

2015

SkillShare North East Ltd
and Belle Vue
Community, Sports and
Youth Centre Ltd

[TEES VALLEY VCS AND SME TRAINING DIARY SPRING 2015]

A range of short training programmes to develop the workforce skills of Tees Valley Voluntary and Community Sector organisations and Small to Medium Enterprises



VCS Spring 2014 Training Diary

The brochure details training programmes planned by SkillShare North East Ltd and Belle Vue Community, Sports and Youth Centre for the period 1st January until 31st March 2015.

The costs of each course vary and **many organisations may be able to take advantage of free training and support made available through Tees Valley Skills.**

Tees Valley Skills works with the Local Enterprise Partnership for Tees Valley and the Skills Funding Agency to offer support and training solutions to local employers and their workforce.

To be eligible for free training (including all of the courses detailed in this Training Diary) your organisation must meet the following eligibility guidelines:

- A Tees Valley business with less than 250 employees including Third Sector and VCS Organisations
- Employees receiving training must be aged 19+ years, have lived in the EU for the last 3 years and work at least 8 hours per week
- Volunteers who are 19+ years, have lived in the EU for the last 3 years and have a Volunteer Agreement of at least 8 hours per week are also eligible

Organisations eligible for support are welcome to join the courses promoted in this Diary by following the Booking Procedures. Alternatively, if you have a number of staff or volunteers requiring training and your own venue we can make arrangements to deliver training at your place of work at times and dates convenient to you. The training is fully funded by the European Social Fund so there is no cost to your company. Please contact us on 01429 868353 for more information.

Booking Procedures

To book places please either ring 01429 868353 or email enquiries@skillsharene.co.uk

If you believe you are eligible for free support and training please ring 01429 868353 so that we can complete a brief eligibility check with you and discuss your individual requirements.



Contents

Safer Working

HABC Level 2 Award in Emergency First Aid at Work (QCF)	4
HABC Level 3 Award in First Aid at Work (QCF)	5
HABC Level 3 Award in Paediatric First Aid (QCF)	6
Level 2 Award in Food Safety in Catering	7
HABC Level 1 Award in Principles of Health and Safety in the Workplace (QCF)	8
HABC Level 2 Award in Health and Safety in the Workplace (QCF)	9
HABC Level 2 Award in Risk Assessment (QCF)	10
HABC Level 2 Award in Safe Moving and Handling (QCF)	11

Community, IT and Teaching Qualifications

Sport Leaders UK Level 2 Award in Community Sports Leadership (QCF)	12
NOCN Level 2 Award in Governance in the Voluntary and Community Sector (QCF)	13
NOCN Level 1 Award in Community Development (QCF)	14
NOCN Level 3 Award in Education and Training (QCF)	16
NOCN Level 1 Award in IT User Skills (ITQ) (QCF)	17

Course Dates

Course Availability	18
---------------------------	----

HABC Level 2 Award in Emergency First Aid at Work (QCF)

Introduction

This accredited qualification is ideal for those already working or preparing to work within industry wishing to become an Emergency First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (NI) 1982.

This course takes place over 1 day.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- the roles and responsibilities of the Emergency First Aider
- assessing an incident
- recognising signs and symptoms of injury and illness
- assisting a casualty who is suffering from injury and illness

The qualification is assessed via on-going oral and/or written questioning and practical demonstration

Cost

Prices for this course range from FREE to £54. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

HABC Level 3 Award in First Aid at Work (QCF)

Introduction

This accredited qualification is ideal for those already working or preparing to work within industry wishing to become a First Aider in the workplace for the purposes of the Health and Safety (First Aid) Regulations 1981 and the Health and Safety (First Aid) Regulations (NI) 1982.

The course takes place over 3 days.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- the roles and responsibilities of the First Aider
- assessing an incident
- recognising signs and symptoms of injury and illness
- assisting a casualty who is suffering from major injury and illness
- chest injuries, spinal injuries and anaphylaxis

The qualification is assessed via on-going oral and/or written questioning and practical demonstration.

Cost

Prices for this course range from FREE to £110. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

HABC Level 3 Award in Paediatric First Aid (QCF)

Introduction

This accredited qualification provides theoretical and practical training in First Aid techniques that are specific to infants aged 0 to 1, and children aged from 1 year old to the onset of puberty.

