



TELFORD & WREKIN  
**TRAINING  
SERVICES**

**Training you can trust**



**FIRST AID**



**FOOD SAFETY**



**HEALTH & SAFETY  
AT WORK**



**MANUAL HANDLING**



Telford & Wrekin  
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# TELFORD & WREKIN TRAINING SERVICES

Telford & Wrekin Training Services offer a range of high quality training courses for organisations across Telford and Wrekin and further afield.

We offer a comprehensive range of courses in a number of areas ranging from First Aid, Health & Safety, Manual Handling to Food Safety. We endeavour to deliver training which helps you to make informed decisions which meet your business needs and the health and safety needs of your workforce.



We pride ourselves on delivering services that place clients satisfaction at the forefront of what we do. Our team of professional trainers use a variety of unique and interactive training techniques to keep delegates engaged and involved while they learn.

To accommodate your needs we offer both in-house and tailor made off site training.



# TRAINING YOU CAN TRUST

## Why us?

- 1 We are a trusted authority with ultimate responsibility for the health and well-being of our local community and partners.
- 2 Our trainers have over 35 years of combined experience.
- 3 We tailor our training to meet your needs.
- 4 We are an approved training centre for both the Royal Life Saving Society UK (RLSS UK) and the Chartered Institute of Environmental Health (CIEH). We are also Ofsted and Sure Start compliant.
- 5 We provide Automated External Defibrillator Training FREE of charge on all our first aid at work and emergency first aid courses.

## Benefits

- 1 We offer a FREE no obligation consultation to advise organisations through their health and safety legal requirements.
- 2 We use our own facilities to keep costs to the customers down to a minimum but also have the flexibility to go anywhere anytime not just 9am-5pm.
- 3 We have a duty of care for your employees after the training ends and can offer all clients health checks for all their employees.

IQL UK



ROYAL  
LIFE SAVING  
SOCIETY UK



# OUR COURSES

Designed with you in mind

## FIRST AID AT WORK WITH AUTOMATED DEFIBRILLATOR TRAINING (AED)



## PAEDIATRIC FIRST AID



## EMERGENCY FIRST AID



## FOOD SAFETY



## HEALTH & SAFETY IN THE WORKPLACE



## MANUAL HANDLING



## DRIVING FOR WORK TRAINING



## POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY



# FIRST AID AT WORK

## First Aid at Work with Automated External Defibrillator (AED)

**Course Duration:** 3 days (19½ hours)

**Course Capacity:** 12 people

### Course Overview:

This informative three day course provides the comprehensive set of practical skills needed to become a confident first aider at work. It covers a wide range of CPR, AED and First Aid skills and includes the Emergency First Aid at Work syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness. This course also teaches the essential skills that an AED operator needs and gives the confidence to know what to do in an emergency.

### Who is this course for:

Those identified as first aiders in their workplace and those looking for our most thorough first aid training.

## First Aid at Work Requalification with AED

**Course Duration:** 2 days (13½ hours)

**Course Capacity:** 12 people

### Course Overview:

Employers are legally required to assess their workplace with regards to First Aid qualification needs. The findings of the needs assessment should indicate the level of first-aid equipment, facilities and personnel required. This two day course provides the comprehensive set of practical skills needed to retain confidence as a first aider at work. It covers a wide range of CPR, AED and First Aid skills and includes the Emergency First Aid at Work syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness.

### Who is this course for:

Those identified as first aiders in their workplace looking to renew their First Aid at Work qualification. Participants must already have a valid First Aid at Work certificate that has not expired.

# PAEDIATRIC FIRST AID

## Emergency Paediatric First Aid

**Course Duration:** 1 day (6 hours)

**Course Capacity:** 12 people

### Course Overview:

This comprehensive one day course covers a wide range of CPR and First Aid skills related to children and includes the Emergency Paediatric Emergency First Aid syllabus and also equips the first-aider to apply emergency first aid to a range of specific injuries and illness. This course will provide the learner with a nationally recognised Emergency Paediatric First Aid (EPFA) qualification.

### Who is this course for:

People looking after children including teachers, childminders, nannies, nursery and pre-school workers, sport and leisure staff, Au Pairs and playgroup leaders. This course is Ofsted and Sure Start compliant. It is also an excellent course for parents who would like more in-depth training on common accidents and illnesses focusing on babies and children.





