



**ROUNDHOUSE THINKING**

# Roundhouse **Thinking** **Compliance Course Brochure** 2016 - 2017

Your first choice for professional training and development

- First Aid • Food Safety • Health and Safety
- IOSH • Hospitality • Security • IT • E-Learning

# Compliance Course Brochure 2016 / 2017

Offering a range of training courses to up-skill your workforce, meet legislative/regulatory requirements and improve the effectiveness of your business.

Successful skills solutions for business

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For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# First Aid at Work Certificate (18 Hours)

Validated by Highfield Awarding Body of Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this programme is essential for all nominated first aiders at work and is designed to equip learners with the knowledge to safely treat any first aid situation.

The course covers health and safety regulations; being a first aider; assessment of the first aid situation; summoning the emergency services; CPR (Cardio Pulmonary Resuscitation); top to toe survey; recovery position; respiratory disorders; anaphylactic shock; unconsciousness and impaired consciousness; the circulatory system; wounds and bleeding; bone, joint and muscle injuries; use of slings; burns and scalds; poisoning; effects of extreme heat and cold; handling and transporting casualties; miscellaneous conditions and first aid box content.

**Certificate valid for 3 years.**

### **Cost**

For College based course dates the cost is £290.00 per person.

### **Assessment**

Candidates must complete a Course Workbook and complete 3 practical tests/assessments.

### **Entry requirements**

No special entry requirements, however, this course does involve practical exercises and examinations.

## Course dates

All courses run from 9.00am to 4.30pm

### Dates

2016

2017

Monday 15th August  
Tuesday 16th August  
Wednesday 17th August

Tuesday 13th September  
Wednesday 14th September  
Thursday 15th September

Monday 3rd October  
Tuesday 4th October  
Wednesday 5th October

Tuesday 25th October  
Wednesday 26th October  
Thursday 27th October

Thursday 10th November  
Thursday 17th November  
Thursday 24th November

Monday 14th November  
Tuesday 15th November  
Wednesday 16th November

Monday 5th December  
Tuesday 6th December  
Wednesday 7th December

Monday 16th January  
Tuesday 17th January  
Wednesday 18th January

Tuesday 14th February  
Wednesday 15th February  
Thursday 16th February

Monday 6th March  
Tuesday 7th March  
Wednesday 8th March

Tuesday 28th March  
Wednesday 29th March  
Thursday 30th March

Tuesday 25th April  
Wednesday 26th April  
Thursday 27th April

Thursday 11th May  
Thursday 18th May  
Thursday 25th May

Monday 22nd May  
Tuesday 23rd May  
Wednesday 24th May

Tuesday 13th June  
Wednesday 14th June  
Thursday 15th June

Monday 3rd July  
Tuesday 4th July  
Wednesday 5th July

Tuesday 25th July  
Wednesday 26th July  
Thursday 27th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# Refresher First Aid at Work Certificate (12 Hours)

(Re-certification for Full First Aid at Work course)

Validated by Highfield Awarding Body of Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this programme is required for any candidate who has an existing First Aid at Work Certificate that is due to expire.

The course covers health and safety regulations; being a first aider; assessment of the first aid situation; summoning the emergency services; CPR (Cardio Pulmonary Resuscitation); top to toe survey; recovery position; respiratory disorders; unconsciousness and impaired consciousness; the circulatory system; anaphylactic shock; wounds and bleeding; bone, joint and muscle injuries; use of slings; burns and scalds; poisoning; effects of extreme heat and cold; handling and transporting casualties; miscellaneous conditions and first aid box content.

### **Cost**

For College based course dates the cost is £195.00 per person.

### **Assessment**

Candidates must complete a Course Workbook and complete 3 practical tests/assessments.

### **Entry requirements**

Candidate must have a current First Aid at Work Certificate and will be required to bring the original of their certificate to the first day of the course they are booked to attend. This course does involve practical exercises and examinations.