The Statutory Framework for the Early Years Foundation Stage is a document published by The Department for Children, Schools and Families and applies to Early Years childcare within England, Wales and Northern Ireland. The Statutory Framework states that 'at least one person who has a current paediatric first aid certificate must be on the premises at all times when children are present. There must be at least one person on outings who has a current paediatric first aid certificate.' The HABC Level 2 Award in Paediatric First Aid is recognised as a qualification that fulfils this need.

The course takes place over 2 days.

Learning Outcomes

Learners will become familiar with the role of the paediatric first aider and be able to assess and react appropriately to an emergency situation, such as a child or an infant who is unresponsive, has an airway obstruction or is suffering from shock.

Topics also included are wounds, fractures, dislocations, injuries to the head, neck, back, eyes, ears or nose, poisoning, bites or stings and electric shock.

Cost

Prices for this course range from FREE to £81. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

Level 2 Award in Food Safety in Catering

Introduction

Everyone who works with food has a special responsibility for safeguarding the health of consumers and ensure that the food they serve or sell is perfectly safe to eat. This course is suitable for anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled. Typical environments may include:

- pubs, hotels, restaurants
- supermarkets and retail environments
- food and drink manufacturers
- hospitals
- care homes
- schools
- prisons

The course takes place over 1 day.

Learning Outcomes

Successful completion of this course will lead to the following learning outcomes:

- 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

Refreshment of this qualification is recommended at least every three years.

Cost

Prices for this course range from FREE to £48. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

HABC Level 1 Award in Principles of Health and Safety in the Workplace (QCF)

Introduction

The Level 1 Award in Principles of Health and Safety in the Workplace (QCF) is a qualification intended for learners working in any environment, including Retail, Manufacturing, Food premises and the Care environment. It is also suitable for those who are returning to work or starting work for the first time.

Learners gaining this qualification will know that Health and Safety is the responsibility of everyone within a business, including contractors, visitors and suppliers.

This course takes place over 1 day.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Understand the importance of health and safety in the workplace
- Understand the scope of hazards and risks in the workplace
- Understand the range of workplace conditions that can affect health and safety
- Understand the requirements for workplace procedures

Cost

Prices for this course range from FREE to £48. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

HABC Level 2 Award in Health and Safety in the Workplace (QCF)

Introduction

The Level 2 Award in Health and Safety in the Workplace is aimed at all employees. It is intended for learners already in workplaces and those who are preparing to start or return to work.

Persons gaining this qualification will know that health and safety is the responsibility of everyone within a business, its contractors, visitors and suppliers. Its subject areas are regarded by the Health and Safety Executive as being important to maintaining safe working procedures in the workplace.

This course takes place over 1 day.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Understand roles and responsibilities for health, safety and welfare in the workplace
- Understand how risk assessments contribute to health and safety
- Understand how to identify and control the risks from common workplace hazards
- Know the procedures for responding to accidents and incidents in the workplace

Cost

Prices for this course range from FREE to £48. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

HABC Level 2 Award in Risk Assessment (QCF)

Introduction

This qualification is designed to be an introduction to the principles of Risk Assessment. It covers why risk assessments are necessary, the legal requirements relating to risk assessments and simple processes for carrying out a risk assessment.

It is suitable for learners working in any environment who need to be more risk aware by raising their knowledge of risk in the workplace and basic things they can do to control it.

This course takes place over 1 day.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes.

- Understand why risk assessments are necessary for maintaining and improving standards of health and safety at work
- Understand the principles of risk assessment

Cost

Prices for this course range from FREE to £48. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

HABC Level 2 Award in Safe Moving and Handling (QCF)

Introduction

The Manual Handling Operations Regulations do not set any weight limits for lifting and carrying loads and amendments in 2002 now require employees to have adequate or appropriate knowledge or training in order to make assessments to judge whether safe moving is possible. The regulations apply to almost all work environments from offices to care homes and factories. There are different risks associated with different sectors and this accredited qualification offers learning outcomes which are suitable for all.

The qualification provides an effective means of ensuring that employees are aware of their responsibilities and understand the principles of the safe moving and lifting of loads.

