

TRAINING | RECRUITMENT | CONSULTANCY



**THE  
TRAINING &  
RECRUITMENT  
HOUSE LTD.**

TRAINING | RECRUITMENT | CONSULTANCY

## 2012 Services Brochure

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e. [info@thetrainingandrecruitmenthouse.co.uk](mailto:info@thetrainingandrecruitmenthouse.co.uk)  
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## ABOUT US

Established in 2010, The Training and Recruitment House provide Clients with a friendly, professional and personal service in providing Training, Recruitment and Consultancy Services. We pride ourselves in being different as we have worked on "the other side" where we have real knowledge of Customer Requirements and Expectations.

## TRAINING SERVICES

We specialise in Compliance and Development training covering Food Safety, Health & Safety, First Aid, Management Development and PTTLS. We offer accredited training programs by The Chartered Institute of Environmental Health (CIEH) and Highfield Awarding Body for Compliance (HABC) as well as certifying training programs we have designed ourselves.

## WE OFFER

- FREE Initial Training Needs Analysis where our Consultant will discuss Your current and future Training needs. This consultation shall also ensure that we provide You with the most appropriate Training Programmes to develop Your Staff.
  - FREE Certificate Customisation with Your Logo (\*)
- (\*) Subject to initial Set-Up Fee.

**1 We are proud of our success!**  
96% pass rate  
99% merit rate (scoring 80% or more)

**2 100% of Candidates rate us as 5/5**  
Our Clients describe Our Training Service as Professional, Friendly, Efficient and Enjoyable!

**3 100% of our Clients say that we provide Value for Money.**

**4 100% of our Clients would recommend us to others!**

**5 100% of our Clients say that we provided them with a high standard of Customer Service.**

There was nothing that could be changed. Jonathan was excellent, professional and very well organised.

"5 Stars" and "I didn't doodle once today – that never happens to me!"

I honestly was blown away with the treatment. Absolutely first class!



# TRAINING CALENDAR

## FOOD SAFETY

<b>Level 2</b>	(Basic) Wed 11th July – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Sat 21st July – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Tues 31st July + Tues 7th Aug - 6pm to 9pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Mon 6th Aug – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Mon 3rd Sept – 9am – 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Tues 25th Sept + Tues 2nd Oct Sept – 6pm to 9pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Sat 10th Nov – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Mon 19th Nov – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Tues 27th – Tues 4th Dec - 6pm to 9pm .....	<b>£50</b>
<b>Level 3</b>	(Intermediate) Mon 20th, Tue 21st, Wed 22nd Aug – 9am to 4.30pm .....	<b>£200</b>
<b>Level 3</b>	(Intermediate) Wed 3rd, Thurs 4th, Fri 5th Oct – 9am to 4.30pm .....	<b>£200</b>
<b>Level 3</b>	(Intermediate) Wed 12th, Thurs 13th, Fri 14th Dec – 9am to 4.30pm .....	<b>£200</b>
<b>Level 4</b>	(Advanced) Mon 24th to Fri 28th Sep 9am to 4pm .....	<b>£395</b>

Don't forget we can run these courses on your premises for groups

## HACCP

<b>Level 2</b>	Wed 8th Aug – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	Mon 10th Sept – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	Wed 24th Oct – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	Wed 24th Oct – 9am to 4.30pm .....	<b>£50</b>
<b>Level 3</b>	Mon 18th + Tues 19th June – 9am to 4.30pm .....	<b>£250</b>
<b>Level 3</b>	Thurs 18th + Fri 19th Oct – 9am to 4.30pm .....	<b>£250</b>
<b>Level 3</b>	Tues 14th, Tues 21st, Tues 28th August – 6pm to 9pm .....	<b>£250</b>

## BOOST YOUR FOOD HYGIENE RATINGS

Boost Your Food Hygiene Ratings – Tues 10th July – 6pm to 9pm .....	<b>£75</b>
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## EFFECTIVE ALLERGEN MANAGEMENT

Effective Allergen Management – Mon 23rd July 9am to 4.30pm .....	<b>£225</b>
Effective Allergen Management – Tues 9th + Tues 16th Oct – 6pm to 9pm .....	<b>£225</b>

