



Dorset Training Academy

Course Brochure



The Dorset Training Academy as part of Adult Skills 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 to get more information on the costs and dates available, or to discuss bespoke training to meet your specific needs.



Supervising First Aid for Mental Health (Level 3 Award)

Duration: 2 Days Price: £250

This course, which is validated by First Aid Awards, is suitable for all persons within a workplace but is aimed at those who hold a supervisory/managerial level position and who have responsibility for implementing a positive mental health culture and responsibility for First Aid for Mental Health within an organisation.

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

- What is First Aid for Mental Health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Drugs and alcohol
- First Aid for Mental Health action plan
- First Aid for Mental Health in the workplace
- A large range of Mental Health conditions covered in detail

First Aid for Mental Health - Adult (Level 2 Award)

Duration: 1 Day Price: £120

This course, which is validated by First Aid Awards, will enable learners to become First Aiders for Mental Health and be a point of contact within the workplace to help and support those with a suspected mental health condition.

The course is taught over 1 day and will include the following

- What is First Aid for Mental Health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Drugs and alcohol
- First Aid for Mental Health action plan
- First Aid for Mental Health in the workplace

First Aid for Mental Health - Youth (Level 2 Award)

Duration: 1 Day Price: £120

This course, which is validated by First Aid Awards, has been designed with children and young people in mind covering areas such as depression, self-harm, eating disorders and bullying and will provide the knowledge and skills to identify a potential mental health condition, start a conversation, and provide support and guidance to professional help.

The course is taught over 1 day and will include the following:

- What is First Aid for Youth Mental Health?
- Identifying Mental Health conditions
- Stress
- Mental Health conditions
- Drugs and alcohol
- First Aid action plan for Mental Health

Awareness of First Aid for Mental Health (Level 1 Award)

Duration: Half Day Price: £55

This course, which is validated by First Aid Awards provides learners with the knowledge to recognise a suspected mental health condition and the skills to start a conversation and be able to signpost a person towards professional help.

All members of the public can benefit from this course and it is a great stepping stone into First Aid for Mental Health.

The course is taught over 4 hours and will include the following:

- What is First Aid for Mental Health?
- Identifying Mental Health conditions
- Providing advice and starting a conversation

Management of Work Based Stress

Duration: 3 hours Price: £45

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: £45

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: £45

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: £45

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 in First Aid at Work 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 in Emergency Paediatric First Aid certificate which is valid for 3 years.

Paediatric First Aid (Level 3)

Duration: 2 Days Price: £150

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.

Outdoor First Aid (Level 3)

Duration: 2 Days Price: £150

This two-day course is suitable for people who need to provide first aid to someone who is injured, becomes unwell or is suffering from a medical emergency in a remote outdoor environment. This course is suitable for anyone working in a remote environment and for those who want a 'hands on' practical course.

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

Catastrophic Bleeding Control

Duration: 3.5 hours Price: £45

This course provides learners with guidance on catastrophic bleeding control, including dealing with the inherent dangers associated with the use of tourniquets and haemostatic dressings whilst administering First Aid in a high-risk working environment.

All learners must hold a current Level 3 Emergency First Aid or Level 3 First Aid at Work qualification.

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 (Level 2)

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 Award for Personal Licence Holders (QCF Level 2)

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 £30 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.

Word Processing Software	Spreadsheet Software	Presentation Software
<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>

Social Media for Business

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

Each session: Duration 3 hours, Price £45 per session.

Unit 1: Social Media for Business – Introduction

- An overview of Facebook, LinkedIn, Instagram, Twitter and Pinterest for business
- Personal vs business accounts – how not to get mixed up!
- Which platform(s) is best for your business?
- Ideas of what and when to post
- How to get your posts seen – the basics of the algorithms
- The differences between using social media on desktop vs mobile

Unit 2: Facebook for Business – Introduction

- An overview of Facebook for business
- Creating the correct set up
- Creating posts and ideas of what to post on Facebook
- How to get more followers
- How to get your Facebook posts seen

Unit 3: Instagram for Business – Introduction

- An overview of Instagram for business
- Creating the correct set up for a business account
- Creating posts and stories on Instagram
- How to get more followers
- How to get your Instagram posts seen

Unit 4: LinkedIn for Business – Introduction

- An overview of LinkedIn for business
- Creating the correct set up
- A business page – do you need one?
- How to create and what to post on LinkedIn
- How to get more connections
- How to get your LinkedIn posts seen and get interaction to grow your network