This course takes place over 1 day.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- The importance of risk assessment
- The principles of safe manual handling
- The safe application of manual handling skills

Cost

Prices for this course range from FREE to £48. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

This is a regulated qualification that is provided through an awarding organisation that is recognised and regulated by one of the UK regulators (e.g. Ofqual in England, SQA accreditation in Scotland). The certificate of achievement awarded to successful learners will contain the logo of Highfield Awarding Body for Compliance and the relevant UK regulators along with the full qualification title and number.

Sport Leaders UK Level 2 Award in Community Sports Leadership (QCF)

Introduction

The Community Sports Leadership course provides the knowledge and skills needed to carry out safe and effective sporting activities. The course includes management of planning, leading and evaluating sports and activity sessions in the community.

The course is highly focused on learning through practical sessions rather than written work.

This course takes place over 5 days.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Development of communication and teamwork skills
- The ability to organise and plan activities
- The ability to improvise and adapt within sporting environments
- Officiating
- The skills learned on the course are not only useful within sport and working within communities but also within daily life and the work place

Cost

Prices for this course range from FREE to £240. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

NOCN Level 2 Award in Governance in the Voluntary and Community Sector (QCF)

Introduction

The Governance qualification offers individuals and groups the opportunity to develop a range of skills and understanding leading to effective governance of new and existing voluntary and community sector organisations. The qualification develops relevant knowledge, skills and experience for members of Boards of Trustees, Management Committees and other governing bodies to understand their main roles and responsibilities, and to carry these out effectively.

This course takes place over 6 days.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Understand the key roles and features of a governing body
- Recognise how to fulfill the role of a governing body member effectively
- Understand the key features of effective meetings
- Understand the strategic planning process
- Understand the methods used to ensure that a governing body meets its responsibilities

Cost

Prices for this course range from FREE to £288. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

NOCN Level 1 Award in Community Development (QCF)

Introduction

The NOCN Community Development Awards aim to develop the knowledge, skills and understanding of those involved in community development practice in a voluntary or paid capacity. The qualifications provide underpinning knowledge for the practice of community development.

The Level 1 Award is designed as an introduction to understanding community development and is suitable for people who want to progress to learning at a higher level, are beginning to engage with community activities, are interested in community work and developing a career in this area, are involved in community groups and want to develop an understanding of community development or are building on their informal community development learning.

This course takes place over 5 days.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Community development values and purpose
- Diversity, inequality and strengths in communities
- Working with community groups

Cost

Prices for this course range from FREE to £240. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

NOCN Level 3 Award in Youth Work Practice

Introduction

The NOCN Level 3 Award in Youth Work Practice (QCF) has been developed and designed to ensure that people working in youth work settings have access to the necessary training to work as assistant youth support workers and to be able to progress onto further qualifications to work as youth support workers.

The key purpose of youth work is to 'enable young people to develop holistically, working with them to facilitate their personal, social and educational development, to enable them to develop their voice, influence and place in society and to reach their full potential' (Strategy for youth work 2009). This statement refers to the holistic development of young people, recognising that personal, social and educational development can also include, for example, physical, political and spiritual development.

Best practice, as set out by the NOS, will therefore require youth workers to be aware of the local, social and political context within which the activities are undertaken. In addition, youth workers will be required to demonstrate a commitment to the values and principles which underpin and support all activities across youth work. In addition, the areas proposed are as the full range of those undertaken by youth workers.

The course takes place over 7 days.

Learning Outcomes

- Successful completion of the course will lead to the following learning outcomes:
- Understand how to safeguard the wellbeing of children and young people
- Principles and knowledge and skills in developing work based practice youth work
- Support young people who are socially excluded or excluded from school

Costs

Prices for this course range from FREE to £380. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

NOCN Level 3 Award in Education and Training (QCF)

Introduction

The NOCN Level 3 Award in Education and Training (QCF) is designed to provide an introduction to working in the education and training sector. The qualification is suitable for learners aged 19 years and over and provides them an introduction to teaching. It is relevant to those new to teaching and training as well as those who have just begun teaching and training and who require a qualification.

This course takes place over 9 days.