## INTERNAL AUDITING

Basics of Internal Auditing – Sat 6th Oct – 9am to 1pm .....	<b>£100</b>
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## HEALTH & SAFETY

<b>Level 2</b>	(Basic) Fri 20th July – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Mon 27th Aug – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Tues 16th Oct – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b>	(Basic) Tues 11th Dec – 9am to 4.30pm .....	<b>£50</b>

<b>Level 3</b> (Intermediate) Wed 12th, Thurs 13th, Fri 14th Sept – 9am to 4.30pm .....	<b>£200</b>
<b>Level 3</b> (Intermediate) Mon 3rd, Tues 4th, Fri 5th Dec – 9am to 4.30pm.....	<b>£200</b>
<b>Level 4</b> (Advanced) Mon 27, Tues 28th, Wed 29th, Thurs 30th, Fri 31st Aug – 9am to 4.30pm .....	<b>£395</b>
<b>Level 4</b> (Advanced) Mon 12th, Tues 13th, Wed 14th, Thurs 15th, Fri 16th Nov – 9am to 4.30pm .....	<b>£395</b>
H&S for Offices – Tues 11th Sept – 9am to 4.30pm .....	<b>£40</b>
H&S for Offices – Fri 9th Nov – 9am to 4.30pm .....	<b>£40</b>
H&S in the Fitness, Health and Beauty Environment – Sat 8th Sept – 9am to 4.30pm .....	<b>£40</b>
H&S in the Fitness, Health and Beauty Environment – Mon 29th Oct – 9am to 4.30pm .....	<b>£40</b>

### MANUAL HANDLING

Manual Handling Risk Assessor – Hybrid – Mon 13th + Tues 14th Aug – 9am to 4.30pm .....	<b>£275</b>
Manual Handling Instructor HYBRID with PTLLS L3 – Mon 26th Nov – Fri 30th Nov – 9am to 4.30pm .....	<b>£460</b>
<b>Level 2</b> Manual Handling – 16th July – 9am to 1pm .....	<b>£50</b>
<b>Level 2</b> Manual Handling – 1st Aug – 9am to 1pm .....	<b>£50</b>
<b>Level 2</b> Manual Handling – 1st Oct – 9am to 1pm .....	<b>£50</b>
<b>Level 2</b> Manual Handling – Sat 27th Oct – 9am to 1pm .....	<b>£50</b>
Advanced Manual Handling Instructor – Mon 8th to Fri 12th Oct – 9am to 4.30pm .....	<b>£500</b>

### ACCIDENT INVESTIGATOR

Accident Investigator – Mon 9th July – 9am to 4.30pm .....	<b>£225</b>
Accident Investigator – Wed 31st Oct – 9am to 4.30pm .....	<b>£225</b>

### FIRST AID

2 Day First Aid Refresher – Thurs 23rd + Fri 24th Aug – 9am to 4.30pm .....	<b>£120</b>
2 Day First Aid Refresher – Mon 22nd + Tues 23rd Oct – 9am to 4.30pm .....	<b>£120</b>
2 Day First Aid Refresher – Thurs 6th + 7th Dec – 9am to 4.30pm .....	<b>£120</b>
3 Day First Aid at Work – Wed 18th, Thurs 19th, Fri 20th July – 9am to 4.30pm .....	<b>£165</b>
3 Day First Aid at Work as Mon 3rd, 10th and 17th Sep 9am to 4.30pm .....	<b>£165</b>
3 Day First Aid at Work – Wed 21st + Thurs 22nd + Fri 23rd Nov – 9am to 4.30pm .....	<b>£165</b>
<b>Level 2</b> Emergency First Aid – Wed 22nd Aug – 9am to 4.30pm .....	<b>£60</b>
<b>Level 2</b> Emergency First Aid – Sat 22nd Sept – 9am to 4.30pm .....	<b>£60</b>
<b>Level 2</b> Emergency First Aid – Tues 2 + 9 Oct – 6pm to 9pm .....	<b>£60</b>