Unit 5: Twitter for Business – Introduction

- An overview of Twitter for business
- Creating the correct set up for your Twitter account
- What and how to Tweet!
- How to use hashtags
- How to get more followers
- How to get your Tweets seen and get interaction to grow your business

Unit 6: Pinterest for Business – Introduction

- An overview of Pinterest for business
- Creating the correct business set up for your Pinterest account
- What to pin
- How to create the perfect pin
- How to get more followers
- How to get your pins seen

Unit 7: Social Media Content Planning

- An overview of content planning
- A review of how to get posts seen
- Ideas of what to post
- Create a month's content in advance
- Social media scheduling tools and apps

Unit 8: Create with Canva

- An overview of Canva
- Creating basic images
- Creating text overlay graphics
- Creating consistent graphics that represent your brand
- Understanding copyright when using images
- Making changes to your own photos

Unit 9: How to use Hashtags

- An overview of hashtags
- Which hashtags to use
- Understand how many hashtags to use
- Using hashtags on different platforms
- Create your own hashtag plan

Unit 10: Facebook and Instagram – A Refresher

- The latest changes and updates in Facebook and Instagram
- Current trends
- What is working well for other businesses on these platforms
- All your questions you need help with!

Engineering

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.

Award in Introduction to Counselling Skills (Level 2)

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 certificate.

Certificate in Counselling Skills (Level 2)

Duration: 30 Weeks Price: £811 (funding available subject to eligibility)

This qualification, awarded by the Counselling and Psychotherapy Central Awarding Body (CPCAB) and delivered over 30 weeks in the evening is intended for candidates who want to:

- Become competent in the use of counselling skills to help others
- Enhance communication and interpersonal skills in current role
- Take the first step in training to become a qualified counsellor
- Improve professional and personal relationships

Although this course will not teach you to be a counsellor, it provides you with the counselling skills you'll need for a variety of roles in a number of sectors. This course will also help to improve your professional and personal relationships as part of personal development and provide additional skills to aid progression within your current role.

This qualification is broken down into 7 learning outcomes as follows:

- Using counselling skills ethically and safely
- Establish and sustain the boundaries of the helping role
- Work empathetically as a helper
- Focus on the helpee's needs and concerns
- Use self-awareness in helping work
- Use a range of counselling skills to facilitate the helping interaction
- Use feedback and reflection to enhance counselling skills

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

Assessment is carried out through an ongoing portfolio and 1 externally assessed assignment.

On successful completion, learners will be awarded with a Level 2 CPCAB Certificate in Counselling Skills certificate.

British Sign Language

Award in British Sign Language (Level 1)

Duration: 25 Weeks Price: £450 (funding available subject to eligibility)

This qualification, awarded by Signature and delivered over 25 weeks in the evening will enable learners to gain basic skills and confidence in production and reception of BSL.

This course can be studied without any previous BSL experience and by the end of the course, learners will be able to:

- understand and use a limited range of simple words and sentences in BSL
- take part in simple, everyday conversations in BSL
- give and follow simple directions or instructions in BSL
- give and follow simple familiar statements or descriptions in BSL

There are 3 formal assessments as part of the qualification, including two 5-minute recorded assessments carried out under examination conditions.

Certificate in British Sign Language (Level 2)

Duration: 33 Weeks Price: £724 (funding available subject to eligibility)

The qualification will allow learners to participate in longer and more varied conversations and develop their skills from the Level 1 Award.

The course will develop communication in BSL about real life, routine, and daily experiences. The learner will be able to deal with most routine communication and have enough understanding of grammar to cope with some non-routine communication.

The course content covers the following themes (with 3 out of 4 covered):

- Everyday conversation - mandatory
- Eating and drinking - optional
- Spending and Shopping - optional
- Travel and holidays - optional

The course is assessed through practical development of skills throughout the course, along with formal externally assessed and recorded presentations and conversations in British Sign Language.

Business Management

People Management Skills

Duration: 3 Hours Price: £45 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

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 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. The allotted time for completion for these courses is 4 months.

The subjects currently available are as follows:

- Awareness of Mental Health Problems
- Business Improvement Techniques
- Counselling Skills
- Creating A Business Start-Up
- 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
- Understanding Climate Change and Environmental Awareness
- **Level 3 Understanding Mental Health**
- **Level 3 Understanding Autism**

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