# PAEDIATRIC FIRST AID

## Paediatric First Aid and Paediatric First Aid Requalification

**Course Duration:** 2 day (12 hours)

**Course Capacity:** 12 people

### Course Overview:

The Paediatric first aid training course is designed for people caring for children in any setting. This comprehensive two day course covers a wide range of CPR and First Aid skills related to children and includes the Paediatric Emergency First Aid syllabus and also equips the first-aider to apply first aid to a range of specific injuries and illness. In-line with the statutory framework for the Early Years Foundation Stage, it can be used as evidence for an NVQ in childcare and education. This course is Ofsted and Sure Start compliant and will provide the learner with a nationally recognised Paediatric First Aid qualification.

### Who is this course for:

People looking after children including teachers, childminders, nannies, nursery and pre-school workers, sport and leisure staff, Au Pairs and playgroup leaders. It is also an excellent course for parents who would like more in-depth training on common accidents and illnesses focusing on babies and children.

Full details of all courses can be found at  
[www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# EMERGENCY FIRST AID

## Emergency First Aid and Emergency First Aid at Work Requalification

**Course Duration:** 1 day (6 hours)

**Course Capacity:** 12 people

### Course Overview:

This one day course covers a range of CPR and First Aid skills and the training enables a first-aider to give emergency first aid to someone who is injured or becomes ill while at work. This course will provide the learner a nationally recognised Emergency First Aid at Work (EFAW) qualification.

### Who is this course for:

This course is ideal for low hazard environments (e.g. offices, shops, libraries) or where your needs assessment identifies a requirement for a first aider trained in emergency first aid at work. If your needs assessment identifies additional hazards or risks or staff with a medical condition such as asthma, diabetes or

a heart condition we recommend the first aid at work course as this covers a broader syllabus including the recognition and treatment of a wider range of conditions.

Full details of all courses can be found at [www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)





# FOOD SAFETY

## Chartered Institute of Environmental Health (CIEH) Level 1 Award in Food Safety

**Course Duration:** ½ day (3 hours)

**Course Capacity:** 30 people

### Course Overview:

These qualifications have been developed to raise awareness of key good safety issues and to provide employees with an induction to food safety, prior to undertaking the Level 2 Award in Food Safety.

### Who is this course for:

The CIEH Level 1 Awards in Food Safety provide an ideal solution to staff induction training including:

- new employees with minimal or no prior food safety knowledge;
- employees handling low-risk or wrapped foods (Category A);

- front of house employees, such as waiting or check out staff;
- back of house employees, such as kitchen porters or warehouse staff.

The Level 1 awards are also suitable for employees for whom English is a second language or those with special needs.



# FOOD SAFETY

## Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety in Catering

**Course Duration:** 1 day (6 hours)

**Course Capacity:** 30 people

### Course Overview:

This qualification has been developed to address the growing need to make learning more relevant to specific business environments. This course will build on the level 1 qualification in areas such as refrigeration, chilling and cold holding of foods, principles of safe storage and cleaning practices.

### Who is this course for:

Anyone working in a catering setting where food is prepared cooked and handled.

## Chartered Institute of Environmental Health (CIEH) Level 2 Award in Food Safety (Refresher)

**Course Duration:** ½ day (3 hours)

**Course Capacity:** 12 people

### Course Overview:

This course is designed to refresh attendees knowledge and understanding of the importance of food safety procedures and understand personal hygiene practices and role in reducing the risk of contamination. Subjects explored include identifying the sources and risks to food safety.

### Who is this course for:

All candidates who have taken the CIEH level 2 Awards in Food Safety are recommended to take a refresher course three years after completion.

# FOOD SAFETY

## Chartered Institute of Environmental Health (CIEH) Level 3 Award in Food Safety

**Course Duration:** 3 days (18 hours)

**Course Capacity:** 8 people minimum

### Course Overview:

In line with the national occupational standards reflecting sector-specific needs, these qualifications provide a thorough understanding of food safety procedures emphasising the importance of monitoring staff and controls. Attendees will learn how to implement and supervise a food safety management system and understand the concept of food hazards and the risks associated with them and more.

