



ABERTAY NATIONWIDE TRAINING Ltd

October 2012 to August 2013

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

The trainer was just great and a credit to you

I really enjoyed the course, many thanks!

A great course and a great trainer, say thank you again to the trainer for me

I put 10 out of 10 in the evaluation for most things because I really enjoyed the course



Telephone 0845 3700 305 Fax 0845 3700 306
Email: info@trainthetrainer.co.uk

www.trainthetrainer.co.uk

CONTENTS

First Aid Trainer	2
Emergency First Aid Trainer	2
AED Trainer	2
Manual Handling Trainer	3
Patient Handling Trainer	3
Evacuation Chair Trainer	3
Infection Control Trainer	4
Administration of Medication Trainer	4
Dementia Trainer	4
SOVA Trainer	5
Food Safety Trainer	5
Child Protection Trainer	5
Health & Safety Trainer	6
Fire Safety Trainer	6
Fire Safety Assessors	6
DSE Trainer/Assessor	7
COSHH Assessor/Trainer	7
Introduction to Teaching Skills	7
Preparing to Teach in the Lifelong Learning Sector	8
PTLLS(Fast Track)	8
Certified in Teaching in the Lifelong Learning Sector	8
CIEH Award in Training Skills and Practice	9
Abrasive Wheel Trainer	9
Conflict Management Trainer	9
Confined Space Trainer	10
Stress Management Trainer	10
Equality and Diversity Trainers (Level 3) Course	10
Assessment Awards	11
Internal Verifier Awards	11
Other Courses	12



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.

Tel: 0845 3700 305 Fax: 0845 3700 306

www: <http://www.trainthetrainer.co.uk> E: info@trainthetrainer.co.uk

EDI approved First Aid Trainer/Assessor (Level 3) 3 day Course

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This EDI Nationally approved (Level 3) trainers qualification course is HSE Recognised at only £375+v at 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:

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Paisley, Glasgow		5-7	17-19		4-6	19-21	29-1		10-12	22-24	
Edinburgh		5-7	17-19		4-6	19-21	29-1		10-12	22-24	
London	1-3	12-14	10-12		4-6	11-13	22-24		3-5	15-17	27-29
Birmingham		5-7	17-19	28-30		11-13		7-9	17-19	29-31	
Manchester		5-7	17-19	28-30		11-13		7-9	17-19	29-31	
Maidstone		19-21		21-23		11-13	22-24		3-5	15-17	27-29
York		19-21		21-23		4-6		13-15		1-3	19-21
Bristol	1-3	12-14	10-12		11-13	25-27		13-15	24-26		5-7
Cardiff		12-14			11-13	25-27		13-15	24-26		5-7
Belfast		12-14		21-23		4-6		7-9		1-3	19-21

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

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

NCFE approved Emergency First Aid Trainer (to teach only the HSE 1 day Course)

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

The accredited NCFE Emergency First Aid Trainers (Level 3) Course is over 2 days costs only £295 which will include all trainer resources so that you start teaching without delay to include PowerPoint, Lesson Plans, Handouts and Assessment Forms etc. The Emergency First Aid Instructors course includes the following:

- EFAW Update
- Teaching Techniques & Practice
- Assessing EFAW
- First Aid COP
- Record Keeping & Administration

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Paisley, Glasgow		5-6	17-18		4-5	19-20	29-30		10-11	22-23	
Edinburgh		5-6	17-18		4-5	19-20	29-30		10-11	22-23	
London	1-2	12-13	10-11		4-5	11-12	22-23		3-4	15-16	27-28
Birmingham		5-6	17-18	28-30		11-12		7-8	17-18	29-30	
Manchester		5-6	17-18	28-30		11-12		7-8	17-18	29-30	
Maidstone		19-20		21-23		11-12	22-23		3-4	15-16	27-28
York		19-20		21-23		4-5		13-14		1-2	19-20
Bristol	1-2	12-13	10-11		11-12	25-26		13-14	24-25		5-6
Cardiff		12-13			11-12	25-26		13-14	24-25		5-6
Belfast		12-13		21-23		4-5		7-8		1-2	19-20

If you need to teach or assess the 3 day HSE First Aid at Work Courses then you need to complete the First Aid Trainer course and not the Emergency First Aid trainer course.

