



Forster
Community College
Inspiring Learning and Supporting
Communities to Prosper

Short Training Courses for Small to Medium Enterprises

2014-15

Please contact us for quotes for staff training
in groups of 8 or more

ServicesToBusiness@forster.ac.uk
www.forster.ac.uk or call 01274 308 707

Response Project: Support for Small–Medium Enterprises through FREE Staff Training

The Response project aims to support Small and Medium Enterprises across the Leeds City Region by providing free training for employees, support, and bespoke interventions to achieve the following:

- Up-skilling and professional development
- Increased employability, workforce competencies and transferable skills
- Increased career aspirations and progression
- Reduce skills gaps, addressing and tackling individual barriers to learning and development
- Assist the facilitation of successful succession planning
- Harnessing the expertise of the workforce to mentor and support new employees

Driven by the Leeds City Region Local Enterprise Partnership skills priorities, the Response team will work closely with Employers to support business growth across the Leeds City Region.

Why use the Response Project?

Unlike most training currently available the Response Project has two significant advantages:

- It is **FREE** for eligible businesses and employees
- It does not need to be a full qualification but rather can be constructed from a range of units to suit your very specific business needs, and may include some of the short courses in this booklet.

Talk to us to find out more
01274 308 707 or
ServicesToBusiness@forster.ac.uk



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First Aid



All of the below First Aid courses are delivered by experienced Fire Fighters who have saved lives in real life situations. You can have confidence that what you are learning will serve you well, should the need ever arise. The courses are fully accredited by Qualsafe, the UKs largest awarding body for First Aid [<https://www.qualsafe.com/>]

You will need to wear comfortable clothing and have an ability to engage in the physical demands of the course. Literacy skills will be needed to read the first aid materials that accompany our courses.



Emergency First Aid at Work



1 Day Course; 09:30 – 16:30, £85 per candidate

The Emergency First Aid at Work qualification is designed for people who have a specific responsibility at work, or in voluntary and community activities, to provide First Aid when dealing with an emergency situation. The qualification is based on the HSE training standard for delivery of First Aid at Work courses for the purposes of the Health and Safety (First-Aid) Regulations 1981. This course covers the following: principles and priorities of first aid, casualty assessment, burns and scalds, accident reporting, first aid kits and adult resuscitation and management of unconsciousness including seizures.

Paediatric First Aid



2 Day Course; 09:30 – 16:30, £115

This Qualsafe Awards (QA) qualification is for people who work with or look after children, enabling them to have a basic knowledge of how to deal with paediatric first aid situations, illnesses, injuries and emergencies. The aim of the qualification is to enable Learners to attain the knowledge and practical competencies needed to deal with a range of:

- Paediatric first aid situations
- Paediatric illness, injuries and emergencies

Successful Learners will be able to demonstrate the practical administration of safe, prompt, effective first aid in situations which can arise when looking after children.



First Aid at Work



3 Day Course; 09:30 – 16:30, £155

The QA Level 3 Award in First Aid at Work (QCF) qualification is specifically designed for individuals who wish to act as a first aider in their workplace. Successful candidates will learn how to manage a range of injuries and illnesses that could occur at work and will be equipped with the essential skills needed to give emergency first aid. What's more, as a regulated qualification, employers can book this course for their employees and rest assured that they have fulfilled their legal responsibilities for providing quality first aid training, without having to undertake any lengthy due diligence checks introduced in the recent HSE changes.



Fire Safety



Level 2 Award in Fire Safety

2 Day Course; 09:30 – 16:30, £95

This qualification is designed to educate Learners in Fire Safety Awareness. It includes how fires are caused, the risks associated with fire and what we can do to control fire risks in the workplace. The qualification covers fire safety management at work, fire safety inspection, fire safety risk assessments and the legal requirements related to fire safety in the workplace. The role of the fire warden is also incorporated in the course. The QA Level 2 Award in Fire Safety (QCF) is registered on the Qualifications and Credit Framework (QCF), regulated by Ofqual.