## Course dates

All courses run from 9.00am to 4.30pm

### Dates

2016	2017
Wednesday 10th August Thursday 11th August	Tuesday 24th January Wednesday 25th January
Wednesday 7th September Thursday 8th September	Wednesday 22nd February Thursday 23rd February
Tuesday 27th September Wednesday 28th September	Thursday 9th March Friday 10th March
Monday 17th October Tuesday 18th October	Tuesday 21st March Wednesday 22nd March
Tuesday 8th November Wednesday 9th November	Wednesday 27th April Thursday 28th April
Monday 28th November Tuesday 29th November	Tuesday 16th May Wednesday 17th May
Tuesday 13th December Wednesday 14th December	Friday 2nd June Friday 9th June
	Monday 19th June Tuesday 20th June
	Wednesday 12th July Thursday 13th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# Emergency First Aid at Work (6 Hours)

Validated by Highfield Awarding Body of Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this programme is essential for any candidate who wishes to become an appointed person for first aid and gain a basic knowledge of first aid and what to do in the event of an emergency.

The course covers health and safety regulations; being a first aider; assessment of the first aid situation; summoning the emergency services; CPR (Cardio Pulmonary Resuscitation); top to toe survey; recovery position; respiratory disorders; unconsciousness and impaired consciousness; the circulatory system; wounds and bleeding (bandages and dressings); bone, joint and muscle injuries; use of slings; burns and scalds and first aid box content.

### **Cost**

For College based course dates the cost is £100.00 per person.

### **Assessment**

Candidates must complete a Course Workbook and their practical skills are continuously assessed by the trainer throughout the course.

### **Entry requirements**

No special entry requirements. This course does involve practical exercises and examinations.

### **Progression Route**

Full First Aid at Work Certificate.



## Course dates

All courses run from 9.00am to 4.30pm

### Dates

2016	2017
Wednesday 24th August	Thursday 12th January
Monday 12th September	Tuesday 31st January
Thursday 29th September	Friday 17th February
Wednesday 19th October	Wednesday 1st March
Thursday 3rd November	Thursday 23rd March
Wednesday 30th November	Tuesday 25th April
Thursday 15th December	Monday 15th May
	Thursday 8th June
	Tuesday 27th June
	Tuesday 11th July
	Monday 24th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# Paediatric First Aid (12 Hours)

Validated by Highfield Awarding Body of Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this qualification aims to provide first aid knowledge and skills relevant for those caring for babies and young children.

The course will allow candidates wishing to seek employment in childcare to be suitably qualified in first aid for children and to meet the requirements of the national standards for child care and child-minding. It will also provide an overview of first aid for anyone who cares for children.

The course covers first aid requirements; life-saving procedures for an adult, child and baby; recognise the dangers in an emergency situation; identify the possible dangers to the first aiders in an emergency situation; summoning the emergency services; CPR (Cardio Pulmonary Resuscitation); top to toe survey; recovery position; recognise and respond to children's life threatening illnesses; recognise and respond to types of children's injuries; offer appropriate comfort and reassurance to an ill or injured child; identify the planning and reporting procedure for children's accidents and illnesses and first aid box content.

### **Cost**

For College based course dates the cost is £125.00 per person.

### **Assessment**

– Candidates must complete a Course Workbook and their practical skills are continuously assessed by the trainer throughout the course.

### **Entry requirements**

No entry requirements. This course does involve practical exercises and examinations.

## Course dates

All courses run from 9.00am to 4.30pm

## Dates

2016

Tuesday 20th September  
Wednesday 21st September

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Tuesday 22nd November  
Wednesday 23rd November

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2017

Wednesday 8th February  
Thursday 9th February

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Tuesday 9th May  
Wednesday 10th May

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Monday 17th July  
Tuesday 18th July

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For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# Anaphylaxis First Aid (4 Hours)

Validated by Derby College (OFQUAL Regulated Awarding Organisation), this qualification aims to provide first aid knowledge and skills relevant to treating anaphylaxis (allergic reactions).

All learners will have the knowledge and skills required to provide emergency first aid treatment to casualties suffering from anaphylactic shock.

The course covers being a first aider; assessment of the first aid situations; main aims of first aid; summoning the emergency services; CPR (Cardio Pulmonary Resuscitation); top to toe survey; recovery position; respiratory disorders; life threatening problems relating to anaphylactic shock; recognise and treat anaphylaxis; use of auto-injector pen when treating anaphylaxis; dealing with the aftermath of the first aid incident.

### **Cost**

For College based course dates the cost is £75.00 per person.

### **Assessment**

Continuous assessment by the trainer throughout the course.

### **Entry requirements**

No special entry requirements. This course does involve practical exercises and examinations.

