

SERVICES TO BUSINESS NEWSLETTER



Issue: January 2010

Happy New Year and welcome to the January edition of the Services to Business Newsletter.

West Suffolk College has a wide variety of courses available and is also very willing to organise bespoke training to match your business needs.

Below is a selection of short courses and funded training opportunities available now.

Suffolk School of Management

- NEBOSH General Certificate
- CIEH Level 2 Award in Health & Safety
- IOSH Managing Safely

Health and Humanities

- Emergency First Aid at Work – HSE accredited
- First Aid at Work – HSE accredited

Construction

- Asbestos Awareness

Gas and Oil

- Unvented Hot Water Systems
- OFL 50 Oil Training

Hospitality

- BIIAB National Certificate for Personal Licence Holders
- Level 2 Award in Food Safety in Catering
- Level 3 Award in Supervising Food Safety in Catering

Academy of Creative Entertainment

- Pro Tools 101 Training

Fully Funded Sports Courses

Are you recruiting?

Other Training Opportunities

A brief summary of each course is provided below. For further details, please contact Services to Business unless otherwise stated: s2b@wsc.ac.uk or 01284 716246.

Suffolk School of Management

NEBOSH General Certificate

Dates: Starts Tuesday 23 February 2010
Exams: 5 & 11 June 2010.
Duration: Every Tuesday to 8 June 2010
Cost: £1295 (including NEBOSH textbook and certification)
Location: Main College Campus, Bury St Edmunds

The NEBOSH National General Certificate in Occupational Safety and Health is an examined qualification designed for managers and supervisors with part-time responsibility for health and safety. For those with overall responsibility for health and safety in an organisation, particular in the more hazardous industries, further training will be required.

Successful candidates will be able to identify and prevent hazards and unsafe practices, help to prepare, monitor and audit health & safety procedures, understand relevant legislation, train inexperienced workers, prepare internal reports and, investigate events which led, or might have led, to injury or ill health. They will also be able to undertake workplace inspections.

The course is assessed by means of two written examinations (NGC1 and NGC2) and a practical assessment (NGC3).

CIEH Level 2 Award in Health & Safety in the Workplace

Dates: 15 March 2010
Duration: 1 day
Cost: £95 (including course textbook, CIEH certification and refreshments)

This course is designed for employees/employers from a wide variety of industries who require a sound, basic knowledge of good health and safety practice. On completion of the course delegates will be able to give examples of good safety procedures, identify dangerous practices and how they may be avoided, explain the benefits of good health and safety practice and describe what is meant by hazard, risk and risk assessment.

Successful candidates will be awarded the CIEH Level 2 Award in Health & Safety in the Workplace.

IOSH Managing Safely

Dates: 19 & 26 April, 10 & 17 May 2010
Duration: 4 days
Cost: £665 (including IOSH workbook, certification and refreshments)
Location: Main College Campus, Bury St Edmunds

Delivered over a four day period with an exam on the final day, this course is run by highly experienced Health & Safety tutors. By the end of the course, delegates will be able to determine why accidents involving injury or damage occur, apply principles of good management to health and safety and recognise the key elements of effective communication.

Successful completion of the course leads to a certificate from the Institution of Occupational Safety & Health.

Health and Humanities

Emergency First Aid at Work**(replaces the existing Appointed Person qualification from 1 October 2009)**

Dates: 24 February 2010
Duration: 1 day
Cost: £90 (including textbook, bandages and refreshments)
Location: Main College Campus, Bury St Edmunds

This is a one day first aid course which focuses on cardiopulmonary resuscitation and administering first aid to casualties who are unconscious, bleeding, choking or in shock. Delegates are assessed through practical activities.

Successful delegates receive a West Suffolk College First Aid Certificate and card. West Suffolk College has approval from the Health & Safety Executive (HSE) to deliver this course and the certificate and card are valid for 3 years.

First Aid at Work**(replaces the existing 4 day First Aid at Work from 1 October 2009)**

Dates: 15, 16 & 17 February 2010
Duration: 3 days
Cost: £240 (includes textbook, bandage pack and refreshments)
Location: Main College Campus, Bury St Edmunds

This course covers the full first aid syllabus and successful candidates are awarded the First Aid at Work certificate, which meets the full requirements of the Health & Safety (First Aid) Regulations 1981. This certificate is valid for 3 years and holders may be designated "Qualified First Aiders" by their employers.

Construction**Asbestos Awareness**

Date: 25 March 2010
Duration: 3 hours (9am – 12pm)
Cost: £75
Location: Main College Campus, Bury St Edmunds

The *Control of Asbestos Regulations* requires employers to ensure that their employees receive adequate information, instruction and training relating to the risks due to asbestos if they are liable to be exposed to this material.

This qualification will help employers meet this requirement by explaining the effects of asbestos on the health of individuals, the types of material likely to contain asbestos, the location of these materials within buildings, and procedures for minimising the risk of asbestos fibre release.

Gas and Oil**Unvented Hot Water Systems**

Dates: 17 March 2010
Duration: 1 day
Cost: £270 (Lunch and refreshments included)
Location: School of Building Services, Anglian Lane, Bury St Edmunds

This training covers legal requirements, working principles, design, installation, commissioning, maintenance and fault diagnosis of unvented hot water systems. This qualification is certificated by the NICEIC and needs to be renewed every 5 years.