### Who is this course for:

Managers and supervisors in small, medium or large catering, manufacturing or retail businesses. Particularly relevant for those who have to develop or monitor Hazard Analysis and Critical Control Points (HACCP) based food safety management procedures and systems.

Full details of all courses can be found at [www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# HEALTH & SAFETY IN THE WORKPLACE

## CIEH Level 1 Award in Health & Safety in the Workplace

**Course Duration:** ½ days (3 hours)

**Course Capacity:** 30 people

### Course Overview:

Designed to make candidates aware of the key health and safety issues and the part that they should play in keeping themselves and other free from harm in the workplace. Participants will be able to identify the hazards and risks related to the workplace and understand health and safety procedures.

### Who is this course for:

Everyone entering the workplace for the first time – either as part of a work experience programme or at the start of employment – and those starting a new job, as part of their induction programme.

## CIEH Level 2 Award in Health & Safety in the Workplace

**Course Duration:** 1 days (6 hours)

**Course Capacity:** 30 people

### Course Overview:

Designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. This qualification can be tailored to business and individual needs to make the learning experience relevant and fit for purpose. Building on the knowledge gained on the level 1 qualification participants will learn the principles of health and safety and accident prevention and understand the responsibilities placed on employers and employees.

### Who is this course for:

Anyone in a work environment.

# HEALTH & SAFETY IN THE WORKPLACE

## CIEH Level 2 Award in Health & Safety in the Workplace (Refresher)

**Course Duration:** ½ days (3 hours)

**Course Capacity:** 12 people

### Course Overview:

This qualification has been designed to provide a simple and concise update of health and safety to candidates holding the CIEH Level 2 Award in Health & Safety in the Workplace. This course will refresh participants understanding of health and safety procedures, systems and rules and understand responsibilities placed on employers and their employees.

### Who is this course for:

All candidates who have taken the CIEH Level 2 Award in Health & Safety in the Workplace are recommended to take a refresher course three years after completion.

Full details of all courses can be found at  
[www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# WORKING AT HEIGHT

## Ladder Safety

**Course Duration:** 2 hours

**Course Capacity:** 20 people

### Course Overview:

This course is designed to provide comprehensive information on correct ladder usage and working at a height regulations. Participants will learn about different ladder types, specifications and standards, user responsibilities and risk assessments.

### Who is this course for:

This course is suitable for employees of all levels, including full-time and part-time workers, managers and supervisors, who are required to use ladders or stepladders as part of their job role. This comprehensive course is designed to recognise and eliminate the dangers of incorrect ladder usage covering all types of extension/step ladders.

Full details of all courses can be found at

[www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)





# MANUAL HANDLING

## CIEH Level 2 Award in Manual Handling Principles and Practice

**Course Duration:** ½ day (3 hours), 1 day (6 hours)

**Course Capacity:** 12 people

### Course Overview:

This one day course is designed to provide essential information about manual handling hazards and their control. This course will allow participants to understand the risks associated with manual handling, learn the value of risk assessment and apply the principles of safer handling to a range of everyday manual handling tasks.

### Who is this course for:

This qualification is aimed at those who carry out manual handling at work including both industrial and office workers.

To give you maximum flexibility it can be delivered as a half-day programme for learners who only wish to gain the CIEH Level 2 Award in Principles of Manual Handling. Those who need to learn about practical manual handling techniques should stay on for a further half-day training session and assessment to gain the full CIEH Level 2 Award in Manual Handling – Principles and Practice.



# DRIVING FOR WORK TRAINING

## Driving for Work

**Course Duration:** 3 hours (course and theory exam)

**Course Capacity:** 15 people

### Course Overview:

Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation. The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle. Employees also have a duty to protect their health and safety and that of others who they have responsibility.

This course will cover driver licensing, emergency and accident procedures, your legal responsibility and planning the journey.

### Who is this course for:

Those who drive for work, this may include managers, officers, social workers, foster carers and any other employee or volunteer who may use private vehicles, company, or hired vehicles.



# DRIVING FOR WORK TRAINING

## Driving for Work - Accessible Course

**Course Duration:** 6 hours (course, theory exam and practical assessment)

**Course Capacity:** 15 people

### Course Overview:

Managing the risks to employees who drive at work requires more than just compliance with road traffic legislation. The Health and Safety at Work Act 1974 requires employers to take appropriate steps to ensure the health and safety of their employees and others who may be affected by their activities when at work. This includes the time when they are driving or riding at work, whether this is in a company or hired vehicle, or in the employee's own vehicle. Employees also have a duty to protect their health and safety and that of others who they have responsibility.