### COSHH

CoSHH Risk Assessor - Hybrid Qualification – Thurs 26th to 27th July – 9am to 4.30pm .....	<b>£275</b>
CoSHH Level 2 – Mon 30th July – 9am to 1pm .....	<b>£50</b>
CoSHH Level 2 – Sat 15th Sept – 9am to 1pm .....	<b>£50</b>
CoSHH Level 2 – Tues 2nd Oct – 9am to 1pm .....	<b>£50</b>

### RISK ASSESSMENT

<b>Level 2</b> Tues 31st July – 9am to 4.30pm .....	<b>£50</b>
<b>Level 3</b> Thurs 1st + Fri 2nd Nov – 9am to 4.30pm .....	<b>£250</b>

### FIRE SAFETY

<b>Level 2</b> Thurs 9th Aug – 9am to 4.30pm .....	<b>£50</b>
<b>Level 2</b> Mon 10th Dec – 9am to 4.30pm .....	<b>£50</b>

### MANAGING CONTRACTORS IN THE WORKPLACE

Managing Contractors in the Workplace – Fri 10th Aug – 9am to 4.30pm .....	<b>£225</b>
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### COMPLETING EFFECTIVE DSE ASSESSMENTS

Completing Effective DSE Assessments – Fri 23rd Nov – 9am to 1pm .....	<b>£100</b>
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### MOVING AND HANDLING PEOPLE

Moving and Handling People – Wed 1st Aug – 6pm – 9pm .....	<b>£40</b>
Moving and Handling People – Thurs 23rd Aug – 9am to 1pm .....	<b>£40</b>
Moving and Handling People – Sat 29 Sep – 9am to 1pm .....	<b>£40</b>

### H&S WITH COMPUTERS

H&S with Computers – Fri 7th Sept – 9am to 4.30pm .....	<b>£180</b>
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### ADMINISTRATION OF MEDICATION

Administration of Medication – Sat 20th Oct – 9am to 1am .....	<b>£40</b>
Administration of Medication – Fri 24th Aug – 9am to 1pm .....	<b>£40</b>

### TRAINING QUALIFICATIONS

<b>Level 3</b> Preparing to Teach in the Lifelong Learning Sector (PTLLS) Mon 17th to Fri 21st Sept – 9am to 4.30pm .....	<b>£410</b>
<b>Level 4</b> PTLLS – Mon 17th to Fri 21st Sept – 9am to 4.30pm.....	<b>£480</b>
<b>Level 3</b> International Award in Delivering Training – Mon 17th to Fri 21st Sept – 9am to 4.30pm ...	<b>£380</b>
<b>Level 3</b> Preparing to Teach in the Lifelong Learning Sector (PTLLS) Mon 17th, Tues 18th, Wed 19th, Thurs 20th, Fri 21st Dec - 9am to 4.30pm .....	<b>£410</b>
<b>Level 4</b> PTLLS – Mon 17th, Tues 18th, Wed 19th, Thurs 20th, Fri 21st Dec - 9am to 4.30pm.....	<b>£480</b>
<b>Level 3</b> International Award in Delivering Training Mon 17th, Tues 18th, Wed 19th, Thurs 20th, Fri 21st Dec - 9am to 4.30pm .....	<b>£380</b>

### PRESENTATION SKILLS

Presentation Skills – Tues 10th July – 9am to 4.30pm .....	<b>£225</b>
Presentation Skills – Wed 17th Oct – 9am to 4.30pm .....	<b>£225</b>

### SELLING AND MARKETING

Selling and Marketing – Tues 17th + Tues 24th July - 6pm to 9pm .....	<b>£180</b>
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### EFFECTIVE COMMUNICATION SKILLS

Effective Communication Skills - Wed 18th July – 9am to 4.30pm .....	<b>£180</b>
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**OUR PRICES  
ARE ALL  
INCLUSIVE  
WITH NO  
HIDDEN  
CHARGE**

**SKILLS FOR SUPERVISORS**

Skills For Supervisors – Thurs 2nd + Fri 3rd Aug – 9am to 4.30pm .....	<b>£225</b>
Skills For Supervisors – Mon 5th + Tues 6th Nov – 9am to 4.30pm .....	<b>£225</b>
Skills For Supervisors – Mon 22nd Oct, Mon 29th Oct, Mon 5th Nov – 6pm to 9pm .....	<b>£225</b>

