



Milton Park Short Business Courses

17th Edition Wiring Regulations - Intensive

Aimed at delegates with a knowledge of the 16th Edition Wiring Regulations and working in the electrical field. This intensive course will give delegates an understanding of how the 17th Edition Wiring Regulations are intended to be applied in practice. Please note that the on-line exam will be taken on the last day of the course.

Campus: Milton Park	Duration: 3 Days	Fee
05/09/2011 MON - WED	09:00 - 17:00	£440
03/10/2011 MON - WED	09:00 - 17:00	
07/11/2011 MON - WED	09:00 - 17:00	
05/12/2011 MON - WED	09:00 - 17:00	
09/01/2012 MON - WED	09:00 - 17:00	
06/02/2012 MON - WED	09:00 - 17:00	

Campus: Abingdon	Duration: 3 Days
05/03/2012 MON - WED	09:00 - 17:00
16/04/2012 MON - WED	09:00 - 17:00
14/05/2012 MON - WED	09:00 - 17:00
11/06/2012 MON - WED	09:00 - 17:00
02/07/2012 MON - WED	09:00 - 17:00

CIEH Health & Safety in the Workplace

Aimed at all those who need an understanding of Health & Safety. This course from the CIEH will provide delegates with a good understanding and knowledge of health and safety. This qualification is designed to ensure that all employees are aware of their own safety and the safety of customers, contractors and the public. It can be used in any public or private sector environment. Certificate awarded by the Chartered Institute of Environmental Health (CIEH).

Campus: Abingdon	Duration: 1 Day	Fee
Start Date: 22/09/2011	Day of Week: THU	£130
	Times: 09:30 - 16:30	

Campus: Abingdon	Duration: 1 Day	Fee
Start Date: 15/03/2012	Day of Week: THU	£130
	Times: 09:30 - 16:30	

Campus: Abingdon	Duration: 1 Day	Fee
Start Date: 14/06/2012	Day of Week: THU	£130
	Times: 09:30 - 16:30	

CIEH - COSHH

This qualification is designed for those who use substances, hazardous to health, at work. It introduces candidates to substances, the risks and controls available, and outlines what to expect from a control of substances hazardous to health (COSHH) assessment. The qualification will prepare employees to contribute to the safer use of hazardous substances in their workplaces. Certificate awarded by the Chartered Institute of Environmental Health (CIEH). The qualification covers the following topics: Definition and types of substances hazardous to health in the workplace; Health effects of hazardous substances and their causes; COSHH assessments and control options; Responsibilities imposed by the Control of Substances Hazardous to Health Regulations 2002.

Campus: Abingdon	Day of Week: THU	Fee
Start Date: 16/02/2012	Times: 13:30 - 16:45	£100
Duration: 1 Day		

CIEH Principles of Manual Handling

This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. Certificate awarded by the Chartered Institute of Environmental Health (CIEH)

The qualification covers the following topics: The process of manual handling in the workplace; Manual handling injuries and the activities which cause them; Manual handling assessment and control options; Responsibilities imposed by the Manual Handling Operations; Regulations.

Campus: Milton Park	Duration: 1 Day	Fee
Start Date: 23/02/2012	Day of Week: THU	£100
	Times: 13:30 - 16:45	

Campus: Milton Park	Duration: 1 Day	Fee
Start Date: 19/07/2012	Day of Week: THU	£100
	Times: 13:30 - 16:45	

CIEH Award in Food Safety in Catering

Aimed at all those who handle food in catering and hospitality environments. This 1 day course provides delegates with a good understanding and knowledge of food safety as required by current legislation. Certificate awarded by the Chartered Institute of Environmental Health (CIEH).

Campus: Milton Park	Duration: 1 Day	Fee
14/09/2011 WED	09:00 - 17:00	£100
16/11/2011 WED	09:00 - 17:00	
25/01/2012 WED	09:00 - 17:00	
21/03/2012 WED	09:00 - 17:00	
23/05/2012 WED	09:00 - 17:00	
11/07/2012 WED	09:00 - 17:00	

CSCS Health & Safety Test

CSCS Health & Safety cards are increasingly being demanded as proof of competence for work on construction sites in the UK. This is a 1 day course, classroom based to provide the underpinning health & safety knowledge in preparation for the touch screen multiple choice test at the end of the day. A successful outcome will enable you to apply for a CSCS card (£30 not included in course fee). You will need to supply a passport photo and National Insurance Number on the day.

Campus: Milton Park	Duration: 1Days	Fee
28/09/2011 WED	09:00 - 17:00	£100 <small>Including test fee</small>
02/11/2011 WED	09:00 - 17:00	
18/01/2012 WED	09:00 - 17:00	
14/03/2012 WED	09:00 - 17:00	
18/07/2012 WED	09:00 - 17:00	

Emergency First Aid

All organisations must have at least 1 appointed first-aider (dependent on size/type of business) and this one day course enables delegates to gain basic life-saving First Aid skills. College Attendance Certificate will be awarded. Content: • Current regulations • Roles and Responsibilities of an Appointed Person • Provision of First Aid Staff/ First Aid Equipment • Principles and Priorities of First Aid • Incident Assessment /Management • Unconscious casualty Assessment/Management • Cardio-pulmonary Resuscitation • Choking • Recognition and treatment of shock • Recognition and treatment of heart problems • Identification and Control of serious bleeding • Miscellaneous Medical Conditions.