This course will cover specialist equipment for accessible vehicles, passenger awareness, child and passenger safety as well as legal responsibility, driver licensing and emergency procedures.

### Who is this course for:

Those who drive for work and this may include managers, officers, social workers, foster carers and any other employee or volunteer who may use private vehicles, company or hired vehicles which are adapted to carry passengers with disabilities.



# DRIVING FOR WORK TRAINING

## Minibus Driver Training Minibus Driver Awareness Scheme (MiDAS) Accessible Course

**Course Duration:** 1 day (6.5 hours) plus a practical driving assessment (1.5 hours)

**Course Capacity:** 15 people

### Course Overview:

MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. MiDAS is applicable to any organisation that transports passengers by road, and organisations range from small voluntary organisations operating one vehicle to local authorities operating large vehicle fleets.

This one day course (with a two hour practical drive – booked at a later date) provides the comprehensive set of practical skills needed to become a competent and confident passenger carrying driver with additional modules for an accessible certificate covering safe use

of passenger lifts and ramps and the use of wheelchair and passenger restraint equipment.

### Who is this course for:

All those involved in transporting clients with disabilities in schools, care establishments, workplaces, voluntary organisations wishing to improve their abilities in the safe use of passenger lifts and ramps and wheelchair passenger restraint equipment.



# DRIVING FOR WORK TRAINING

## Minibus Driver Training MiDAS Accessible Refresher Course

**Course Duration:** 2 hours theory and practical training plus a practical assessment (1.5 hours)

**Course Capacity:** 15 people

### Course Overview:

MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. Having completed the MiDAS Accessible Course it is necessary to complete the refresher course every four years. The course will update the driver on any changes to good practice and the laws relating to driving or disabled passengers. The course will contain refresher modules as dictated by the examining body.

### Who is this course for:

Drivers who have already completed the full MiDAS and require a refresher course to keep their training up-to-date.





# DRIVING FOR WORK TRAINING

## Minibus Driver Training MiDAS Standard Course

**Course Duration:** 4 hours plus a practical driving assessment (1 hour)

**Course Capacity:** 15 people

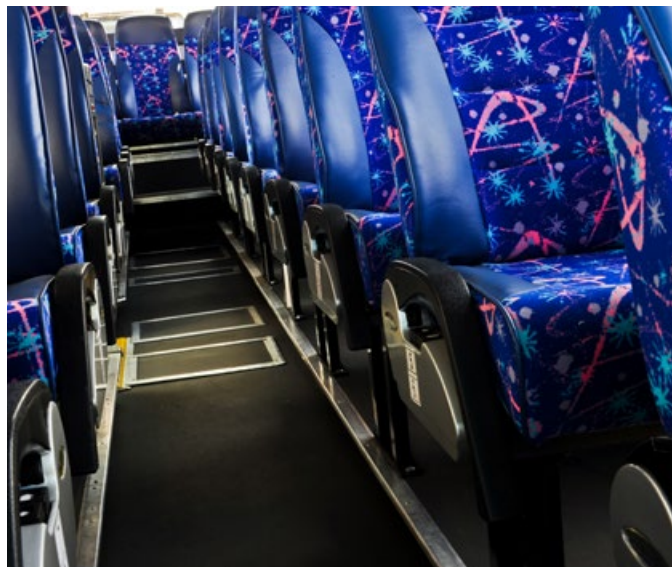
### Course Overview:

MiDAS is the award-winning Minibus Driver Awareness Scheme. MiDAS is a nationally recognised standard for the assessment and training of drivers. MiDAS is applicable to any organisation that transports passengers by road, and organisations range from small voluntary organisations operating one vehicle to local authorities operating large vehicle fleets.

This one day course (with a two hour practical drive – booked at a later date) provides the comprehensive set of practical skills needed to become a competent and confident passenger carrying driver. The course will cover driving for safety and economy, drivers legal responsibilities health and safety awareness and personal safety for drivers.

### Who is this course for:

All those involved in driving minibuses in schools, care establishments, workplaces, voluntary organisations wishing to improve their abilities in minibus safety by developing and enhancing their driving and passenger awareness skills.