### **Progression Route**

Full First Aid at Work Certificate.

## Course dates

All courses run from 9.00am to 1.00pm

### Dates

2016	2017
Friday 23rd September	Thursday 26th January
Monday 7th November	Wednesday 5th April
	Wednesday 7th June
	Thursday 20th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## First Aid Courses

# Defibrillator Training (3 Hours)

Validated by Highfield Awarding Body of Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this qualification covers the core competencies of the UK Resuscitation and is designed to instruct candidates in the use of an AED (Automated External Defibrillator).

The course is suitable for anyone who wishes to further their first aid skills and want to be trained in the use of an AED (Automated External Defibrillator).

### **Cost**

For College based course dates the cost is £90.00 per person.

### **Assessment**

Candidates must complete a Course Workbook and their practical skills are continuously assessed by the trainer throughout the course.

### **Entry requirements**

No special entry requirements. This course does involve practical exercises and examinations.

### **Progression Route**

Full First Aid at Work Certificate or Emergency First Aid at Work Certificate.

## Course dates

All courses run from 9.00am to 12.30pm

## Dates

2016

2017

Monday 26th September

Tuesday 7th February

Friday 25th November

Monday 3rd April

Thursday 15th June

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.



## Food Safety Courses

# Level 2 Award in Food Safety in Catering (6 Hours)

Validated by Highfield Awarding Body for Compliance (HABC), this course is suitable for any individual working in a catering setting where food is prepared, cooked and handled.

Any individual who works with food has a special responsibility for safeguarding the health of consumers and ensuring that the food they serve or sell is perfectly safe to eat.

The course covers legislation; food safety hazards; temperature control; refrigeration, chilling and cold holding; cooking, hot holding and reheating; food handling; principles of safe food storage; cleaning; premises and equipment.

### **Cost**

For College based course dates the cost is £100.00 per person.

### **Assessment**

Assessment is an externally marked multiple-choice exam paper.

### **Entry requirements**

No special entry requirements, although the course is suitable for workers in the food industry or anybody involved with the handling and preparation of food.

### **Progression Route**

Level 3 Award in Supervising Food Safety in Catering.



## Course dates

All courses run from 9.00am to 5.30pm

### Dates

2016	2017
Thursday 25th August	Wednesday 11th January
Tuesday 13th September	Monday 30th January
Friday 23rd September	Wednesday 22nd February
Friday 21st October	Thursday 9th March
Wednesday 9th November	Tuesday 28th March
Thursday 24th November	Monday 24th April
Thursday 8th December	Thursday 4th May
	Tuesday 6th June
	Thursday 29th June
	Wednesday 19th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Food Safety Courses

# Level 3 Award in Supervising Food Safety in Catering (18 Hours)

Validated by Highfield Awarding Body for Compliance (HABC), this course is designed for those working in all food businesses at supervisory level; this includes supervisors and team leaders. This course will make candidates aware of their role in the implementation of food safety procedures at all stages of food preparation and service, together with the importance of their role in the supervision of food handlers in food safety matters.

The course covers legislation; supervisory management; temperature control (chilling and cooking); cleaning; contamination control; applying and monitoring good hygiene practice; implementing good food safety procedures and contributing to the safety training of others.

### **Cost**

For College based course dates the cost is £300.00 per person.

### **Assessment**

Assessment is a 2-hour externally marked multiple-choice exam paper. A minimum of 40 out of 60 correct answers are required for a Pass Mark; those who achieve a pass of 50 or over out of 60 will receive a Merit Mark.

### **Entry requirements**

Candidates should ideally hold the Level 2 Award in Food Safety in Catering or equivalent. Candidates should ideally work in a supervisory/first line management position within a catering, manufacturing or retail environment.

### **Progression route**

Level 4 Award in Managing Food Safety.

## Course dates

All courses run from 9.00am to 4.30pm

## Dates

2016

Monday 7th November  
Monday 14th November  
Monday 21st November

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2017

Tuesday 14th February  
Tuesday 21st February  
Tuesday 28th February

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Monday 8th May  
Monday 15th May  
Monday 22nd May

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Friday 7th July  
Friday 14th July  
Friday 21st July

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For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Food Safety Courses

# Level 4 Award in Managing Food Safety in Catering (36 hours)

Validated by Highfield Awarding Body for Compliance (HABC) this course is designed to ensure that managers are aware of their role in the establishment of food safety procedures at all stages of food preparation and service, together with the importance of their role in the management of food handlers in food safety matters.