Campus: Milton Park	Duration: 1 Day	Fee
11/10/2011 TUE	09:30 - 16:30	£100
17/01/2012 TUE	09:30 - 16:30	
08/05/2012 TUE	09:30 - 16:30	

HSE First Aid at Work

Even low risk businesses should have at least one first-aider per 50 employees. This is an in-depth course in theory and practical knowledge leading to the First Aid at Work Certificate awarded by Abingdon & Witney College. Content: • Principles and priorities of first aid • Incident assessment/ management • Casualty assessment • Unconscious casualty management • Basic life support skills • Choking • Respiratory system and asphyxia • Wounds and bleeding • Control of external bleeding • Shock and

internal bleeding • Treatment of minor wounds • Recognition/immobilisation of skeletal injuries • Assessment and treatment of burns and scalds • Poisons, gases and fumes • Eye injuries/eye irrigation • Miscellaneous medical conditions • Provision of first aid staff/first aid equipment • Casualty handling techniques.

Campus: Milton Park **Day of Week:** MON - WED **Fee:** £265
Start Date: 23/04/2012 **Times:** 09:30 - 16:30

Microsoft Applications - Word 2007

Intermediate Word 2007. Aimed at those who already have a basic understanding of word processing but need to know more. The course is 2 days over 2 consecutive weeks.

Campus: Milton Park **Duration:** 1 Day **Fee:** £150
 19/09/2011 MON 09:00 - 17:00
 14/11/2011 MON 09:00 - 17:00
 30/01/2012 MON 09:00 - 17:00
 14/05/2012 MON 09:00 - 17:00

Microsoft Applications - Excel 2007

Intermediate Excel 2007. Aimed at those who already have a basic understanding of spreadsheets but need to know more. The course is 2 days over 2 consecutive weeks.

Campus: Milton Park **Duration:** 1 Day **Fee:** £150
 21/09/2011 WED 09:00 - 17:00
 16/11/2011 WED 09:00 - 17:00
 01/02/2012 WED 09:00 - 17:00
 09/05/2012 WED 09:00 - 17:00

Microsoft Applications - Access 2007

Aimed at those who already have a basic understanding of spreadsheets but need to know more. The course is 2 days over 2 consecutive weeks.

Campus: Milton Park **Duration:** 1 Day **Fee:** £150
 23/09/2011 FRI 09:00 - 17:00
 18/11/2011 FRI 09:00 - 17:00
 03/02/2012 FRI 09:00 - 17:00
 11/05/2012 FRI 09:00 - 17:00

NEBOSH

Aimed at those who are responsible for the implementation of Health and Safety in their workplace, i.e. managers, supervisors and safety representatives. This is a 2 week course. The first week concentrates on the practical aspects of Health & Safety and the second focuses on the theory. The course will also include discussions on recently published/enacted health and safety directives. Comprehensive handout materials including up-to-date information and a basic reference manual will be provided. Content: • Accident analysis • Accident prevention • Communication skills

• Electricity at work • Emergency procedures • Fire prevention/Action to be taken • Hazard identification • Hazardous substances (COSHH) • Health and safety law • Human behaviour • Manual handling/lifting appliances • Noise at work • Occupational health and hygiene • Plant and machinery • Risk Assessments • Scaffolding and access equipment • Training techniques • Workplace inspections/audit/ reports.

Campus: Milton Park **Day of Week:** MON-FRI **Fee:** £1,350
Start Date: 21/11/2011 **Times:** 09:00 - 17:00
Duration: 2 Weeks

PA1/PA6

Aimed at anyone who uses pesticides in the course of business or employment. The PA1 and PA6 courses will provide delegates with the skills to achieve the nationally recognised NPTC certificates of competence as required under Sector Scheme 18. Please note that the PA1 can only be awarded in conjunction with a pesticides application test. PA1 Content PA6 Content: • Safe Use of Pesticides, Environmental Factors and Legislation • Interpreting Product Labels and Literature • Personal Safety • Preparing Pesticides for Use • Storing Pesticides • Disposal of Surplus Unused Pesticides and Washing • Dealing with Contamination • Keeping Records • Environmental Factors • Prepare a hand held pesticide applicator for work and calibrate it • Carry out daily and routine maintenance • Carry out the correct procedure for cleaning clothing and equipment • Calibrating hand held equipment • Operating the equipment • Site work • Maintenance of applicator

Campus: Milton Park **Day of Week:** MON & TUE **Fee:** £TBC
Start Date: 21/11/2011 **Times:** 09:00 - 17:00
Duration: 2 Days

PAT Testing

Aimed at electricians working in the domestic field. This half day course covers everything you need to know in order to test electrical appliances and equipment safely. Content: • Current regulations • The need for safety in conducting tests • Classification of appliances and leads • Inspections and how to complete them • Labelling and recording.

Campus: Abingdon **Day of Week:** WED **Fee:** £70
Start Date: 19/10/2011 **Times:** 13:30 - 16:45
Duration: 1 Day

Campus: Abingdon **Day of Week:** WED **Fee:** £70
Start Date: 22/02/2012 **Times:** 13:30 - 16:45
Duration: 1 Day

Campus: Abingdon **Day of Week:** WED **Fee:** £70
Start Date: 20/06/2012 **Times:** 13:30 - 16:45
Duration: 1 Day



Research shows that apprentices earn on average £100K more through their lifetime than other employees.

Abingdon & Witney College offer and support apprenticeships in the following industries:

- Hairdressing
- Motor Vehicle
- Construction
- Customer Service
- Health and Social Care
- Business Administration
- Horticulture
- Engineering
- Accounting

For further information please contact our employer engagement unit, Advanced Business Solutions, on 01235 861706 or email abs@abingdon-witney.ac.uk www.abingdon-witney.ac.uk



* When filling out your enrolment form please use course title and ignore the course code box.