**FACILITATION SKILLS**

Facilitation Skills – Thurs 16th Aug – 9am to 4.30pm .....	<b>£180</b>
Facilitation Skills – Wed 7th Nov – 9am to 4.30pm .....	<b>£180</b>

**RELAX YOUR LIFE**

Relax your Life (Includes Stress Awareness Certificate) – Tues 4th Sept – 6pm to 9pm .....	<b>£50</b>
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**EMPLOYING PEOPLE - THE ESSENTIAL INFORMATION**

Employing People - The Essential Information – Tues 11th + Tues 18th Sept – 6pm to 9pm .....	<b>£180</b>
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**COMMUNICATION SKILLS**

Communication Skills – Thurs 25th Oct – 9am to 4.30pm .....	<b>£180</b>
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**PERFECT ADMINISTRATOR**

Perfect Administrator – Tues 23rd + Tues 30th Oct – 6pm to 9pm .....	<b>£180</b>
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**CUSTOMER SERVICE**

Customer Service – Fri 26th Oct – 9am – 4.30pm .....	<b>£180</b>
Customer Service – Tues 13th + Tues 20th Nov – 6pm to 9pm .....	<b>£180</b>

**QUESTIONING AND LISTENING SKILLS FOR BUSINESS**

Questioning and Listening Skills for Business – Thurs 8th Nov – 9am to 1pm .....	<b>£100</b>
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**BASICS WITH WORD**

Basics with Word – Thurs 19th July – 9am to 4.30pm .....	<b>£180</b>
Basics with Word – Sat 18th Aug – 9am to 4.30pm .....	<b>£180</b>

**FIRE RISK ASSESSOR**

Fire Risk Assessor – Tues 24th + Wed 25th July – 9am to 4.30pm .....	<b>£225</b>
Fire Risk Assessor – Mon 1st + 2nd Oct – 9am to 4.30pm .....	<b>£225</b>

**POWERPOINT ESSENTIALS FOR PRESENTERS AND TRAINERS**

PowerPoint Essentials for Presenters and Trainers – Wed 15th Aug – 9am to 4.30pm .....	<b>£225</b>
PowerPoint Essentials for Presenters and Trainers – Sat 22nd Sept – 9am to 4.30pm .....	<b>£225</b>
PowerPoint Essentials for Presenters and Trainers – Tues 20th Nov – 9am to 4.30pm .....	<b>£225</b>

**INTERNET SKILLS**

Finding your way Online – Sat 13th Oct – 9am to 1pm.....	<b>£50</b>
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**EFFECTIVE INTERVIEW SKILLS**

Effective Interview Skills – Wed 25th July – 9am to 4.30pm .....	<b>£180</b>
Effective Interview Skills – Mon 15th Oct – 9am to 4.30pm .....	<b>£180</b>



**RECRUITMENT**

Whether You need to cover One Shift, fill an Interim Position or to fill a Permanent Vacancy, The Training and Recruitment House will ensure that all aspects of the Recruitment process run smoothly. We are Registered and Licenced by the Gangmaster Licencing Authority (GLA).

We utilise a wide range of Recruitment tools to find You the right Candidate for the Job.

**We offer**

**FREE** Initial Consultation where our Consultant will discuss Your current and future Recruitment needs. This consultation shall also ensure that we provide You with the BEST Candidates.

**FREE** Induction Training of Workers before they arrive at Your Site. Not just by anyone but qualified Training Professionals who are Insured.

As well as

- A friendly, efficient Service
- Workers who are suitable and reliable
- Specialist Searches using our Network of Contacts
- Highly Competitive Rates.

**We will**

- Communicate with You throughout the Recruitment process
- Keep You updated
- Visit Your site on a regular basis when a Temporary Worker is placed to ensure everything is running smoothly
- Deal with any problems that may arise
- Ensure that You are happy!

**CONSULTANCY**

Legal and Customer Compliance can be complex and keeping up to date can be challenging!

