



**EMPLOYER SERVICES**

# **Dorset Training Academy**

## **Course Brochure**



## About Us

The Dorset Training Academy as part of Employer Services at Weymouth College has been established since 2016 and in that time has delivered training to over 1000 individual learners and 500 companies within Dorset.

We can offer a wide range of professional training solutions specifically for businesses or tailored for the individual, from short courses to industry-recognised qualifications. Our trainers will offer your staff valuable insight and expert knowledge to increase the impact of all of our training courses.

Training is normally delivered at the main Cranford Avenue College site, however we can arrange to deliver on site to meet business needs (subject to a pre-course assessment of your premises).

Our commitment to ensuring quality training is of paramount importance to us. As such, our courses are fully compliant with the latest guidelines to make sure that trainees are up to date with best practice standards.

Please contact the team on 01305 764748 or email [dta@weymouth.ac.uk](mailto:dta@weymouth.ac.uk) to get more information on the costs and dates available, or to discuss bespoke training to meet your specific needs.



## Adult Mental Health First Aid

Duration: 2 Days      Price: £250

This course, which is validated by Mental Health First Aid England, is designed to teach people how to identify, understand and help someone who may be experiencing a mental health issue.

The course is taught over 2 days and will include the following:

- In-depth understanding of mental health and factors that affect wellbeing
- Practical skills to spot the signs and triggers of mental health issues
- Confidence to reassure and support a person in distress
- Knowledge to help a person recover their health by guiding them to further support
- An understanding on how to keep yourself safe while performing Mental Health First Aider duties

## Adult Mental Health Awareness

Duration: 3 hours      Price: £40

This half-day session will provide managers with the opportunity to explore the stigma surrounding mental health, along with issues relating to discrimination, the challenges people face and how to discuss mental health with a colleague in a supportive and productive approach.

## Management of Work Based Stress

Duration: 3 hours      Price: £40

This half-day session will provide managers with the tools to identify work based stress triggers in themselves and others and provide them with healthy coping mechanisms.

## Mindfulness and Meditation in the Workplace

Duration: 3 hours      Price: £40

This session will provide learners with the opportunity to explore techniques of mindfulness and meditation and provide practical opportunities to use these within a work context.



## **Building Emotional Resilience**

Duration: 3 hours    Price: £40

This session provides learners with practical tools, which can be used within the workplace to improve emotional regulation, provide safe outlets for stress, improve relationships and develop mental clarity.

## **Emotionally Resilient Tools for Managers**

Duration: 3 hours    Price: £40

This session is designed for managers or supervisors to help them to identify steps to create an emotionally resilient culture and workforce.



## **Emergency First Aid At Work Level 3**

Duration: 1 Day      Price: £70

This course will ensure that all learners will have the skills and knowledge to provide their organisation with Emergency First Aiders that can provide treatment to their casualties in a prompt, safe and effective manner.

On successful completion of the day, all learners will receive a NUCO Level 3 Emergency First Aid at Work certificate which is valid for 3 years.

## **First Aid At Work Level 3**

Duration: 3 Days      Price: £250

This comprehensive course will give participants a qualification to the highest level of First Aid, meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

On successful completion of the day, all learners will receive a NUCO Level 3 certificate in First Aid at Work which is valid for 3 years.

## **Paediatric First Aid Level 3**

Duration: 2 Days      Price: £175

This comprehensive course is designed for learners with a responsibility for the care of children and babies on a professional level. The qualification satisfies the guidelines and criteria as laid down by the Early Years Foundation Stage (EYFS) and Ofsted.

On successful completion of the day, all learners will receive a NUCO Level 3 Paediatric First Aid certificate which is valid for 3 years.

## **Emergency Paediatric First Aid Level 3**

Duration: 1 Day      Price: £70

This course is designed for learners with a responsibility for the care of children and babies and provides the knowledge and skills to deal with a range of paediatric first aid conditions and incidents.

On successful completion of the day, all learners will receive a NUCO Level 3 certificate in Emergency Paediatric First Aid which is valid for 3 years.



### **IOSH Managing Safely**

Duration: 3 Days      Price: £480

This course is designed to provide managers and supervisors with comprehensive training to ensure that they can influence, control and monitor risks to help improve health and safety issues within their workplace.

The course will include assessing risks, understanding responsibilities, understanding hazards, investigating accidents and measuring performance.

On successful completion learners will be awarded an IOSH Managing Safely certificate.

### **IOSH Working Safely**

Duration: 1 Day      Price: £150

This course is designed for people working at any level across all business sectors to boost business performance and staff motivation. The course will show how everyone can enhance their safety, health and well-being through everyday behaviours.

On completion all learners will be able to define hazards and risks, identify common hazards and learn how to improve safety performance.