With suitable teaching/training qualifications, this course will enable candidates to apply for tutor status to deliver the Level 2 Award in Food Safety courses.

The course covers bacteriology; food-borne illnesses; physical contamination of food; food storage, temperature control and preservation; design and construction of food premises and equipment; cleaning and disinfection; pest control; personal hygiene; training strategies; legislation and management control techniques.

### **Cost**

For College based course dates the cost is £600.00 per person.

### **Assessment**

Assessment is a 2½-hour written exam and may include a one-hour controlled assignment (please call 01332 836638 for further details on the examination). Candidates who achieve 60% are awarded a Pass; Candidates who achieve 75%-89% are awarded a Merit Pass; and candidates who achieve 90% or more are awarded a Distinction Pass.

It is essential that candidates undertake self-study outside the classroom.

### **Entry requirements**

Level 3 Award in Supervising Food Safety or equivalent..

### **Progression route**

Level 3 Award in Training Skills and Practice, PTTLs (Preparing To Teach in the Lifelong Sector).

## Course dates

All courses run from 9.00am to 4.30pm

## Dates

2016

Thursday 6th October  
Thursday 13th October  
Thursday 20th October  
Thursday 27th October  
Thursday 3rd November  
Thursday 10th November

**Examination date:**

Thursday 10th November

2017

Wednesday 7th June  
Wednesday 14th June  
Wednesday 21st June  
Wednesday 28th June  
Wednesday 5th July  
Wednesday 12th July

**Examination date:**

Wednesday 12th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.



## Food Safety Courses

### E-Learning - Level 1 Food Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those learners taking a Level 1 Food Safety qualification in Catering, Manufacturing or Retail. The course is also ideal for those staff members undergoing induction and awareness training.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Introduction to food safety; Microbiological hazards; Food poisoning and it's control; Contamination hazards and controls; Safe handling and storage of food; Personal hygiene; Food pests and pest control; Cleaning and disinfection.

#### **Cost**

£125.00 per person.

#### **What will you achieve?**

Those taking this e-learning course will engage in approximately three guided learning hours of training. Their knowledge will be tested by a series of multiple-choice questions upon completion of each of the course modules. On completion of the course, the system produces a personalised HABC-Commended Certificate.

### E-Learning - Level 2 Food Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those learners taking a Level 2 Food Safety qualification in Catering, Manufacturing or Retail. The course is also ideal for employees involved with food handling.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Introduction to food safety; Microbiological hazards; Food poisoning and it's control; Contamination hazards and controls; HACCP from delivery to service; Personal hygiene; Food premises and equipment; Food pests and control; Cleaning and disinfection; Food safety enforcement.

#### **Cost**

£125.00 per person.

#### **What will you achieve?**

Those taking this e-learning course will engage in approximately six-nine guided learning hours of training. Their knowledge will be tested by 50 multiple-choice questions, spread across the ten modules. On completion of the course, the system produces a personalised HABC-Commended Certificate.

# E-Learning - Level 3 Food Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those individuals who operate in a supervisory role in the workplace, including managers and chefs. It is also suitable for those learners who are taking a Level 3 Food Safety qualification (relevant for catering, manufacturing or retail).

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

This course includes a number of key features that will benefit the learners. These include the following: Content suitable for Level 3 Food Safety qualifications awarded by HABC, REHIS, CIEH and RSPH; Interactive content and exercises based on real-life scenarios; Assessments included at the end of every module; Interactive video refresher session.

The course covers the following modules: Introduction to food safety; Microbiology; Contamination hazards and control; Food poisoning; Personal hygiene; Design, construction and use of food premises and equipment; Cleaning and disinfection; Pest control; HACCP and food safety management systems; Control measures from purchase to service; Supervisory management; Food Safety legislation and enforcement.

## **Cost**

£125.00 per person.

## **What will you achieve?**

Candidates will have their knowledge will be tested by a series of multiple-choice questions upon completion of each of the course modules. On completion of the course, the system produces a personalised HABC-Commended Certificate.

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Health & Safety Courses

# Level 2 Award in Health & Safety in the Workplace (6 Hours)

Validated by Highfield Awarding Body for Compliance (HABC), this course is designed to give an overview of the Basic Principles of Good Health and Safety Practice. The course is suitable for any worker in any environment.