# DRIVING FOR WORK TRAINING

## Minibus Driver Training MiDAS Standard Refresher Course

**Course Duration:** 2 hours plus a practical driving assessment (1 hour)

**Course Capacity:** 15 people

### Course Overview:

Having completed the MiDAS Standard Course it is necessary to complete the refresher course every four years. The course will update the driver on any changes to good practice and the laws relating to driving or carrying passengers. The course will contain refresher modules as dictated by the examining body.

### Who is this course for:

Drivers who have already completed the full standard MiDAS course and require a refresher course to keep their training up-to-date. The course will cover updates to legal requirements and changes to good practice.



# POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

## National Pool Lifeguard Qualification (NPLQ)

**Course Duration:** 36 hours minimum

**Course Capacity:** 12 people

### Course Overview:

The RLSS UK National Pool Lifeguard Qualification (NPLQ) is the most awarded lifeguard qualification in the United Kingdom and Ireland and is also internationally recognised. This qualification is regulated by Ofqual. The NPLQ covers all elements of Pool Rescue Techniques, Lifeguarding Theory, First Aid and CPR. The course is physically demanding and will include swimming to set times, lifting casualties and diving to the deepest part of the swimming pool. Training and assessment for the NPLQ is in three sections and all must be successfully passed to attain the qualification. Upon qualifying with the NPLQ, the certificate is valid for two years from the date of successful completion.

### Who is this course for:

People interested in training to become a lifeguard. This is an excellent starting point for a career in the leisure industry. The course can provide an opportunity for career progression, as most leisure managers start off as Pool Lifeguards. Every candidate attending a NPLQ course must be 16-years-old at the time of taking the NPLQ final assessment and be able to meet the Lifeguard Pre-Requisites\*.

\*list of Pre-requisites available on the website.

Full details of all courses can be found at [www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

## National Rescue Award for Swimming Teachers and Coaches (NRASTC)

**Course Duration:** 14 hours minimum

**Course Capacity:** 12 people

### Course Overview:

The NRASTC is a supervision and rescue qualification for teachers working on the poolside or in the water during programmed activities, such as a swimming lesson.

### Who is this course for:

It is suitable for teachers working in a wide range of swimming pools, including pools where the water is deeper than the teacher's standing depth. Full details of all courses can be found at

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[www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

## Aquatic Therapy Shallow Pool Rescue Award (ATSPRA)

**Course Duration:** 14 hours minimum

**Course Capacity:** 12 people

### Course Overview:

The ATSPRA is a supervision and rescue qualification for therapists, teachers and support staff working on the poolside or in the water during activities such as, aquatic therapy or therapeutic exercise/play.

### Who is this course for:

The qualification is suitable for use in shallow pools where the rescuer will not be required to swim to perform a rescue, with water no deeper than the rescuers chest depth.

Full details of all courses can be found at  
[www.telfordtrainingservices.co.uk](http://www.telfordtrainingservices.co.uk)



# POOL MANAGEMENT & OCCUPATIONAL WATER SAFETY

## National Water Safety Management Programme

**Course Duration:** Level one: 4 hours  
(plus self study pack )  
Level two: 3 hours  
Level three: 3 hours  
Level one, two and three including  
life support: 18 hours

**Course Capacity:** 12 people

### Course Overview:

RLSS UK has developed the National Water Safety Management Programme (NWSMP) to provide a flexible occupational water safety management training solution for a wide range of employers who require their workforce to operate safely in or near water.

The NWSMP programme is a key step forward in helping

employers meet their civil and statutory water safety management obligations, especially where employees have supervisory responsibilities in or near water. The NWSMP programme embraces contemporary approaches to risk management by balancing the need for simple proactive safety management practices, with a strong focus on preventative measures – along with effective emergency response skills. The programme starts with Level 1, the Water Safety Awareness Module, which provides the theoretical platform for more advanced modules.

### Who is this course for:

This course is suitable for anyone working in, on or near water with essential knowledge and skills to make informed decisions about managing safety. Group leaders who need to deliver safer activity at open water sites can also attend this course. This course is relevant to a wide range of sectors, including teaching (field trips), construction, environmental health, leisure and the emergency services.

# CONTACT US

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