NCFE approved AED Trainer (Level 3) 1 day Course

This is also optional 4th day for the First Aid Trainer Course above.

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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Paisley, Glasgow		8	20		7	22		2	13	25	
Edinburgh		8	20		7	22		2	13	25	
London	4	15	13		7	14	25		6	18	30
Birmingham		8	20	31		14		10	20		1
Manchester		8	20	31		14		10	20		1
Maidstone		22		24		14	25		6	18	30
York		22		24		7		16		4	22
Bristol	4	15	13		14	28		16	27		8
Cardiff		15			14	28		16	27		8
Belfast		15		24		7		10		4	22
Dublin											

Course will include the following:

- Incident Management
- Cardiac Arrest
- AED Familiarisation
- Non/Shockable Rhythms
- AED Practical Scenarios
- Basic Life Support
- Protocol - Using an AED
- Teaching & Assessing AED/CPR

EDI approved Manual Handling Trainer (Level 3) 3 day Course

If you have PTTLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This EDI Nationally Accredited (Level 3) Trainers 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 below).		Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Paisley, Glasgow	29-31			10-12		11-13	25-27		7-9	17-19	29-31	
Edinburgh	29-31			10-12		11-13	25-27		7-9	17-19	29-31	
London			5-7	17-19		11-13	19-21		13-15	24-26		5-7
Birmingham	22-24	26-28	12-14		4-6	19-21	29-1		3-5	15-17	27-29	
Manchester	22-24	26-28	17-19		4-6	19-21	29-1		3-5	15-17	27-29	
Maidstone		12-14	17-19		4-6	19-21		13-15	24-26		5-7	
York		12-14		28-30		11-13		20-22		8-10		
Bristol		5-7	17-19	28-30		11-13		20-22		8-10		
Cardiff	15-17		10-12	28-30		11-13		20-22		8-10		
Belfast	15-17		10-12		4-6	25-27		13-15		22-24	12-14	
Dublin												

The Manual Handling Trainers Course will cover the following topics:

- Legal Issues – Cost of manual handling injuries
- Health & Fitness – Health and working safety factors
- Basic rules for lifting with demonstrations
- Risk Assessment – Principles, Recognition and Reducing the Risks
- Teaching Manual Handling
- Spinal anatomy – Functions, prevention & causes of pain

- Principles of movement – Design and Ergonomics
- Demonstrations of Safe Lifting
- Recording & Reporting – Accurate Training Records
- Assessing Manual Handling Skills

IOSH approved Patient (Client) Handling Trainer 3 day Course

If you have PTTLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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 seen as above.) The Patient (Client) Handling Trainers Course will cover the following topics:		Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Paisley, Glasgow	29-31			10-12		11-13	25-27		7-9	17-19	29-31	
Edinburgh	29-31			10-12		11-13	25-27		7-9	17-19	29-31	
London			5-7	17-19		11-13	19-21		13-15	24-26		5-7
Birmingham	22-24	26-28	12-14		4-6	19-21	29-1		3-5	15-17	27-29	
Manchester	22-24	26-28	17-19		4-6	19-21	29-1		3-5	15-17	27-29	
Maidstone		12-14			4-6	19-21		13-15	24-26		5-7	
York		12-14		28-30		11-13		20-22		8-10		
Bristol		5-7	17-19	28-30		11-13		20-22		8-10		
Cardiff	15-17		10-12	28-30		11-13		20-22		8-10		
Belfast	15-17		10-12		4-6	25-27		13-15		22-24	12-14	
Dublin												

The Manual Handling Trainers Course will cover the following topics:

- Legal Issues – Cost of manual handling injuries
- Health & Fitness – Health and working safety factors
- Basic rules for lifting with demonstrations
- Spinal anatomy – Functions, prevention & causes of pain

- Principles of movement – Design and Ergonomics
- Demonstrations of Safe Lifting
- Safe Patient transfers with demonstrations
- Assessing Patient Handling Skills

NCFE approved Evacuation Chair Trainer (Level 3) 1 day Course

This is also a good trainers course for persons who are Manual Handling Trainers.