Learning Outcomes

Successful completion of the course will lead to the following learning outcomes:

- Understanding roles, responsibilities and relationships in education and training
- Facilitate learning and development for individuals
- Facilitate learning and development in groups
- Understanding and using inclusive teaching and learning approaches

Cost

Prices for this course range from FREE to £432. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

NOCN Level 1 Award in IT User Skills (ITQ) (QCF)

Introduction

This qualification aims to equip individuals with the basic IT user skills needed for full participation in employment and society. The NOCN Level 1 Award in IT User Skills (ITQ) (QCF) is aimed at all learners who may be using computers in their work, study or community. The qualification is ideal for those in employment who are using computers as part of their role or to meet the demands of a changing workplace.

The qualification is delivered over 10 x 2 hour sessions.

Learning Outcomes

Successful completion of this course will lead to the following learning outcomes:

- Effective use of the internet and emails
- Able to use a variety of programmes to produce documents, spreadsheets and presentations
- Effective maintenance and security of computers
- Using the computer for video conferencing

Cost

Prices for this course range from FREE to £150. Please contact us for more information.

Dates

See Course Availability section or contact us to arrange your own in-house training.

Course Availability

To book on any of the planned courses detailed below please ring 01429 868353 in order that we can complete a short eligibility check for free provision. Our training venues are:

Stockton - Catalyst House, 27 Yarm Road, Stockton-on-Tees, TS18 3NJ

- Marlborough House, 30-32 Yarm Road, Stockton-on-Tees, TS18 3NG

Hartlepool - Belle Vue Community, Sports and Youth Centre, Kendal Road, Hartlepool, TS25 1QU

-The Annexe, Wharton Terrace, Hartlepool, TS24 8NS

If you have a number of staff or volunteers wishing to participate in the same course you may be able to access free training delivered on dates to suit you in your own venue. Please contact us on 01429 868353 for more information or email enquiries@skillshare.co.uk

	Location	2015 Dates	Times
HABC Level 2 Award in Emergency First Aid at Work (QCF)	Stockton	19 th March	9.30am-4.30pm
HABC Level 2 Award in Emergency First Aid at Work (QCF)	Hartlepool	23 rd January or 9 th February	9.30am-4.30pm
HABC Level 3 Award in First Aid at Work (QCF)	Hartlepool	23 rd , 24 th and 25 th March	9.30am-4.30pm
HABC Level 3 Award in Paediatric First Aid (QCF)	Stockton	19 th and 20 th February	9.30am-4.30pm
HABC Level 3 Award in Paediatric First Aid (QCF)	Hartlepool	29 th and 30 th January, 26 th and 27 th February or 16 th and 17 th March	9.30am-4.30pm
Level 2 Award in Food Safety in Catering	Stockton	6 th February	9.30am-4.30pm
Level 2 Award in Food Safety in Catering	Hartlepool	27 th January, 17 th February or 30 th March	9.30am-4.30pm
HABC Level 1 Award in Principles of Health and Safety in the Workplace (QCF)	Stockton	3 rd March	10am-4pm
HABC Level 2 Award in Health and Safety in the Workplace (QCF)	Hartlepool	10 th February or 27 th March	10am-4pm
HABC Level 2 Award in Risk Assessment (QCF)	Hartlepool	16 th February or 31 st March	10am-4pm
HABC Level 2 Award in Risk Assessment (QCF)	Stockton	4 th March	10am-4pm
HABC Level 2 Award in Safe Moving and Handling (QCF)	Hartlepool	Contact SkillShare for details	10am-4pm
Sport Leaders UK Level 2 Award in Community Sports Leadership (QCF)	Hartlepool	Contact SkillShare for details	9.30-4pm
NOCN Level 2 Award in Governance in the Voluntary and Community Sector (QCF)	Stockton	24 th February and every Tuesday until 31 st March	10am-3pm
NOCN Level 2 Award in Governance in the Voluntary and Community Sector (QCF)	Hartlepool	Contact SkillShare for details	10am-3pm
NOCN Level 1 Award in Community Development (QCF)	Stockton	26 th February and every Thursday until 26 th March	10am-3pm
NOCN Level 3 Award in Youth Work Practice	Hartlepool	9 th February and every Monday until 23 rd March	10am-3pm
NOCN Level 1 Award in IT User Skills (ITQ) (QCF)	Hartlepool	Contact SkillShare for details	