This course covers the principles of health and safety and accident prevention; ability to contribute to any health and safety management system; the importance of risk assessment as a technique for accident and ill health prevention; the responsibilities placed on employers and employees; manual handling; hazardous substances; exposure to noise and vibration; the importance of following system, procedures and rules; how individual action can reduce risks to health and safety; how workplace equipment and task design affect health and safety; electricity; fire prevention.

### **Cost**

For College based course dates the cost is £100.00 per person.

### **Assessment**

Assessment is an externally marked multiple-choice exam paper.

### **Entry requirements**

No entry requirements.

### **Progression route**

Level 3 Award in Health & Safety in the Workplace; NEBOSH Award in Health & Safety at Work.



## Course dates

All courses run from 9.00am to 5.30pm

### Dates

2016	2017
Wednesday 7th September	Thursday 19th January
Tuesday 11th October	Wednesday 15th February
Wednesday 23rd November	Tuesday 7th March
Monday 12th December	Thursday 6th April
	Tuesday 16th May
	Tuesday 13th June
	Wednesday 26th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Health & Safety Courses

### E-Learning - Level 1 Health & Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those learners taking a Level 1 Health & Safety qualification. The course is also ideal for this staff members undergoing induction and awareness training.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Accidents, including slips, trips and falls; Legal responsibilities; Hazardous substances (COSHH); Workplace health, safety and welfare; Work equipment; Fire; First aid; Manual handling.

#### **Cost**

£125.00 per person.

#### **What will you achieve?**

Those taking this e-learning course will engage in approximately three guided learning hours of training. Their knowledge will be tested by a series of multiple-choice questions upon completion of each of the course modules. In addition to this, learners will also receive a Health and Safety encyclopaedia, help pages and a comprehensive health and safety glossary. On completion of the course, the system produces a personalised HABC-Commended Certificate.

### E-Learning - Level 3 Health & Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is intended principally for those who work in a supervisory or managerial role and is also ideal for anyone looking to achieve a Level 3 Health & Safety qualification.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Introduction to health and safety; Accidents, injuries and work-related health; Legal aspects of health and safety; Risk assessment; Hazardous substances (COSHH); The workplace; Using equipment safely; Fire safety; Ergonomics, manual handling and display screen equipment; Measuring and monitoring performance; The role of line managers and supervisors.

#### **Cost**

£125.00 per person.

#### **What will you achieve?**

Learners taking this e-learning course are expected to take approximately 30 hours to complete this course and will cover 11 training modules. Each module has a total of 5 multiple-choice questions at the end to test learner knowledge. On completion of the course, the system produces a personalised HABC-Commended Certificate.

# E-Learning - Level 2 Fire Safety

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for all those involved with fire safety in the workplace. This includes managers, supervisors, team leaders, fire wardens (marshals) and staff working in any area where there is a potential fire risk. It is also ideal for anyone taking a Level 2 fire safety qualification.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Introduction to fire safety; The characteristics of fire; Fire safety legislation; Assessing and managing risk.

## **Cost**

£125.00 per person.

## **What will you achieve?**

Learners taking this course will recognise that fire safety is the responsibility of everyone in the workplace and will recognise the consequences of a fire in any premises. There are four training modules included in this course and each module has a total of five multiple-choice questions at the end of each module to test learner knowledge. On completion of the course, the system produces a personalised HABC-Commended Certificate.

# E-Learning - Manual Handling

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those learners taking a manual handling qualification or those workers that will be involved with manual handling as part of their job role.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: The definition of manual handling; The LITE stairway to safety; Safe lifting techniques; Correcting lifting techniques; Lifting with more than one person; Examples of manual handling.

## **Cost**

£125.00 per person.

## **What will you achieve?**

Those taking this e-learning course will engage in approximately 30 minutes of training. Their knowledge will be tested by five multiple-choice questions. On completion of the course, the system produces a personalised HABC-Commended Certificate.

## Health & Safety Courses

# Level 2 Award in the Control of Substances Hazardous to Health (COSHH) (4 Hours)

Validated by Highfield Awarding Body for Compliance (HABC), this course is suitable for any anyone who is likely to come into contact with hazardous substances within a variety of working environments including manufacturing, cleaning, healthcare, transport, utilities and office environments. It gives learners the knowledge to recognise the risks associated with hazardous substances and how to control them.