The Evacuation Chair Trainer (Level 3) Course is over 1 day costs only £195. We specialise in Train the Trainer Courses not only for this Evacuation Chair Trainer (Level 3) Course but also in IOSH Patient Handling, First Aid, AED, Health & Safety, and PTTLS. This NCFE approved Evacuation Chair Trainer Course is for all persons who wish to teach and assess the use of the Evacuation Chair in the workplace.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow		1	13		14	28		10	20		1
London		5-7	20		14			16	27		8
Manchester	25	29	20		7	22		2	6	18	30
Cardiff	18		13	31		14		23		11	
Belfast	18		13		7	28		16		25	15

The Evacuation Chair Instructors course includes the following:

- Health & Safety at Work
- Evacuation Chair Training
- Getting a Person into the evac chair
- Introduction to Emergency Evacuation Plans
- Carrying the Evac Chair

- Lifting the Evac Chair
- Evacuation Chair Limitations
- Aftercare When out of the Building
- Assessing Evacuation Chair Use
- Teaching the use Evacuation Chair

NCFE approved Infection Control Trainer (Level 3) Award

If you have PTTLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Paisley, Glasgow		22-23	11-12		13-14		22-23		10-11		4-5
London	9-10	22-23	13-14		2-3			15-16	26-27	30-1	
Birmingham		29-30	4-5	23-24		18-19		19-20		14-15	
Manchester		29-30	4-5	23-24		18-19		19-20		14-15	
Newcastle	23-24			16-17		11-12		12-13		7-8	
Exeter	9-10	22-23		16-17		11-12		12-13		7-8	
Cardiff	16-17		11-12		27-28		22-23		10-11		5-6
Belfast	16-17		11-12		27-28		22-23		10-11		5-6
Dublin	15-16										

The syllabus includes:

- What is infection and cross infection
- The groups of people most at risk of infection
- How infection can be transmitted and how to reduce the spread of infection
- Reporting and audit trail

- Wash hands effectively and what is meant by 'universal precautions'
- Preparing and delivering a training session
- The difference between bacterial and viral infections
- Reflecting and feedback on training practice

NCFE approved Administration of Medication Trainer (Level 3) Award

If you have PTTLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This 2 or 3 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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Paisley, Glasgow	11-12		5-6	28-29			2-3		3-4		12-13
London	26-27	30-1			4-5		15-16		10-11		19-20
Manchester		15-16			11-12		22-23		24-25		
York		8-9			11-12		22-23		24-25		19-20
Bristol		8-9		28-29		14-15		7-8			
Cardiff	11-12		6-7	28-29		14-15		7-8		22-23	
Belfast	11-12		6-7	28-29		14-15		7-8		22-23	
Dublin											

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

NCFE approved Dementia Trainer (Level 3) Award

If you have PTTLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

The Dementia Awareness Trainers Course is over 2 days costs only £295 + vat which will include all trainer resources so that you start teaching without delay to include PowerPoint, Lesson Plans, Handouts and Assessment Forms etc.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Glasgow	11-12		6-7	28-29			2-3		3-4		12-13
London	25-26	29-30			4-5		15-16		10-11		19-20
Manchester	18-19		6-7		11-12		22-23		24-25		
York	18-19		6-7		11-12		22-23		24-25		19-20
Bristol	10-11	29-30		28-29		14-15		7-8			
Cardiff	10-11	29-30		28-29		14-15		7-8		22-23	

The Dementia Awareness Instructors course will include the following:

- The Care Approach
- Human Rights
- Empathy and validation
- Responding to different realities
- Preventing and responding to aggression

Dementia Awareness Courses

- Understanding Dementia
- Working with carers and relatives
- Working with challenging behaviour
- Client/People Handling Trainers Practice
- Assessment
- NCFE approved Dementia Awareness (Level 2) through Abertay