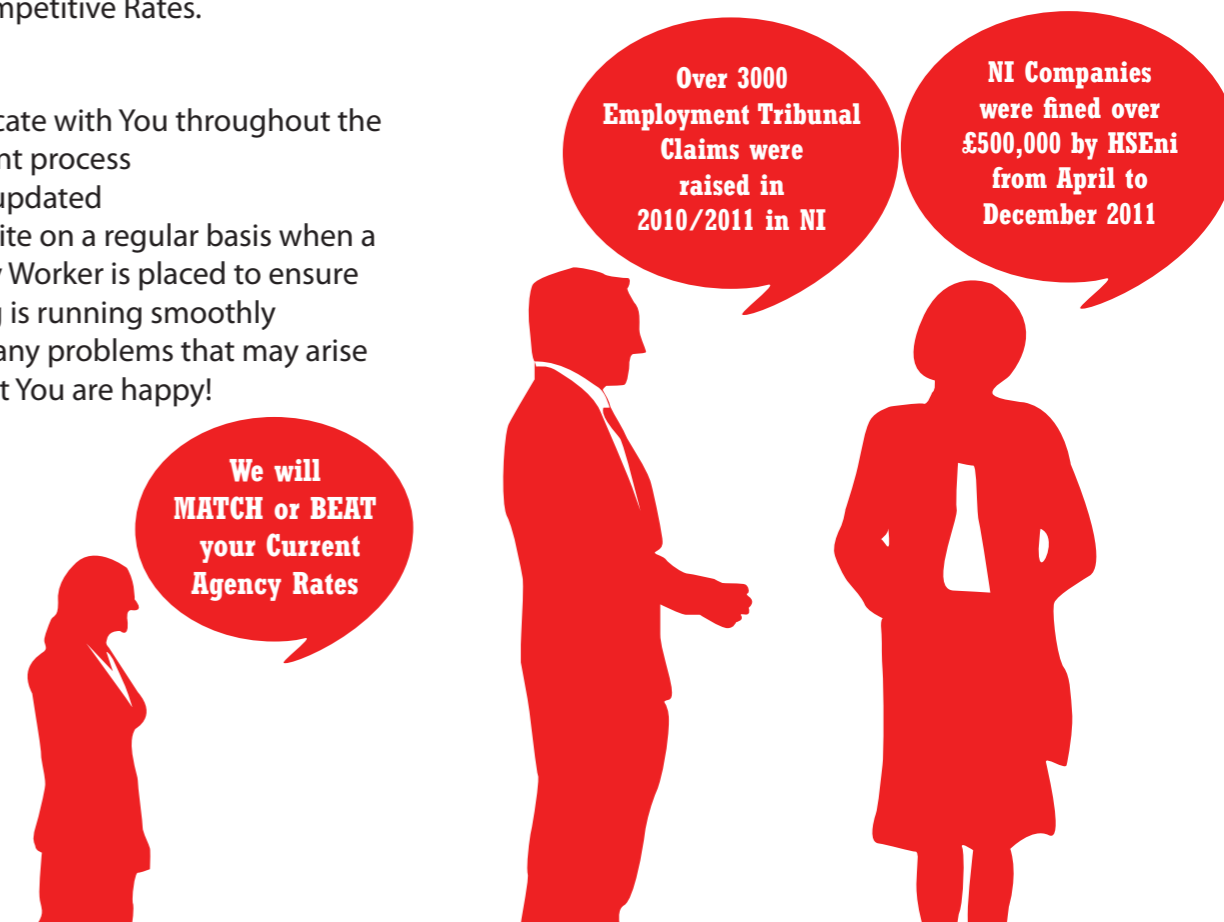
**We offer**

- Free initial “Health Check” to identify your level of compliance and what actions you need to prioritize
- No-nonsense Reports.

**We offer consultancy in the following areas**

- Health & Safety
- Fire Safety
- Human Resources
- Ethical Trade
- Food Safety
- HACCP & Food Hygiene Rating Scheme.

Whether you need a Risk Assessment of the workplace, a Fire Risk Assessment or a Food Safety audit, we have the perfect solution.



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