | 14-15 | | 23-24 | | 18-19 | | |
| Exeter | | 10-11 | | 7-8 | | 9-10 | | 11-12 | | |
| Cardiff | 27-28 | | 4-5 | 14-15 | 26-27 | | 7-8 | 25-26 | | |
| Belfast | | 10-11 | 31-1 | | 12-13 | 23-24 | | 18-19 | | |
| Dublin | | 18-19 | | 8-9 | 20-21 | | 29-30 | | 23-24 | |

POVA Trainer

| | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Paisley, Glasgow | 26-27 | | 3-4 | 13-14 | 25-26 | | 6-7 | 24-25 | | |
| London | 19-20 | | 2-3 | 6-7 | 18-19 | 29-30 | | 24-25 | | |
| Manchester | 26-27 | | 3-4 | 13-14 | 25-26 | | 6-7 | 31-1 | | |
| Newcastle | | 9-10 | 30-31 | | 11-12 | | 13-14 | | 14-15 | |
| Exeter | | 3-4 | 16-17 | 28-29 | | 8-9 | | 17-18 | | |
| Cardiff | | 3-4 | 16-17 | 28-29 | | 8-9 | | 17-18 | | |
| Belfast | 19-20 | 23-24 | | 6-7 | 18-19 | | 29-30 | | 21-22 | |
| Dublin | | | | | | | | | | |

Food Hygiene Trainer

| | | | | | | | | | | |
|------------------|-------|-------|-------|-------|-------|------|-------|-------|-------|--|
| Paisley, Glasgow | 27-28 | | 3-4 | 14-15 | 26-27 | | 7-8 | 25-26 | | |
| London | 20-21 | | 3-4 | 7-8 | 19-20 | 30-1 | | 25-26 | | |
| Manchester | 27-28 | | 4-5 | 14-15 | 26-27 | | 7-8 | | 1-2 | |
| Newcastle | | 10-11 | 31-1 | | 12-13 | | 14-15 | | 15-16 | |
| Exeter | | 4-5 | 17-18 | 29-30 | | 9-10 | | 18-19 | | |
| Cardiff | | 4-5 | 17-18 | 29-30 | | 9-10 | | 18-19 | | |
| Belfast | 20-21 | 24-25 | | 7-8 | 19-20 | | 30-31 | | 22-23 | |
| Dublin | | | | | | | | | | |

Fire Safety Assessor

| | | | | | | | | | | |
|------------|----|----|----|-------|----|----|----|----|--|--|
| Glasgow | 21 | 5 | 18 | 28-29 | | 17 | | 19 | | |
| London | 28 | | 5 | 20-21 | | 5 | 22 | | | |
| Manchester | 21 | 5 | 18 | 28-29 | | 17 | 29 | | | |
| Cardiff | 28 | | 5 | 13-14 | 27 | | 8 | 26 | | |
| Newquay | | 11 | | 6-7 | | 10 | | 12 | | |
| Belfast | | 11 | | 1 | 13 | 24 | | 19 | | |
| Dublin | | 19 | | 9 | 21 | | 30 | | | |

Health & Safety Trainer

| | | | | | | | | | | |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | | 7-9 | | 26-28 | | 13-15 | | 29-31 | | |
| London | | 21-23 | | 18-20 | | 13-15 | | 29-31 | | |
| Birmingham | 24-26 | | 7-9 | | 9-11 | | 11-13 | | 5-7 | |
| Manchester | | 7-9 | | 26-28 | | 27-29 | | 22-24 | | |
| Exeter | | 21-23 | | 4-6 | | 13-15 | | 15-17 | | |
| Cardiff | 24-26 | | 14-16 | | 16-18 | | 27-29 | | 12-14 | |
| Belfast | | 7-9 | | 11-13 | | 6-8 | | 22-24 | | |
| Dublin | | | | | | | | | | |

CIEH Professional Trainer 15

| | | | | | | | | | | |
|------------|--|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | | 7-9 | | 18-20 | | 13-15 | | 22-24 | | |
| London | | 21-23 | | 18-20 | | 6-8 | | 15-17 | | |
| Manchester | | 14-16 | | 25-27 | | 20-22 | | | 5-7 | |
| Birmingham | | | 14-16 | | 9-11 | | 11-13 | | 12-14 | |
| Newcastle | | 21-23 | | 11-13 | | 27-29 | | | 5-7 | |
| Norwich | | | 7-9 | | 16-18 | | 18-20 | | 19-21 | |
| Exeter | | | 14-16 | | 23-25 | | 25-27 | | 26-28 | |
| Cardiff | | 28-2 | | 25-27 | | 27-29 | | 15-17 | | |
| Belfast | | 7-9 | | 11-13 | | 20-22 | | 22-24 | | |
| Dublin | | 28-2 | | 25-27 | | 27-29 | | 15-17 | | |