This course covers laws relating to hazardous substances in the workplace; risk assessments; safe use of hazardous substances in the workplace; control precautions and procedures for dealing with hazardous substances.

### **Cost**

For College based course dates the cost is £75.00 per learner.

### **Assessment**

Assessment is an externally marked multiple-choice exam paper.

### **Entry requirements**

No entry requirements.

### **Progression route**

Level 3 Award in Health & Safety in the Workplace; NEBOSH Award in Health & Safety at Work.

## Course dates

All courses run from 9.00am to 1.00pm

## Dates

2016

2017

Wednesday 12th October

Wednesday 18th January

Monday 13th March

Wednesday 24th May

Thursday 20th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Health & Safety Courses

# IOSH Managing Safely (28 Hours)

Validated by the Institute of Occupational Safety and Health (IOSH) this course is suitable for any managers and supervisors in any sector and any organisation. It brings managers/supervisors 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.

This qualification covers the following modules: Introducing managing safely; Assessing risk; Controlling risk; Understanding responsibilities; Understanding hazards; Investigating incidents; Measuring performance; Protecting our environment.

### **Cost**

For College based course dates the cost is £420.00 per person.

### **Assessment**

Assessment is by an externally marked multiple-choice exam paper and risk assessment based project.

### **Entry requirements**

No special entry requirements.

## Course dates

All courses run from 9.00am to 5.00pm

### Dates

2016	2017
Monday 3rd October	Tuesday 10th January
.....	Tuesday 17th January
Monday 10th October	Tuesday 24th January
.....	Tuesday 31st January
Monday 17th October	.....
.....	Wednesday 1st March
Monday 24th October	Wednesday 8th March
.....	Wednesday 15th March
	Wednesday 22nd March
	.....
	Friday 5th May
	Friday 12th May
	Friday 19th May
	Friday 26th May
	.....
	Tuesday 4th July
	Tuesday 11th July
	Tuesday 18th July
	Tuesday 25th July
	.....

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Hospitality Courses

# Level 2 Award for Personal Licence Holders (6 Hours)

Validated by the Highfield Awarding Body for Compliance (HABC), this course covers the syllabus set by the government, to enable candidates to understand the law in relation to the retail sale of alcohol. The APLH is suitable for anyone working within the following professions: public houses, bars, hotels, restaurants, off-licences, supermarkets, convenience stores, sports and social clubs, entertainment establishments, nightclubs, leisure parks and casinos.

The course covers personal licences – what they are; application procedure and duties to declare offences; role of licensing authorities; duties of personal licence holders; law on unauthorised licensable activities; law and role of the designated premises supervisor; operating schedules; temporary licensable activities; police powers for suspension and closure of licensed premises; right of entry to licensed premises; prohibitions to the sale of alcohol; nature of alcohol; social responsibilities and protection of children.

### **Cost**

For College based course dates the cost is £180.00 per person.

### **Assessment**

Assessment is by an online multiple-choice examination. Pass mark is 28 out of 40 - 70%.

Candidates must provide ID documentation at their exam. Candidates will be given further information on ID documentation prior to the course, when they receive their course workbook. Without the relevant ID documentation candidates will not be permitted to sit the examination.

### **Entry Requirements**

Candidates must be over the age of 18 years.



## Course dates

All courses run from 9.00am to 5.00pm

## Dates

2016	2017
Tuesday 20th September	Monday 23rd January
Wednesday 26th October	Monday 13th February
Thursday 17th November	Thursday 16th March
	Wednesday 5th April
	Tuesday 9th May
	Thursday 22nd June
	Thursday 27th July

## E-Learning - Level 2 Award for Personal Licence Holders (APLH)

Validated by Highfield Awarding Body for Compliance (HABC) (OFQUAL Regulated Awarding Organisation), this e-learning course is suitable for those learners wanting to undertake their personal licence holders qualification.

This course is available online through the Highfield Learning Management System and allows you to monitor, manage and record all training activity.

The course covers the following modules: Licensing law; Personal licences; Premises licences; The protection of children; Powers and enforcement; Temporary events; Responsible alcohol retailing.

### Cost

£125.00 per person.