NCFE approved SOVA Trainer (Level 3) Award

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Paisley, Glasgow	9-10		3-4		13-14	27-28		9-10	19-20	31-1	
London	25-26	29-30			13-14	21-22		15-16	26-27		7-8
Birmingham		13-14			6-7	21-22		1-2	5-6		29-30
Manchester		13-14			6-7	21-22		1-2	5-6		29-30
York		6-7		30-31		13-14		22-23		10-11	
Bristol		6-7		30-31		13-14		22-23		10-11	
Cardiff	9-10		4-5	30-31		13-14		22-23		10-11	
Belfast	9-10		4-5		6-7	27-28		15-16		24-25	14-15
Dublin											

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

NCFE approved Food Safety Trainer (Level 3) Award

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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. 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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	June 2013	July 2013	Aug 2013
Glasgow	10-11		5-6	28-29			2-3		3-4		12-13
London	24-25	28-29			4-5		15-16		10-11		19-20
Manchester	17-18		5-6		11-12		22-23		24-25		
York	17-18		5-6		11-12		22-23		24-25		19-20
Bristol	9-10	28-29		28-29		14-15		7-8			
Cardiff	9-10	28-29		28-29		14-15		7-8		22-23	

- 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

NCFE approved Child Protection Trainer (Level 3) Award

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This NCFE approved Child Protection Trainer (Level 3) Award is for all persons who are required to teach Child protection courses. The Child Protection Trainers Course is over 2 days and costs £295 + vat.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow		1-2	13-14	28-29			2-3		3-4		12-13
London		5-7	20-21		4-5		15-16		10-11		19-20
Manchester	25-26	29-1	20-21		11-12		22-23		24-25		19-20
Cardiff	18-19		13-14	28-29		18-19		7-8		22-23	
Belfast	18-19		13-14	28-29		18-19		7-8		22-23	

The trainers course will include the following subjects:

- Understanding definitions of Child Abuse
- Recognising Signs of Abuse
- Legal Aspects
- Dealing with Suspicion of Abuse
- Understanding Discrimination
- Systems of Reporting Abuse
- Training Records
- Teaching Theory & Assessment
- Practical Teaching Session

NCFE approved Health & Safety Trainer (Level 3) 3 day course

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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:		Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow		8-10		3-5	28-30			2-4		3-5		12-14
London		22-24	26-28			4-6		15-17		10-12		19-21
Birmingham		15-17		3-5		11-13		22-24		24-26		19-21
Manchester		15-17		3-5		11-13		22-24		24-26		19-21
Cardiff		8-9	26-28		28-30		18-20		7-9		22-24	
Belfast		8-9	26-28		28-30		25-27		7-9		22-24	

- 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 PowerPoints, Workbook and Lesson Plans for your new trainer at no extra cost, so your trainer will be able to teach Health & Safety Awareness.

IFE approved Fire Safety Trainer 2 day Course

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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 a optional 3rd day Fire Risk Assessors Course)		Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow		8-9		3-4		6-7	21-22		1-2	12-13	24-25	
London		24-25	28-29			6-7	13-14			5-6	17-18	29-30
Birmingham			12-13		30-31		13-14		9-10	19-20	31-1	
Manchester			12-13		30-31		13-14		9-10	19-20	31-1	
Cardiff		8-9		3-4		13-14	27-28		15-16	26-27		7-8
Belfast		8-9		3-4	23-24		6-7		9-10	26-27		21-22
Dublin		8-9		3-4	23-24		6-7		9-10	26-27		21-22

- Introduction to Fire Safety
- Fire Legislation
- Fire Extinguishers ID and uses
- Training in Practice
- 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

NCFE approved Fire Safety Assessors 1 day Course

This is also optional 3rd day for the IFE Fire Safety Trainers Course above.

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:		Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow		10		5		8	23		3	14	26	
London		26		1		8	15			7	19	31
Birmingham			14			1	15		11	21		2
Manchester			14			1	15		11	21		2
Cardiff		10		5		15	29		17	28		7-8
Belfast		10		5	25		8		11	28		23
Dublin		10		5	25		8		11	28		23

- 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

NCFE approved DSE (Level 3)

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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:

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	11-12		6-7	29-30			3-4		4-5		13-14
London	25-26	29-30		29-30			16-17		4-5		20-21
Manchester	18-19		6-7		5-6		23-24		11-12		
Cardiff	18-19		6-7	28-29		19-20		20-21		22-23	
Maidstone	10-11	29-30		28-29	5-6		16-17		4-5		20-21
Belfast	10-11	29-30		28-29	5-6		16-17		4-5		20-21