DSE Trainer/Assessor (Level 3) Course

| | | | | | | | | | | |
|------------|-------|-----|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | 17-18 | 1-2 | 15-16 | 26-27 | | 13-14 | | 15-16 | | |
| London | 24-25 | | 1-2 | 18-19 | | 1-2 | 18-19 | | 13-14 | |
| Manchester | 17-18 | 1-2 | 15-16 | 26-27 | | 13-14 | | 15-16 | | |
| Cardiff | 24-25 | | 1-2 | 1-12 | 23-24 | | 4-5 | 22-23 | | |
| Exeter | | 7-8 | | 4-5 | | 6-7 | | 8-9 | | |
| Belfast | | 7-8 | 28-29 | | 9-10 | 20-21 | | | | |
| Dublin | | | | | | | | | | |

Course Dates

Conflict Management Trainer

| | Jan | Feb | Mar | Apr | May | June | July | Aug | Sept | Oct |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|-----|
| Glasgow | | 7-9 | | 26-28 | | 13-15 | | 29-31 | | |
| London | | 21-23 | | 18-20 | | 13-15 | | 29-31 | | |
| Manchester | | 7-9 | | 26-28 | | 27-29 | | 22-24 | | |
| Exeter | | 21-23 | | 4-6 | | 13-15 | | 15-17 | | |
| Cardiff | 24-26 | | 14-16 | | 16-18 | | 27-29 | | 12-14 | |
| Belfast | | 7-9 | | 11-13 | | 6-8 | | 22-24 | | |
| Dublin | | | | | | | | | | |

COSHH Trainer/Assessor (Level 3) Course

| | | | | | | | | | | |
|------------|-------|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | 20-21 | 4-5 | 17-18 | 28-29 | | 16-17 | | 18-19 | | |
| London | 27-28 | | 3-4 | 20-21 | | 1-2 | 21-22 | | 13-14 | |
| Manchester | 20-21 | 4-5 | 17-18 | 28-29 | | 16-17 | | 18-19 | | |
| Exeter | 27-28 | | 3-4 | 11-12 | 26-27 | | 7-8 | 25-26 | | |
| Cardiff | | 11-12 | | 7-8 | | 9-10 | | 11-12 | | |
| Belfast | | 11-12 | 31-1 | | 11-12 | 23-24 | | 25-26 | | |
| Dublin | | | | | | | | | | |

PTLLS (FULL 4 day Intensive with Pre-course Access)

| | | | | | | | | | | |
|------------|--|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | | 7-10 | | 18-21 | | 13-16 | | 22-25 | | |
| London | | 21-24 | | 18-21 | | 6-9 | | 15-18 | | |
| Manchester | | 14-17 | | 25-28 | | 20-23 | | | 5-8 | |
| Birmingham | | | 14-17 | | 9-12 | | 11-14 | | 12-13 | |
| Newcastle | | 21-24 | | 11-14 | | 27-30 | | | 5-8 | |
| Norwich | | | 7-10 | | 16-19 | | 18-21 | | 19-22 | |
| Exeter | | | 14-17 | | 23-26 | | 25-28 | | 26-29 | |
| Cardiff | | 28-3 | | 25-28 | | 27-30 | | 15-18 | | |
| Belfast | | 7-10 | | 11-14 | | 20-23 | | 22-25 | | |
| Dublin | | 28-3 | | 25-28 | | 27-30 | | 15-18 | | |

PTLLS Fast Track 2 days (Trainer already completed level 3 teaching award)

| | | | | | | | | | | |
|------------|--|-------|-------|-------|-------|-------|-------|-------|-------|--|
| Glasgow | | 9-10 | | 20-21 | | 15-16 | | 24-25 | | |
| London | | 23-24 | | 20-21 | | 8-9 | | 17-18 | | |
| Manchester | | 16-17 | | 27-28 | | 22-23 | | | 7-8 | |
| Birmingham | | | 16-17 | | 11-12 | | 13-14 | | 14-15 | |
| Newcastle | | 23-24 | | 13-14 | | 29-30 | | | 7-8 | |
| Norwich | | | 9-10 | | 18-19 | | 20-21 | | 21-22 | |
| Exeter | | | 16-17 | | 25-26 | | 27-28 | | 28-29 | |
| Cardiff | | | 2-3 | 27-28 | | 29-30 | | 17-18 | | |
| Belfast | | 9-10 | | 13-14 | | 22-23 | | 24-25 | | |
| Dublin | | | 2-3 | 27-28 | | 29-30 | | 17-18 | | |