### What will you achieve?

Those taking this e-learning course will engage in approximately six hours of training, which will count towards the recommended 8 guided learning hours they will be required to undertake before taking the Level 2 APLH qualification. Their knowledge will also be tested by a total of 84 multiple-choice questions across the seven modules, and they will have access to a comprehensive glossary of licensing terminology.

## Excel Workshops

# Excel for Beginners (6 Hours)

Versions 2010 / 2013 / 2016

Validated by Derby College (OFQUAL Regulated Awarding Organisation), this workshop aims to introduce Excel to Beginners and covers the following topics: Navigating around Excel; Creating, opening and closing workbooks; Saving workbooks in a variety of formats; Working with data within Excel; Mathematical operators and AutoSum; Calculating Percentages; Using Average, Min, Max and COUNTA Functions; Using formatting to enhance the look of your spreadsheets; Cell Styles and Printing workbooks.

### Cost

For College based course dates the cost is £75.00 per person.

### Progression Route

Excel for Intermediate.

## Course dates

All courses run from 9.00am to 5.00pm

## Dates

2016

Thursday 8th September

Thursday 6th October

Tuesday 15th November

2017

Wednesday 11th January

Thursday 20th February

Monday 6th March

Wednesday 5th April

Thursday 1st June

Monday 3rd July

## Excel Workshops

# Excel for Intermediate (6 Hours)

## Versions 2010 / 2013 / 2016

Validated by Derby College (OFQUAL Regulated Awarding Organisation), this workshop aims to establish Excel skills for Intermediate users and covers the following topics: Workbook and Worksheet protection; Cell Referencing; Using Functions – including SUMIF, COUNTIF, COUNTIFS, TODAY etc; Introduction to charts; Data Tools; Excel Tables; Cell Linking within worksheets and workbooks; Sorting and Filtering; Auditing and Error checking; Using Outlines.

### Cost

For College based course dates the cost is £100.00 per person.

### Progression Route

Excel for Advanced.

## Course dates

All courses run from 9.00am to 5.00pm

## Dates

2016	2017
Wednesday 21st September	Monday 16th January
Thursday 13th October	Tuesday 21st February
Monday 21st November	Friday 17th March
	Friday 28th April
	Tuesday 20th June
	Monday 17th July

For further information or to book a course, contact the Reservations Team at Derby College on **01332 836638**.

## Excel Workshops

# Excel for Advanced (6 Hours)

Versions 2010 / 2013 / 2016

Validated by Derby College (OFQUAL Regulated Awarding Organisation), this workshop aims to enhance Excel skills for Advanced users and covers the following topics: Using Functions – including VLOOKUP and HLOOKUP, CONCERNTARE etc; Nested functions; Conditional Formatting; Data Validation; PivotTables; Using Macros; Charts in depth; Goal Seek and What If? Scenario.

### Cost

For College based course dates the cost is £125.00 per person.

## Course dates

All courses run from 9.00am to 5.00pm

## Dates

2016

2017

Friday 28th October

Monday 20th March

Wednesday 7th December

Friday 12th May

Monday 24th July

## Construction CSCS Cards

**We now offer the Construction CSCS Card as part of a training package. Learners will undertake the IOSH Working Safely qualification followed by the Construction CSCS Card Examination.**

## IOSH Working Safely

Validated by the Institute of Occupational Safety and Health (IOSH) this one-day course is suitable for any learners in any working sector, needing a grounding of health and safety. It focuses on why health and safety is important, and how learners can make a real difference to their wellbeing and others through changing their behaviour.

The course covers the following modules: Introducing working safely; Defining hazard and risk; Identifying common hazards; Improving safety performance; Protecting our Environment.

**After completing this one-day Health & Safety course – learners will be able to undertake the CSCS (Construction Skills Certificate Scheme) Labourer Card.**

The Construction Skills Certification Scheme (CSCS) provides proof that individuals working on construction sites have the necessary training and qualifications to carry out their work.

Successful applicants are issued with a card that confirms the holder's identification, qualifications and training and also shows the holder has met the necessary Health and Safety requirements for their occupation.

### **Cost**

For both the IOSH Working Safely course and the CSCS Labourer Card the cost is £150.00 per person.

