

## Employer Services Calendar of Events

### How to book:

Contact Employer Services team on 01642 333322 or email. employerservices@mbro.ac.uk

### September 1st & 2nd 2009

9am - 5pm

#### First Aid at Work Refresher

A full Health and Safety Executive (HSE) approved First Aid at Work Refresher course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over two days and includes both theory and practical sessions.

£65.00 per person including certification.

### September 7th - 9th 2009

9.30am - 12.30pm

#### Finance for Non Financial Managers

This course is delivered over three half day courses, for those who recognise the need to develop their understanding of finance. The workshop will commence at the manager's level of financial understanding, and move on to identify what they can do to improve that understanding. The final stage of the workshop will be to identify the areas where they can improve your reading and understanding of finance.

£55.00 per person

### September 14th 2009

9.30am - 12.30pm

#### Meetings and Minutes

This ½ day course is aimed at anyone involved in chairing meetings and taking minutes. It identifies common problems with meetings and how to make them more effective, the role of the chair and how to take minutes more efficiently.

£35.00 per person

### September 15th 2009

9am - 5pm

#### CIEH Level 2 Health and Safety Award

This course aims to provide employees with a health and safety understanding, which will enable them to contribute to any health and safety management system. This 1 day course is assessed by a multi choice exam at the end of the session.

£45.00 per person

### September 15th 2009

9.30am - 4.30pm

#### Appointed Persons Emergency First Aid

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.

£35.00 per person including first aid manual and certificate.

### September 24th 2009

9am - 5pm

#### CIEH Level 2 Food Safety Award

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.

£45.00 per person

### September 21st - 12th October 2009

9am - 5pm

#### IOSH Level 2 Managing Safely

This course provides health and safety training for managers and supervisors. Main areas covered include: Safety Management Systems Active and Reactive Monitoring Risk Assessment Health and Safety Legislation Common Hazards. The course runs 1 day per week over 4 consecutive weeks and is assessed by a written exam as well as a project to be completed after the end of the course.

£250.00 per person

### October 5th - 7th

9am - 5pm

#### First Aid at Work

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.

£120.00 per person including certification.

### October 5th

#### CIEH Level 3 Award in Supervisory Food Safety

This qualification is designed for people working food businesses at a supervisory level. It would also benefit those responsible for quality assurance, raw materials buying, customer complaints investigations or on-the-job training.

£105.00 per person

### October 16th

9.30am - 4.30pm

#### Appointed Persons Emergency First Aid

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.

£35.00 per person including first aid manual and certificate.

### May 17th - 19th

9.00am - 4.30pm

#### First Aid at Work

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.

£120.00 per person including certification.

### May 20th

9am - 5pm

#### CIEH Level 2 Food Safety Award

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.

£45.00 per person

### May 28th

9.30am - 4.30pm

#### Appointed Persons Emergency First Aid

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.

£35.00 per person including first aid manual and certificate.

### June 14th & 15th

9.00am - 4.30pm

#### First Aid at Work Refresher

A full Health and Safety Executive (HSE) approved First Aid at Work Refresher course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over two days and includes both theory and practical sessions.

£65.00 per person including certification.

### June 17th

9am - 5pm

#### CIEH Level 2 Food Safety Award

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.

£45.00 per person

### June 21, 22, 23rd

9.00am - 4.30pm

#### First Aid at Work

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.

£120.00 per person including certification.

### How to book:

Contact Employer Services team on 01642 333322 or email. employerservices@mbro.ac.uk

### October 22nd

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

### November 20th

9.30am - 4.30pm

#### **Appointed Persons Emergency First Aid**

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.  
£35.00 per person including first aid manual and certificate.

### November 26th and 27th

9am - 5pm

#### **First Aid at Work refresher**

A full Health and Safety Executive (HSE) approved First Aid at Work Refresher course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over two days and includes both theory and practical sessions.  
£65.00 per person including certification.

### November 26th

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

### December 7th- 9th

9.00am - 4.30pm

#### **First Aid at Work**

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.  
£120.00 per person including certification.

#### **How to book:**

Contact Employer Services team on 01642 333322 or email. employerservices@mbro.ac.uk

www.mbro.ac.uk

### January 12th

9.30am - 12.30pm

#### **Meetings and Minutes**

This ½ day course is aimed at anyone involved in chairing meetings and taking minutes. It identifies common problems with meetings and how to make them more effective, the role of the chair and how to take minutes more efficiently.  
£35.00 per person

### January 12th

9.30am - 4.30pm

#### **Appointed Persons Emergency First Aid**

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.  
£35.00 per person including first aid manual and certificate.

### January 18-20th

9.00am - 4.30pm

#### **First Aid at Work**

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.  
£120.00 per person including certification.

### January 18th

#### **CIEH Level 3 Award in Supervisory Food Safety**

This qualification is designed for people working food businesses at a supervisory level. It would also benefit those responsible for quality assurance, raw materials buying, customer complaints investigations or on-the-job training.  
£105.00 per person

### January 21st

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

### February 1st & 2nd

9.00am - 4.30pm

#### **First Aid at Work Refresher**

A full Health and Safety Executive (HSE) approved First Aid at Work Refresher course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over two days and includes both theory and practical sessions.  
£65.00 per person including certification.

### February 15th - 17th

9.00am - 4.30pm

#### **First Aid at Work**

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.  
£120.00 per person including certification.

### February 25th

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

### February 26th

9.00am - 4.30pm

#### **Appointed Persons Emergency First Aid**

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.  
£35.00 per person including first aid manual and certificate.

### March 18th

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

#### **How to book:**

Contact Employer Services team on 01642 333322 or email. employerservices@mbro.ac.uk

www.mbro.ac.uk

### March 26th

9.30am-4.30pm

#### **Appointed Persons Emergency First Aid**

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.  
£35.00 per person including first aid manual and certificate.

### March 29th - 31st

9am - 4.30pm

#### **First Aid at Work**

A full Health and Safety Executive (HSE) approved First Aid at Work course, in accordance with the Health and Safety (First Aid) Regulations 1981.

The FAW course is run over three days and includes both theory and practical sessions.  
£120.00 per person including certification.

### April 26th

9.30am - 12.30pm

#### **Meetings and Minutes**

This ½ day course is aimed at anyone involved in chairing meetings and taking minutes. It identifies common problems with meetings and how to make them more effective, the role of the chair and how to take minutes more efficiently.  
£35.00 per person

### April 29th

9am - 5pm

#### **CIEH Level 2 Food Safety Award**

This course will provide an understanding of the basic principles of food hygiene. It will include the safe handling of food and prevention of food poisoning. This 1 day course is assessed by a 45 minute exam at the end of the session.  
£45.00 per person

### April 30th

9.30am - 4.30pm

#### **Appointed Persons Emergency First Aid**

This 1 day course is for those businesses where there is no legal requirement for a First Aid at Work trained first aider, however the HSE strongly recommends that an individual receives some first aid training. This training lasts for 6 hours and covers:

- What should be done in a medical emergency
- CPR
- Dealing with an unconscious casualty
- Control of wounds and bleeding

Certification is dependent on successful continuous assessment of the student, there is no formal final examination.  
£35.00 per person including first aid manual and certificate.