NEW Assessor / Assessment Awards (Replaces A1 NVQ Assessor) (We also offer Open Learning for all 3 awards below)

Unit 1: Understanding Principles and Practices of Assessment £225 + vat

| | | | | | | | | | | |
|------------|----|----|----|----|----|----|----|----|----|--|
| Glasgow | 27 | | 4 | 14 | 26 | | 7 | 25 | | |
| London | 20 | | 3 | 7 | 19 | 30 | | 25 | | |
| Birmingham | 27 | | 3 | | 7 | 30 | | | 1 | |
| Manchester | 20 | | 4 | 14 | 26 | | 7 | | 8 | |
| Exeter | 20 | | 17 | 21 | | 9 | | 11 | 25 | |
| Newcastle | | 4 | 17 | 29 | | 16 | | 18 | | |
| Cardiff | | 4 | | 22 | | 9 | | 18 | | |
| Belfast | 20 | 24 | | 7 | 19 | | 14 | | 1 | |

Unit 2: Assess Occupational Competence in the Work Environment £295 + vat

Unit 3: Assess Vocational Skills, Knowledge and Understanding £295 + vat

| | | | | | | | | | | |
|------------|----|----|----|----|----|----|----|----|----|--|
| Glasgow | 28 | | 5 | 15 | 27 | | 8 | 26 | | |
| London | 21 | | 4 | 8 | 20 | 31 | | 26 | | |
| Birmingham | 28 | | 4 | | 8 | 31 | | | 2 | |
| Manchester | 21 | | 5 | 15 | 27 | | 8 | | 9 | |
| Exeter | 21 | | 18 | 22 | | 10 | | 12 | 26 | |
| Newcastle | | 5 | 18 | 30 | | 17 | | 19 | | |
| Cardiff | | 5 | | 23 | | 10 | | 19 | | |
| Belfast | 21 | 25 | | 8 | 20 | | 15 | | 2 | |

NEW Internal Verifier / Verifying Awards (Replaces V1 NVQ Internal Verifier) (We also offer Open Learning for all 3 awards below)

Unit 4: Understanding Principles and Practices of Internally Assuring the Quality of Assessment £225 + vat

| | | | | | | | | | | |
|------------|--|----|----|---|----|---|----|----|----|--|
| Glasgow | | 3 | 24 | | 12 | | 7 | | 8 | |
| London | | 10 | 31 | | 19 | | 14 | | 15 | |
| Birmingham | | 3 | | 7 | | 9 | | 11 | | |
| Manchester | | 17 | 24 | | 26 | | 21 | | 22 | |
| Exeter | | 10 | 31 | | 12 | | 14 | | 8 | |
| Newcastle | | 3 | 24 | | 19 | | 21 | | 22 | |
| Cardiff | | 10 | | 7 | 26 | | 14 | | 8 | |
| Belfast | | 3 | | 7 | 26 | | 21 | | 22 | |

Unit 5: Internally Assure the Quality of Assessment £295 + vat

Unit 8: Plan, Allocate and Monitor Work in Own Area of Responsibility £295 + vat

| | | | | | | | | | | |
|------------|--|----|----|---|----|----|----|----|----|--|
| Glasgow | | 4 | 25 | | 13 | | 8 | | 9 | |
| London | | 11 | | 1 | 20 | | 15 | | 16 | |
| Birmingham | | 4 | | 8 | | 10 | | 12 | | |
| Manchester | | 18 | 25 | | 27 | | 22 | | 23 | |
| Exeter | | 11 | | 1 | 13 | | 15 | | 9 | |
| Newcastle | | 4 | 25 | | 20 | | 22 | | 23 | |
| Cardiff | | 11 | | 8 | 27 | | 15 | | 9 | |
| Belfast | | 4 | | 8 | 27 | | 22 | | 23 | |

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Please select the drop down for course and type in your details then print and send
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1 - Select Courses

| Course Number | Course | Venue | Date of course | Cost | Number of Candidates | Total Cost |
|---------------|--------|-------|----------------|------|----------------------|------------|
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |

2 - Select Candidates

| Candidate Name | Course Number | Candidate Name | Course Number |
|----------------|---------------|----------------|---------------|
| 1 | | 8 | |
| 2 | | 9 | |
| 3 | | 10 | |
| 4 | | 11 | |
| 5 | | 12 | |
| 6 | | 13 | |
| 7 | | 14 | |

3 - Correspondence Details

Name

Organization

Address

Town

County

Post Code

Email

Fax

Mobile

Name (BLOCK CAPITALS)

Signed

Date

Please add vat onto the price of the course. I agree to the Terms and Conditions from the website link
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