**To register your interest in this training package and for details regarding course dates, please contact The Roundhouse Thinking Team on 01332 836638 or via email at [enquiries@roundhousethinking.co.uk](mailto:enquiries@roundhousethinking.co.uk)**

# Security Services Courses and Training

**Accessible to organisations of all sizes and to individual clients.**

## **UPK Qualifications**

Personal Safety Awareness  
Understanding Stewarding at Spectator Events  
Personal Safety and Security Skills  
Principles of Providing Security Services  
Advanced Security Operations  
Certificate in Event Security Operations

## **NVQ Pathways**

Static and Patrol Guarding  
Door Supervisor  
CCTV  
Non-specialist  
Level 2 Spectator Safety  
Level 3 Spectator Safety

## **SIA Courses**

CCTV Operators  
Door Supervisors  
Security Guarding  
Close Protection

For more information contact Learner Services at Broomfield Hall **0800 028 0289** or email **[learner\\_services@derby-college.ac.uk](mailto:learner_services@derby-college.ac.uk)**

# Terms and Conditions of Business

## Health & Safety

Derby College reserves the right to withdraw its staff and learners from any venue which the college considers to give rise to unacceptable levels of risk to the Health and/or Safety of themselves and their learners'.

All employers must have Public Liability Insurance and Employer Liability Insurance cover. A copy of the current insurance certificate must be displayed on the premises. A fine of £1,000 per day is payable in breach of this regulation. The policy must cover learners and must be at least £5,000,000. Under Health and Safety legislation, a learner is defined as an employee and should therefore be covered under the standard policy. However, some insurance companies like to be advised of learners in the workplace and the employer should therefore check with the insurance company and provide written confirmation to Derby College that the learners are covered.

## Payment

All course fees must be paid in full no later than five working days prior to the course commencement date. Payment may be made by cash (in person), cheque (made payable to Derby College) at Derby College, The Roundhouse, Roundhouse Road, Pride Park, Derby, DE24 8EJ or debit/credit card (by telephone) on 01332 836638, or online at [www.roundhousethinking.co.uk](http://www.roundhousethinking.co.uk)

## Course fees

Our courses fees are correct at the time of publication however Derby College reserve the right to amend or change the fees as required.

## Cancellation Policy

Cancellation of pre-booked courses must be received in writing no later than five working days prior to the course commencement date. Late cancellation or non attendance will result in non-refund of course fees paid.

## Course Cancellations by Derby College

On rare and unusual occasions, due to unexpected circumstances beyond our control or in the event a course is undersubscribed, we may have to cancel a scheduled course. Derby College reserve the right to cancel a course without liability. In these circumstances, delegates will be offered an alternative date or a full refund of course fees paid.

## Level 2 Award for Personal Licence Holders (APLH)

Delegates must provide Proof of Identity documentation at their exam, without which the delegate will be unable to sit the exam.

### PLUS

Proof of Identity as required by the Awarding Body (Candidates will be advised of this in their course joining instructions).

## Refresher First Aid

Delegates must provide their original Refresher First Aid/Full First Aid at Work certificate current within the last three years.

## Training Facilities

Our training facilities all provide full disabled access. If you have any specific support needs, please contact us in advance to allow us to do our best to accommodate you.

## Customer Comments

We do not look on our customer comments as unwanted. In fact, they help us to see where our services or procedures might be improved. So let us know where you feel we have made a mistake or done something which you found unsatisfactory or unacceptable. Even if you do not think your particular concern amounts to a complaint we would still like to know about it. You may help us to deal with something we would otherwise overlook.

Usually, the best team member to talk to will be the person who dealt with the matter you are concerned about, as they will be in the best position to help you quickly and to put things right. If they are not available, or you would prefer to approach someone else, then ask for their relevant line manager.

We will try to resolve the problem on the spot if we can. If we can't do this, for example, because information we need is not to hand, then we will take a record of your concern and arrange the best way and time for getting back to you. This will normally be within five working days or we will make some other arrangement acceptable to you.

# Your first choice for professional training and development

Roundhouse Thinking is a national provider of innovative leadership and management training courses and professional development. We are also a leading provider of first aid, health and safety and statutory training.



**ROUNDHOUSE THINKING**

To discuss how we can support  
your business

01332 836 638

[www.roundhousethinking.co.uk](http://www.roundhousethinking.co.uk)

email: [enquiries@roundhousethinking.co.uk](mailto:enquiries@roundhousethinking.co.uk)

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