On successful completion learners will be awarded an IOSH Working Safely certificate.

### **IOSH Managing Safely Refresher**

Duration: 1 Day      Price: £150

This course is designed for anyone in a management or supervisory role, who has completed the full Managing Safely course. The refresher course will provide learners with an understanding of everyone's safety and health responsibilities in the workplace and enable them to recognise how a safety management system helps influence, control and monitor risks to improved safety and health issues in the workplace.

On successful completion learners will be awarded an IOSH Managing Safely certificate.

### **Health and Safety**

Duration: 1 Day      Price: £70

This one day course validated by NUCO is ideal for those wishing to develop knowledge of health and safety issues in the workplace and the legislation and regulations relating to maintaining a healthy and safe working environment.

This course will highlight common hazards and effective control measures. It will help you work more safely and be more aware of how your own actions can affect the health and safety of others, and will enable you to contribute meaningfully to any occupational health and safety management systems which offer transferability to other jobs.

On successful completion, learners will be awarded with a NUCO Level 2 Health and Safety certificate.



## **BIIAB Level 2 Award for Personal Licence Holders (QCF)**

Duration: 1 Day      Price: £120

Under the Licensing Act 2003, all retail sales of alcohol must be made or authorised by a Personal Licence holder. In addition, premises which are licensed for the sale of alcohol must have a designated premises supervisor appointed, and this person must hold a Personal Licence. Before applying for a Personal Licence, the applicant must achieve a relevant, accredited qualification.

This intensive course covers all the knowledge needed to achieve the BIIAB Level 2 Award for Personal Licence Holders, which satisfies this condition. In addition to the above course, we are able to offer a DBS check service to support an application for a Personal Licence through the local licensing authority.

## **Food Safety in Catering Level 2**

Duration: 1 Day      Price: £70

This course provides effective and comprehensive food safety training for anyone involved in the handling, preparation, cooking, serving or the manufacture of food. The course will look in detail at best practices involved in controlling food safety hazards, controlling temperatures, food storage, food preparation, personal hygiene and premises cleaning.

On successful completion, learners will be awarded with a CIEH Level 2 Food Safety in Catering certificate.

## **Food Safety in Catering Level 3**

Duration: 3 Days      Price: £250

This course is designed for managers and supervisors wishing to develop knowledge of health and safety issues in the workplace and the legislation and regulations relating to maintaining a healthy and safe working environment.

On successful completion, learners will be awarded with a NUCO Level 3 Food Safety in Catering certificate.

## **Identifying and Controlling Food Allergy Risks Level 2**

Duration: 1 Day      Price: £70

This one-day course provides learners with the knowledge and tools to identify food allergens and put in place practical strategies to control these within the workplace.

On successful completion, learners will be awarded with a RSPH Level 2 certificate.



# Office Skills for Business Programme

This is a comprehensive range of training designed for learners at all levels of skills and experience, from beginner to advanced.

Each session: Duration 1 hour, Price £20 per session.

All of the below subjects are delivered online via Zoom or Microsoft Teams. Each level of learning is broken down into 3 units.

<b>Word Processing Software</b>	<b>Spreadsheet Software</b>	<b>Presentation Software</b>
<p>MS Word Core Skills</p> <p>WP concepts, creating documents, type, formatting, adding objects, save and print.</p>	<p>MS Excel Core Skills</p> <p>Excel concepts, opening save and print, data types, entering data, calculations, simple charts.</p>	<p>PowerPoint Core Skills</p> <p>Concepts and creating slides, inserting content, transitions and timings, printing slides, handouts and notes.</p>
<p>Word - More Work with the Text Layer</p> <p>Indents and tabs, tables, multiple columns and text flow, mail merge.</p>	<p>Intermediate Excel Features</p> <p>Cell addressing, controlling charts, spark lines, conditional formatting, manipulating lists and tables, VLOOKUP and more complex functions.</p>	<p>PowerPoint - Customising Your Presentation</p> <p>Complex objects, themes and styles, master slides, animations and interactive content.</p>
<p>Word - Enhancing Documents with Design, Image and Graphics</p> <p>Type design, themes and styles, images and graphics, cover pages, decorative headers and working with objects from other programs.</p>	<p>Advanced Excel Features</p> <p>Advanced 1: Named ranges, audit, dynamic data, manipulating text and dates, pivot tables, cell protection, introducing macros.</p> <p>Advanced 2: Data validation, outline features, Gantt charts, what if functions.</p>	<p>Using PowerPoint to Support Other Business Communications</p> <p>Drawings, leaflets, posters, logos, editing images, complex graphics, infographics, word clouds.</p>



## Introduction to Autocad 2D

Duration: 3 Days      Price: £300

This course is designed for new users or users with very little experience of AutoCAD and will enable learners to become a proficient and independent AutoCAD user.

