

LEARNING AND DEVELOPMENT



Course Information

- UK compliance training
- Staff development
- Tailored courses delivered in-house



0845 269 3805

Learning and development tailored to suit your business

We aim to provide a wide range of training opportunities for your employees, from UK compliance training such as Health and Safety, Manual Handling, Fire Safety, COSHH and First Aid at Work, through to development opportunities which have been identified for individuals, departments and sites to improve overall safety and performance.

Our trainers are highly experienced in their field and are selected for their teaching qualifications and experience. Trainers provide engaging and effective training to meet course aims and objectives, developing staff and helping to increase your company productivity.

As part of our commitment to on-going learning and development we design, deliver and develop learning to ensure your employees are provided with the appropriate learning and development to meet individual and department needs which are consistent with the needs of your company / organisation. We also offer the service of carrying out a detailed training needs analysis which identifies areas for development aligned to company/organisation strategy in individuals and departments alike..

Joe Horsburgh

Learning and Development Manager
Safety Training Courses



0845 269 3805

Training Courses

Safety

Course	Awarding Body	Level
Elementary Health and Safety	Royal Environmental Health Institute of Scotland	2
Principles of COSHH		2
Principles of Manual Handling		2
Fire Safety Awareness		1
Emergency First Aid at Work	Association of First Aiders	2
First Aid at Work	Association of First Aiders	3
Managing Safely	Institute of Occupational Safety and Health	2

Quality

Course	Level
Introduction to current Good Manufacturing Practices (cGMP)	Intro
Good Manufacturing Practices (GMP) Refresher	Refresh
Good Documentation Practices (GDP)	Refresh

Welcome Days : Induction for New Starts

Course	Level
Welcome Day tailored to your company / organisation	Intro

Training Champions

Course	Level	
Train the Training Champion	L&D	Intro



To book your training:

Simply call us on

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Course Overview

Elementary Health and Safety

Awarding Body:

Royal Environmental Health Institute
of Scotland (REHIS)

Award Level:

2



Who should attend	All employees. This course is designed to create a better understanding of Health and Safety. The emphasis is on making employees for themselves, safe for others and capable of identifying potential hazards. Most accidents are attributed to a lack of knowledge or carelessness and the key to improvement is increased awareness on everybody's part, this helps to build and maintain a good health and safety culture
What will you learn	<ul style="list-style-type: none">→ General introduction to Health and Safety→ An introduction to Health and Safety law→ Risk assessment→ General Working Environment→ Slips, Trips and Falls→ Hazardous Substances→ Occupational Health→ Machinery and Equipment→ Manual Handling→ Electricity at Work→ Fire→ Accidents and Emergencies
Course duration	6 hours
Assessment	Continuous assessment throughout day which concludes with an assessment paper
Certification	On successful completion: REHIS Elementary Health and Safety Level 2
Dates	Delivered in-house. Contact us
Cost	£400 for up to 12 candidates



Course Overview

Principles of COSHH

Awarding Body:

Award Level:

2



Who should attend	Designed for those responsible for the Control of Substances Hazardous to Health (COSHH) at work, as well as employees who use hazardous substances in manufacturing, cleaning, transport, utilities and offices.
What will you learn	This qualification will prepare employees to contribute to the safer use of hazardous substances in co-operation with their managers and supervisors. Learning outcomes: <ul style="list-style-type: none">→ Identify the hazards associated with those substances→ Identify the risks and controls available to deal with the substances→ Identify what to expect from a COSHH (Control of Substances Hazardous to Health) assessment
Course duration	3 hours
Assessment	Continuous assessment throughout day which concludes with an assessment paper
Certification	On successful completion: Principles of COSHH Level 2
Dates	Delivered in-house. Contact us
Cost	£300 for up to 12 candidates

Course Overview

Principles of Manual Handling

Awarding Body:

Award Level:

2



Who should attend	All employees who handle materials, boxes, mail and packages, including both industrial and office workers.
What will you learn	<p>This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to contribute to the development of safer manual handling methods and tasks in the workplace. Learning outcomes:</p> <ul style="list-style-type: none">→ Identify the hazards of manual handling→ Identify the risks involved and controls available→ Identify what to expect from a manual handling assessment→ Spinal anatomy
Course duration	3 hours
Assessment	Continuous assessment throughout day which concludes with an assessment paper
Certification	On successful completion: Principles of Manual Handling Level 2
Dates	Delivered in-house – Contact us
Cost	£300 for up to 12 candidates



Course Overview

Fire Safety Awareness

Awarding Body:

Award Level:

1



Who should attend	All associates. Designed to help us meet its duties under current fire safety legislation by providing associates with essential knowledge about fire safety, helping them to understand how to prevent a fire from starting as well as what actions to take if a fire does break out.
What will you learn	<p>This qualification covers the following topics:</p> <ul style="list-style-type: none">▪ Main causes and effects of fires in the workplace▪ Duties and responsibilities (of employers, employees and fire wardens)▪ Procedures in the event of a fire▪ Actions to be taken in the event of a fire▪ Fire prevention measures▪ Fire risk management, including risk assessment▪ The fire triangle▪ Fire risk control measures (active and passive)▪ Reporting fire safety issues▪ Portable fire-fighting equipment▪ Simple checks of portable fire-fighting equipment
Course duration	3 hours
Assessment	Continuous assessment throughout day which concludes with an assessment paper
Certification	On successful completion: Fire Safety Awareness Level 2
Dates	Delivered in-house – Contact us
Cost	£300 for up to 12 candidates



Course Overview

Emergency First Aid at Work

Awarding Body:

Association of First Aiders

Award Level:

2



Who should attend	This course is designed for all employees who want to receive training in emergency first aid
What will you learn	The content of this course provides basic life-saving first aid, covering the following: <ul style="list-style-type: none">→ Managing an incident→ The priorities of first aid→ Treatment of an unconscious casualty→ Resuscitation→ Shock→ Choking→ Seizures→ Bleeding→ Common workplace injuries.
Course duration	6 hours (1 day)
Assessment	Continuous assessment throughout day which concludes with an assessment paper
Certification	On successful completion: AoFA Emergency First Aid at Work Level 2
Dates	Delivered in-house – Contact us
Cost	£400 for up to 12 candidates



Course Overview

First Aid at Work

Awarding Body:

Association of First Aiders

Award Level:

3



Who should attend	This course is designed for nominated workplace first aiders looking to gain comprehensive, certified approval.
What will you learn	The content of the course will cover how to deal with the following: <ul style="list-style-type: none">→ Accidents and illness→ Using a first aid kit→ Simple record keeping→ Treatment of an unconscious casualty→ Heart attacks→ Resuscitation→ Shock→ Choking→ Bleeding→ Burns and scalds→ Poisoning→ Fractures→ Seizures→ Asthma→ Severe allergic reaction→ Eye injuries→ Low blood sugar→ Fainting.
Course duration	18 hours (3 days) or Renewal course 12 hours (2 days)
Assessment	Continuous assessment throughout which concludes with an assessment paper and practical assessment
Certification	On successful completion: AoFA First Aid at Work Level 3
Dates	Delivered in-house – Contact us
Cost	£1200 for up to 12 candidates

Course Overview

Managing Safely

Awarding Body:

Institute of Occupational Safety and Health

Award Level:

3



Who should attend	Managers, supervisors and health and safety representatives. Designed to get managers, supervisors and health and safety representatives up to speed on the practical actions they need to take to handle health and safety in their teams. It will give them the knowledge and tools to tackle the health and safety issues they're responsible for. Importantly, it brings home just why health and safety is such an essential part of their job.
What will you learn	Managing Safely Modules: <ol style="list-style-type: none">1. Introducing Managing safely2. Assessing risks3. Controlling risks4. Understanding your responsibilities5. Identifying hazards6. Investigating accidents and incidents7. Measuring performance8. Protecting our environment
Course duration	24 hours (4 days)
Assessment	Continuous assessment throughout which concludes with an assessment paper and risk assessment project
Certification	On successful completion: IOSH Managing Safely Level 3
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote



Course Overview

Introduction to cGMP

Awarding Body:

Award Level:



Good Manufacturing Practices



Who should attend	All new starts
What will you learn	<ul style="list-style-type: none">→ History of GMP→ Regulations of GMP→ Your GMP Responsibility→ Quality Commitment→ GMP Basics: Data Integrity, Documentation, Qualification/Validation, Training, Hygiene, Cleaning→ Deviation and CAPA Management→ Out of Specification (OOS), Out of Expectation (OOE) and Out of Trend (OOT)→ Complaint Handling→ Change Control→ Regulatory Process – Product Lifestyle→ Inspections and Audits→ GMP Violations→ Potential Consequences of Failure to Comply→ QUALITY starts with YOU!
Course duration	6 hours
Assessment	Continuous assessment throughout which concludes with an assessment paper
Certification	On successful completion: Introduction to cGMP
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote



Course Overview

GMP Refresher

Awarding Body:

Award Level:



Who should attend	All employees. Employees without computer access will attend classroom training and computer users will complete the iLearn package
What will you learn	<ul style="list-style-type: none">→ Why is GMP (Good Manufacturing Practices) Refresher training provided→ GMP: What and why?→ GMP Basic Requirements→ Data Integrity / Compliance→ Good Documentation Practices→ Quality Systems→ Topics for 2015: Control of contamination, Zoning/ Gowning, Training Department Specific
Course duration	3 hours
Assessment	Continuous assessment throughout which concludes with an assessment paper
Certification	On successful completion: GMP Refresher
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote

Course Overview

Good Documentation Practices

Awarding Body:

Award Level:



Who should attend	All employees. Employees without computer access will attend classroom training and computer users will complete the iLearn package
What will you learn	<ul style="list-style-type: none">→ Purpose of documents in a GMP (Good Manufacturing Practice) environment→ Type of document in a GXP environment→ Manufacturing records→ Ten characteristics of Good Documentation Practices (GDP)→ Critical operations – Good Documentation Principles→ Avoiding transcription errors→ Correcting entry records→ Date and time formats→ Meaning of signatures
Course duration	2-3 hours
Assessment	Continuous assessment throughout which concludes with an assessment paper
Certification	On successful completion: Good Documentation Practices
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote

Course Overview

Welcome Day

Awarding Body:

Award Level:



Who should attend	All new starts
What will you learn	<ul style="list-style-type: none">→ History of your pharmaceutical company→ Your company key facts→ Your company portfolio / business areas→ How you do business→ Respect for People→ Your company overview→ History of your company→ Your site history→ Your site and other sites – being part of a larger organisation→ From planning to site arrival of raw materials to product dispatch→ Brief function of departments across site→ Your Key Brands→ Your Culture & Behaviours→ Learning and Development→ Working at your company / organisation→ Who's who around your site→ Your Performance Management ,
Course duration	6 hours
Assessment	Continuous assessment throughout
Certification	None
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote



Course Overview

Train the Training Champion

Awarding Body:

Learning and Development

Award Level:



Supporting SMEs with design, delivery and assessment in order to provide: Engaging and effective On-the-job training which assesses competency within their departments

Who should attend	Subject Matter Experts (SMEs) with an interest in designing, delivering and assessing active, engaging and effective On-the-job training within their own departments
What will you learn	<ul style="list-style-type: none">→ Learning Preferences→ Visual, Auditory or Kinaesthetic?→ 4 Stages of learning→ Teaching Theory: Honey & Mumford→ Good Practice for Trainers→ The Training Cycle→ Teaching Theory: Dales Cone of Learning (Memory recall of students)→ Promoting Active Learning→ Lesson Preparation: Aims & Objectives / SMART Objectives, Lesson Plans→ Training Methods & Aids→ Barriers to Learning & Difficult Situations→ Listening Skills→ Feedback→ Assessments→ Evaluations
Course duration	12 hours (2 days)
Assessment	Continuous assessment throughout which concludes with an assessment paper and practical teaching session
Certification	On successful completion: Train the Training Champion
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote

Course Overview

Award in Education & Training

Awarding Body:

Award Level:

3



Who should attend	Development opportunity for Subject Matter Experts (SMEs) with an interest in designing, delivering and assessing active, engaging and effective On-the-job training within their own departments
Nomination process	Employee or line manager
What will you learn	<p>The CIEH Level 3 Award in Education and Training provides an introduction to teaching and comprises three units:</p> <ul style="list-style-type: none">• Understanding roles, responsibilities and relationships in education and training• Understanding and using inclusive teaching and learning approaches in education and training• Understanding assessment in education and training <p>This qualification replaces the Level 3 Award in Preparing to Teach in the Lifelong Learning Sector (PTLS).</p>
Course duration	5 days
Assessment	Continuous assessment throughout. Two MCQ examinations and one assignment (including a micro-teaching session)
Certification	On successful completion: Train the Training Champion
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote

Course Overview

Employment Law Basics

Awarding Body:

HR & Learning and Development

Award Level:



Who should attend	Line Managers
What will you learn	<ul style="list-style-type: none">→ Understand how to foster strong appropriate and effective relations with associates.→ Understand your role as a manager in addressing ER issues→ Help you to manage issues confidently and proactively→ Increase knowledge of policies & processes in some of the keys areas of employee relations→ Avoid unnecessary risk→ Enable you to focus on your business with a strong team <p>Headline Topics Covered:</p> <ul style="list-style-type: none">→ HR Support Framework & what is Employee Relations?→ Discrimination→ Managing associates performance→ Managing short-term absence→ Conducting an investigation→ Misconduct (discipline)→ Grievance→ Capability
Course duration	3 hours
Assessment	Continuous assessment throughout which concludes with an assessment paper
Certification	On successful completion: Employment Law Basics
Dates	Delivered in-house – Contact us
Cost	Contact us for a quote

Course

Overviews

→ Core Training



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Joe Horsburgh
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Safety training Courses– June 2018