OFL 50 Oil Training

Dates: 27, 28, 29 January, 1 & 2 Feb 2010
Duration: 5 days
Cost: £645 (Lunch and refreshments included)
Location: Main College Campus, Bury St Edmunds

This course is designed for engineers new to the Oil Industry or with limited experience. This is a five-day programme of theoretical and practical training. It equips delegates with the knowledge to undertake the OFL101, OFL105e and OFL600a assessments.

Hospitality

BIIAB National Certificate for Personal Licence Holders

Date: 29 March 2010
Duration: 1 day
Cost: £160 (Refreshments, textbook, examination & certification included)
Location: Main College Campus, Bury St Edmunds

This course is for anyone authorising the sale of alcohol to the public in a licensed establishment. It is designed to meet the statutory requirements of the 2003 Licensing Act. It covers the roles, responsibilities and functions of licensing authorities, the application process for a personal licence and the role and legal responsibilities of the personal licence holder. This course is delivered by a very experienced specialist in the hospitality industry.

Delegates who pass the exam are awarded a certificate by BIIAB. They are then eligible to apply for a personal licence from their local authority.

CIEH Level 2 Award in Food Safety in Catering

Date: 19 January 2010 – **FULLY BOOKED**
2 March 2010 – Places available
Duration: 1 day
Cost: £60 (examination and certification costs and textbook included)
Location: Main College Campus, Bury St Edmunds

Designed for those employed within any aspect of the food industry, including the retail trade, hotels, restaurants, hospitals, food processors, fast food operations and public houses. A degree of training is now a legal requirement. This course is designed to give an appreciation of the fundamentals of good food hygiene practice.

CIEH Level 3 Award in Supervising Food Safety in Catering

Date: 26, 27 April, 10 & 17 May 2010
Duration: 4 days
Cost: £355 (Refreshments, textbook, examination & certification included)

Location: Main College Campus, Bury St Edmunds

Designed for those working in all food businesses at a supervisory level. This includes 'traditional' supervisors and team leaders, but also anyone who needs a broad understanding of food hygiene.

Course content:

- Bacteriology
- Design and construction of food premises and equipment
- Food poisoning and food-borne disease
- Cleaning and disinfection
- Physical contamination of food
- Pest control
- Food storage and temperature control
- Personal Hygiene
- Food preservation
- Supervisory Management
- Legislation

Academy of Creative Entertainment

Pro-Tools 101 Certificate

Date: 15 & 16 February 2010

Duration: 2 days

Cost: £325 (price includes the 101 course book required for the course)

Location: Main College Campus, Bury St Edmunds

This course is intended for those wishing to become more familiar with the working and operation of Pro Tools LE systems. This could include music producers, DJ's, music composers, education providers, music technicians and others who use Pro Tools as their primary music sequencing / recording platform.

This course is Pro Tools 101 Certified training and West Suffolk College are an authorized school

Fully funded Sports Courses

In readiness for the London 2012 Olympic and Paralympic Games take advantage of an opportunity to increase your knowledge and skills...

[West Suffolk College is focussed on improving current training opportunities for the sport and active leisure workforce and have the following fully funded courses available:](#)

Certificate in Nutrition for a Healthy Lifestyle Level 2

This qualification is designed for individuals with an interest in nutrition who wish to acquire some foundation knowledge or those working towards the CYQ Level 2 Diploma in Exercise and Fitness

Starting **25 February 2010** for 10 weeks from 6.00pm - 9.00pm

Award in Walk Leading Level 2

This qualification is for individuals aiming to become walk leaders or fitness instructors who wish to add walking to the wide range of exercises they deliver in order to provide activity for health

Starting **22 April 2010** for 10 weeks from 6.00pm - 9.00pm

Award in Community Sports Leadership Level 2

This course would be ideal for those who help with holiday play schemes or supervise lunch-time activities

Starting **25 February 2010** for 18 weeks from 6.30pm - 8.30pm

Eligibility for funding: learners must;

- Be over 16yrs of age
- Not already be on a full Level 2, 3 or 4 qualification
- Be in paid employment for a minimum of eight hours per week AND
- Working/living in the East of England
- Be in an active role within the sport sector in the East of England

For further details and to book your place please contact **Nigel Cole, Senior Projects Administrator** on 01284 716390 or email nigel.cole@wsc.ac.uk



Are you recruiting?

Over the past six months West Suffolk College has been providing support to many people who have unfortunately been made redundant. If you are looking to employ a new member of staff, we would be pleased to bring it to the attention of those looking for work who have recently received training to update their work skills. Please send details or a request for further information, to Mary Taylor on 01284 716286 or mary.taylor@wsc.ac.uk.

Other Training Opportunities

West Suffolk College has funding to support apprenticeships and full NVQs in a wide range of occupational areas. These are delivered mainly in the workplace at the level appropriate to the job role and the individual.

A wide range of other vocational qualifications and foundation degree courses are also available. Please enquire for details.

If you wish to book any of the above courses or you cannot find the course you require, please telephone 01284 716246 or e-mail s2b@wsc.ac.uk .

This e-newsletter is for you so please e-mail us anything you would like included. We would appreciate your feedback and viewpoints. To unsubscribe from the mailing list, please [click here](#). If you were not the original recipient of this e-newsletter and you would like to subscribe to the mailing list, please [click here](#).

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