- 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

COSHH Trainer / Assessor Course (1 Day)

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This NCFE 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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	10-11		5-6	28-29			2-3		3-4		12-13
London	24-25	28-29			4-5		15-16		10-11		19-20
Manchester	17-18		5-6		11-12		22-23		24-25		19-20
Cardiff	17-18		5-6	28-29		18-19		7-8		22-23	
Bristol	9-10	28-29		28-29		18-19		7-8		22-23	
Belfast	9-10	28-29		28-29		18-19		7-8		22-23	

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

NCFE approved Introduction to Teaching Skills (Level 3) Course

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This NCFE approved Introduction to teaching skills is over 1 day and cost £195 + vat and is a good all round introduction to teaching for new trainers, or to refresh existing trainers in the basics of teaching skills.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Paisley, Glasgow	6	26		14	25		6	17		5	17
Aberdeen	6	26		14	25		6	17		5	17
London	6	26		8		2	20		1	12	10
Birmingham	1	19		14	25		13	24		5	17
Manchester	1	19		14	25		13	24		5	17
Newcastle		12		21		23		10		19	
Norwich	13		2	21		23		10		19	
Exeter	20	26		8		2	20		1	12	10
Cardiff	13		2	21		9		3		12	
Belfast	6	26		21		9		3		12	

This course will cover the following:

- Health and Safety Issues
- Using Ice Breakers
- Introduction to Teaching
- Teaching Aids
- Learning Styles
- Teaching Theory
- Giving Feedback and Praise
- Training Records
- Assessment
- Practical 5 minute Teaching Session (Your Choice)

Preparing to Teach in the Lifelong Learning Sector (Level 3 or 4 - PTLLS)

This is fast becoming the minimum standard for teaching accredited courses from all awarding bodies.

This 4 day Edexcel Nationally Accredited Trainers Course at £450 + vat per candidate will give Trainers a nationally recognised qualification called PTLLS which is accredited through EDI. 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 & Guides.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	15-18		3-6		18-21		15-18		24-27		19-22
London	15-18	19-22		28-31		25-28		28-31		29-1	
Manchester		12-15		28-31		25-28		20-23		22-25	
Birmingham		12-15		28-31		25-28		20-23		22-25	
York	8-11		10-13	28-31		25-28		28-31		29-1	
Maidstone	8-11		10-13		18-21		22-25		17-20		19-22
Bristol	15-18	19-22			11-14		15-18		24-27		27-30
Cardiff	22-25		3-6		11-14		15-18		24-27		27-30
Belfast	22-25		3-6		11-14		15-18		24-27		27-30
Dublin											

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

PTLLS (Fast Track)

Preparing to Teach in the Lifelong Learning (Fast Track) over only 2 days and cost £295 + vat. To attend this course you must have already completed one of our level 3 trainer courses or have the CIEH Professional Trainers Cert or equivalent. If you don't have any teaching certifications then you would attend the 4 day course above.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	17-18		5-6		20-21		17-18		26-27		21-22
London	17-18	21-22		30-31		27-28		30-31		31-1	
Manchester		14-15		30-31		27-28		22-23		24-25	
Birmingham		14-15		30-31		27-28		22-23		24-25	
York	10-11		12-13	30-31		27-28		30-31		31-1	
Maidstone	10-11		12-13		20-21		24-25		19-20		21-22
Bristol	17-18	21-22			13-14		17-18		26-27		29-30
Cardiff	24-25		5-6		13-14		17-18		26-27		29-30
Belfast	24-25		5-6		13-14		17-18		26-27		29-30
Dublin	8-9										

Certificate in Teaching in the Lifelong Learning Sector – (Level 3 or 4 CTLLS)

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.