The content is aimed at new users to the software looking to be able to produce drawings to BS 8888 drawing standards.

The course will cover the following:

- How to navigate around the user interface & workspace to aid in the construction of drawings;
- Use tools to create & edit 2D shapes;
- Use drawing aids to help in the construction of drawings;
- Use layers to effectively create professional 2D drawings;
- Add Text, hatching and dimensions to drawings;
- How to print drawings.

No previous knowledge of CAD is needed, although learners should have basic IT knowledge.

## Abrasive Wheels

Duration: 1 Day      Price: £100

This course will provide you with an introduction to working safely with abrasive wheels so that you can easily identify the hazards, understand the risks and know which control measures are needed to prevent injury and ill-health. The course has been designed to comply with the HSE regulations on the safe use of abrasive wheels.

The course includes a classroom theory based morning session, with a practical workshop element in the afternoon.



## Level 2 Award in Introduction to Counselling Skills

Duration: 10 Weeks Price: £300

This qualification, awarded by the Counselling and Psychotherapy Central Awarding Body (CPCAB) and delivered over 10 weeks in the evening is intended for candidates who want to:

- Learn basic counselling skills (listening and responding skills) in helping roles
- Find out more about counselling (this qualification won't teach them to be a counsellor, but may help them decide whether or not they want to train as one);
- Improve professional and personal relationships

This course is an ideal starting point to a future career as a counsellor but also provides valuable transferable communication skills which would aid anyone working in a management or HR role.

No previous training or experience is required to undertake this qualification.

Assessment is carried out through an ongoing portfolio of work throughout the course and there is no exam.

On successful completion, learners will be awarded with a Level 2 CPCAB Award in Introduction to Counselling Skills.



## People Management Skills

Duration: 3 Hours    Price: £40 per session

This is a comprehensive range of training designed for existing managers and supervisors and those hoping to move into a more senior role.

The half day sessions consist of the following:

- Recruitment and Selection
- Probation and Appraisal
- Disciplinary, Capability and Grievance
- Management Styles and Motivation
- Managing Time and Priorities

## Finance for Non-Financial Managers

Duration: 2 Days    Price: £195

The course is designed to help demystify financial jargon and to help learners understand and use a range of different financial techniques to improve learners abilities as a manager.

The course will cover different financial reporting statements and learners will gain crucial skills to be able to read and interpret the financial information. Learners will gain an understanding of financial measures that can be used to improve performance and develop confidence alongside a greater understanding of the financial aspects of their own organisation.

By the end of this course learners will be able to:

- Review financial information with more confidence and better understand management accounts and budget reports
- Understand profit and loss accounts and balance sheets
- Understand the difference between profit and cash and how day-to-day decisions impact these
- Understand sources of funding (debt vs equity)
- Understand working capital
- Analyse costs understanding cost types, behaviour and financial treatment to be able to put together robust budgets
- Understand the budgeting process, accessing variances and re-forecasting budgets
- Demystify the rules of capital expenditure vs operational expenditure helping to justify investments to your senior managers
- Understand the different types of organisations
- Understand key financial ratios



# Free Online Courses

**Our range of industry focussed online learning courses provide learners with a flexible approach to study. All courses lead to a Level 2 Certificate awarded by NCFE/ CACHE and can be studied at a time to suit you.**

**In addition to an online learning portal and a paper based learning resource if required, our staff and assessors will be on hand to support you throughout your qualification. Each course varies in duration between 8 and 12 weeks of study.**

The subjects currently available are as follows:

- Awareness of Mental Health Problems
- Business Improvement Techniques
- Cleaning Principles
- Counselling Skills
- Creating A Business Start-Up
- Digital Skills for Work
- Equality and Diversity
- Falls Prevention Awareness
- Information, Advice or Guidance
- Lean Organisational Management Techniques
- Principles of Business Admin
- Principles of Care Planning
- Principles of Customer Service
- Principles of Cyber Security
- Principles of Dementia Care
- Principles of End of Life Care
- Principles of the Prevention and Control of Infection in Health Care settings
- Principles of Team Leading
- Understanding Autism
- Understanding Behaviours that Challenge
- Understanding the Care and Management of Diabetes
- Understanding Children and Young Peoples Mental Health
- Understanding Data Protection and Data Security
- Understanding Excellence in Customer Service for Hospitality
- Understanding Mental Health First Aid & Mental Health Advocacy in the Workplace
- Understanding Nutrition and Health
- Understanding Retail Operations
- Understanding Safeguarding and Prevent
- Understanding the Safe Handling of Medication in the Health and Social Care
- Understanding Specific Learning Difficulties

**All courses are offered free, subject to funding conditions and successful completion of the course.**