Level 1 Award in Fire Safety Awareness

1 Day Course; 09:30 – 16:30, £65

This qualification is designed to educate Learners in basic Fire Safety Awareness. It includes what to do in the event of an emergency, the principles of fire risk control and the basics of practical fire safety. The QA Level 1 Award in Fire Safety Awareness (QCF) is part of the Qualifications and Accreditations Framework (QCF), regulated by Ofqual.



Working with Food and Drink

Introduction to Food Safety

1 Day Course; 09:30 – 16:30, £55

Do you cook at home for the family? Ever wondered if you're cooking safely? This course will give you a basic knowledge of safe working practices when working in a kitchen environment. This will include safe temperatures, handling procedures, preparation and storing of food appropriately and much more.

This is a course for people who want to know the basics, not want to work in a professional kitchen, although you can go on to complete the full qualification below.

Level 2 Award in Food Safety

1 Day Course; 09:30 – 16:30, £85

Everyone who works with food has responsibility for safeguarding the health of consumers and to ensure that the food they serve or sell is perfectly safe to eat. This course is designed to the National Occupational Standards for businesses and is accredited by the Chartered Institute of Environmental Health. Learners will leave the course with:

- A firm grasp of the importance of food safety and knowledge of the systems, techniques and procedures involved;
- Understanding of how to control food safety risks (personal hygiene, food storage, cooking and handling);
- Confidence and expertise to safely deliver quality food to customers.



Barista Skills

1 Day Course; 09:30 – 16:30, £110

With this qualification you'll gain the knowledge and skills you need to prepare and serve hot and cold drinks in commercial and retail environments.

A qualification in Barista Skills is for a person who works as or wants to work as a barista.

You may already be working in the hospitality industry, but it's not a requirement to take this qualification. We recommend that you have access to an espresso machine and grinder in order to practice making drinks in your own time.



Working with Children

Respecting and Valuing Children

½ Day Course; 09:30 – 12:30, £55

This course is designed for anyone working with or planning to work with children, as a governor of a school or volunteer with children.

Do you believe every child should be valued and respected? This course will give you the tools needed to help you promote the fact that every child is an individual and that children have different qualities and different challenges to face in life. You will learn techniques and skills to help you use respect and value to promote a child's well-being, learning and development. This course is unaccredited.



Paediatric First Aid



2 Day Course; 09:30 – 16:30, £115

This Quasafe Awards (QA) qualification is for people who work with or look after children, enabling them to have a basic knowledge of how to deal with paediatric first aid situations, illnesses, injuries and emergencies. The aim of the qualification is to enable Learners to attain the knowledge and practical competencies needed to deal with a range of:

- Paediatric first aid situations
- Paediatric illness, injuries and emergencies

Successful Learners will be able to demonstrate the practical administration of safe, prompt, effective first aid in situations which can arise when looking after children.



General Work Place Training

Rapport and Communication Skills

½ Day Course; 09:30 – 12:30

This short course is ideal for anyone who is new to a working environment and wishes to develop skills in communicating with customers, colleagues and authority figures in the work place.

Learners will:

- Review their own organisational, time management, team working and oral communication skills.
- Be encouraged to think creatively, identify the trends in communicating in their own working patterns and lives.
- Learn how to make better judgements about their own work and the work of peers. In addition they will improve their own literacy skills.
- The communication skills session is designed to develop the transferable skills seen by employers to be desirable in the workplace.

Health and Safety in the Workplace

½ Day Course; 09:30 – 12:30, £55

Health and Safety is a key part of a happy healthy workforce in any organisation.

This course covers the basics of operating a safe and healthy working environment, personal health and safety, interacting with health and safety procedure and health and safety legal requirements.

How to find us [\[click here\]](#)



Choose your route

By Bus:

Buses 640 and 641 from the town centre all stop 100 yards away.
When stepping off the bus, walk down Bolton Road towards the town centre.
Turn right onto Priestley Street.
Turn right onto Captain Street.

By train:

The nearest railway station is Bradford Forster Square. From here it is a short walk to the college. We are also only 10 min walk from Bradford Interchange.

For more information on the College and what we offer

Visit

www.forster.ac.uk

Call

01274 308 707

Email

ServicesToBusiness@forster.ac.uk

Or Drop In

2 Captain Street Bradford,

BD1 4EL