CIEH Award in Training Skills and Practice (Level 3)

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This 3 day general CIEH approved Teaching Skills and Practice Course (formally Professional Trainers Award) 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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	29	5	10		4	19	29		10	22	
London	29	5	10	28		11	22		3	15	27
Manchester	22	26	17	28		11		7	17	29	
Birmingham	22	26	17	28		11		7	17	29	
Maidstone		12		21		11	22		3	15	27
York		12		21		4		13		1	19
Bristol	29	5	10		11	25		13			5
Cardiff	15	12	10		11	25		13	24		5
Belfast	15	12	10	21		4		7	24		5
Dublin	15	12	10								

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.

NCFE approved Abrasive Wheels Trainer (Level 3) Award

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	13-14	9-10		11-12		13-14		8-9		3-4	
London	20-21		28-29	25-26			10-11	22-23	26-27		
Manchester		12-13	9-10	11-12		20-21		15-16		3-4	

- 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

Conflict Management Trainers Course (3 day)

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This NCFE approved Conflict Management Trainers Course is over 3 days and costs £375 + vat and is a good all round introduction to teaching conflict management for new trainers, or to refresh existing trainers. This is a general purpose conflict management trainers course for all industry's, but we can supply the Edexcel Conflict Management Trainers Course if you need it for the SIA and the Security Industry.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	8-10		3-5		11-13		2-4		3-5		12-14
London	22-24	26-28			4-6		15-17		10-12		19-21
Manchester	15-17		3-5		11-13		22-24		24-26		
Birmingham	15-17		3-5		11-13		22-24		24-26		
Cardiff	8-9	26-28		28-30		18-20		7-9		22-24	
Belfast	8-9	26-28		28-30		25-27		7-9		22-24	
Dublin											

This NCFE approved Trainers course will cover the following:

- Introduction to Conflict Management
- The Law
- Assessing and Reducing Risks
- Avoiding Conflict
- Understanding Emotions

- Using Scenario's
- Teaching and Assessment Theory
- Giving Feedback and Praise
- Training Records
- Practical Teaching Session

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

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	8-10		3-5		18-20		22-24		17-19		19-21
London	22-24	26-28		28-30		25-27		20-22		22-24	
Manchester	15-17		3-5		11-13		15-17		10-12		12-14

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

NCFE approved Stress Management Trainer (Level 3) Award

If you have PTLLS or any of our level 3 trainers courses, you are except from day 1 and get 20% off.

This course is a 2 day course 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.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	13-14		9-10		11-12		13-14		8-9		3-4
London	20-21			28-29	25-26			10-11	22-23	26-27	
Manchester		12-13	9-10		11-12		20-21		15-16		3-4

Course to include the following:

- 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

NCFE approved Equality and Diversity Trainers (Level 3) Course

This 2 day NCFE approved Equality and Diversity Trainers (Level 3) Course at £295 + vat includes the resources such as lesson plan, handouts and PowerPoint so you can have the resources to teach you own courses as quickly as possible after attending the course. Although the course is run over 2 day the first day is a teaching unit, so if you have a teaching certificate like PTLLS Level 3 or above you will be exempt from the first day so that you would only have to attend the 2nd day.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
London	18-19		25-26			3-4		26-27			
Manchester		8-9		2-3		10-11			10-11		
Cardiff		21-22		9-10		17-18		19-20			
Glasgow		8-9		2-3		10-11			10-11		
Belfast	23-24		25-26			3-4		26-27			

The course will include the following topics:

- planning (including session planning)
- delivery (practical tips for delivery to a diverse range of audiences)
- evaluation (self, peer group and course evaluation)
- setting ground rules
- use of icebreakers
- the respectful learning environment
- training resources
- engagement
- practical approaches, embedding and leadership

- assessment
- What is Equality and Diversity?
- What is the differences between Equality and Diversity
- Teaching Equality & Diversity
- Using Role Play and Games in Teaching Equality and Diversity

We can also provide In-House courses anywhere in the UK and abroad, just ask for details.

NEW Assessor / Assessment Awards (Replaces A1 Assessors Award)

Unit 1 is completed on in the morning session, Unit 2 and or Unit 3 is completed in the afternoon session

These are the NEW TAQA Assessor Awards and now replace the old A1 Assessor Course (plus the older D32 / D33 Assessor Awards) The training is conducted by attending a 1 day induction to the awards where the tutor will go over all the skills required to become an assessor, types and methods of evidence, recording and reporting, portfolio building etc. Once you complete the 1 day course you then go and collect the evidence required for your portfolio and hand in for final assessment.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	25		6	24		6	24		5	17	28
London	25		6		6	20		8	19		12
Birmingham	18		13	30		6	24		5	17	28
Manchester	18		13	30		6	24		5	17	28
Bristol		8	12		13		3	22		3	14
York		8	12	30		6	24		5	17	
Cardiff		8	12		13		3	22		3	14
Belfast	25		6		6	27		15		10	

We can also supply In-house courses for your group on your dates.

The A1 Assessors Course is Now replaced and updated by these new awards		Cost	Unit 1 - Understanding the Principles and Practices of Assessment	Unit 2 - Assess Occupational Competence in the Work Environment	Unit 3 - Assess Vocational Skills, Knowledge and Understanding	Which award is the best one for me?
1.	Award in Understanding the Principles & Practices of Assessment	£225 + vat	✓			This one if you're a manager or supervisor and don't do any practical assessing
2.	Award in Assessing Competence in the Work Environment	£595 + vat	✓	✓		This one if you need to assess NVQ's or Competence based standards (like old A1)
3.	Award in Assessing Vocationally Related Achievement	£595 + vat	✓		✓	This one if you will only assess classroom based learning such as tests or assignments
4.	Certificate in Assessing Vocational Achievement	£795 + vat	✓	✓	✓	This one if you wish to assess in all areas

IQA Internal Verifier Awards

Unit 4 is completed in the morning session and Unit 2 and or Unit 8 in the afternoon session

These are the NEW IQA Internal Verifier Awards and now replace the old V1 Assessor Course (plus the older D34 Assessor Awards) The training is conducted by attending a 1 day induction to the awards where the tutor will go over all the skills required to become an internal verifier, types and methods of sampling, standardisation, recording and reporting etc. Once you complete the 1 day course you then go and collect the evidence required for your portfolio and hand in for final assessment.

	Oct 2012	Nov 2012	Dec 2012	Jan 2013	Feb 2013	Mar 2013	Apr 2013	May 2013	Jun 2013	Jul 2013	Aug 2013
Glasgow	26		7	25		7	25		6	18	29
London	26		7		7	21		9	20		13
Birmingham	19		14	31		7	25		6	18	29
Manchester	19		14	31		7	25		6	18	29
Bristol		9	13		14		4	23		4	15
York		9	13	31		7	25		6	18	
Cardiff		9	13		14		4	23		4	15
Belfast	26		7		7	28		16		11	

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

The V1 Internal Verifier Course is Now replaced and updated by these new awards		Cost	Unit 4 - Understanding the Principles and Practices of Internally Assuring the Quality of Assessment	Unit 5 - Internally Assure the Quality of Assessment	Unit 6 - Plan, Allocate and Monitor work to meet areas of responsibility	Which award is the best one for me?
5.	Award in Understanding the Internal Quality Assurance of Assessment Process and Practice	£250 + vat	✓			This one if you're a manager or supervisor and don't do any practical verification
6.	Award in Internal Quality Assurance of Assessment Processes and Practice	£595 + vat	✓	✓		This one if you need to internally verify NVQ or non NVQ's courses (like old V1 award)
7.	Certificate in Leading the Internal Quality Assurance of Assessment Processes and Practice	£745 + vat	✓	✓	✓	This one if you not only need to internally verify, but also need to lead the team of internal verifiers

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:



Safety

Handling

First Aid

AED

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

BOOKING FORM

Please select the drop down for course and type in your details then print and send
Also CALL US NOW on 0845 3700 305
to hold a course at Your Venue for Your Group ANYWHERE in the UK or WORLDWIDE

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 [CLICK HERE](http://www.abertaytraining.co.uk/terms-and-conditions.html) or visit at www.abertaytraining.co.uk/terms-and-conditions.html

Please click on the box to confirm you agree to Terms & Conditions of Booking or tick the box to agree to conditions as we cant accept any booking without this.

FAX booking form to 0845 3700 306 then POST to

Course Bookings, Abertay Nationwide Training Ltd - 3 Castletown Road, Strabane BT82 9SQ