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CORPORATE TRAINING COURSES



Build a safe
workplace for
your teams

**First Aid and Fire Safety pre-built compliance
courses made for UK businesses**

808 280 8098

www.training4employment.co.uk



Training for Employment Ltd is part of Dean's Group www.deans-group.co.uk

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Welcome to Training for Employment

Training for Employment are one of the fastest-growing training providers in the West Midlands. We have been training since 2010 and pride ourselves in providing high standard training and professional service. We specialise in security, construction, utility & energy, and first aid training.

We offer bespoke corporate training for Businesses of all sizes. Our first time pass rates are extremely high and we work with our clients to create bespoke, relevant and interactive courses, supported by highly qualified trainers and assessors.

Among the professionals on our team are seasoned industry professionals who have years of experience in their respective fields.

Our Courses

- Emergency First Aid At Work
- First Aid At Work
- Fire Safety for Fire Marshalls
- Fire Safety Awareness
- E-learning Courses

Our Accreditations





Why choose Us

As a training company, we believe that providing exceptional service to our clients is key to their satisfaction and the development of long-term relationships. In addition to our commitment to excellence, our team is committed to providing our clients with the most effective, efficient, and transparent training possible.

From the moment you contact us until the moment you receive your training, our staff is dedicated, supportive, and well-trained among others. It is our utmost commitment to provide the most comprehensive and up-to-date industry-relevant training on the market today.

Some of Our Clients

Training and upskilling their workforce is something we do for 60 brands across the UK right now. Below are just a few of our clients:



National **COVERAGE**

Training4employment covers the full length and breadth of the UK with the option of on-site training at a location that is convenient for your business. This cuts down on your costs, and your workforce can feel assured that the training is tailored to their specific needs.

- Our experienced and Awarding Body approved trainers, come to you
- Onsite training allows you to train more employees at reduced cost, maximizing compliance
- Train at a time and date that suits your business
- Your employees are onsite, ready to return to work immediately after training
- No extra travel expenses for staff or disruption to schedules.



Courses

FIRST AID TRAINING

People at work can suffer injuries or fall ill at all times. It doesn't matter whether the injury or illness is caused by work, however, it is important to give them immediate attention and call an ambulance in serious cases.

Any business in the UK must meet the legislative requirements governing first aid within the workplace. As a business, you should make arrangements to ensure sufficient help and support is available.

- The Health and Safety (First Aid) Regulations 1981
- The Health and Safety (First-Aid) Regulations (Northern Ireland) 1982
- The Health and Safety at Work etc. Act 1974
- RIDDOR Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (current Regulations)
- The Management of Health and Safety at Work Regulations 1999

Further information can be found on the Health and Safety Executive (HSE) website www.hse.gov.uk

Who needs First Aid?

Provision for first aid at the workplace must be available at all times regardless of the size of your business.

The minimum first-aid provision on any work site is:

- a suitably stocked first-aid kit; an appointed person to take charge of first-aid arrangements
- information for employees about first-aid arrangements.

The first-aid provision needed will depend on the circumstances of each workplace.

Suggested Numbers of First Aid Personnel

Low Hazard	High Hazard
<ul style="list-style-type: none">• Fewer than 25 employees – require 1 small workplace compliant first-aid kit and at least 1 Appointed Person.• 25-30 employees – require 1 medium workplace compliant first-aid kit and at least 1 EFAW trained first-aider.• More than 50 employees – require 1 large workplace compliant first-aid kit (per 100 people) and at least 1 FAW trained first-aider for every 100 employees.	<ul style="list-style-type: none">• Fewer than 5 employees – require 1 small workplace compliant first-aid kit and at least 1 Appointed Person.• 2-25 employees – require 1 medium workplace compliant first-aid kit and at least 1 EFAW trained first-aider.• More than 50 employees – require 1 large workplace compliant first-aid kit (per 100 people) and at least 1 FAW trained first-aider for every 50 employees.



EMERGENCY FIRST AID AT WORK TRAINING (EFAW)



Our Emergency First Aid at Work (EFAW) Course is specifically designed to enable any businesses to comply with UK Health & Safety (First Aid) Regulations.

Once you have identified your business setting's risk profile and first aid needs, you can choose the most appropriate training for your first aiders. If your risk assessment indicates that only emergency protocols need to be covered, then our Half-Day Emergency First Aid at Work (EFAW) course is the ideal solution for you.

Course Key Information:

- **Delivery Mode:** Blended Learning
- **Duration:** 2 hours E-LEARNING + 4 hours ON-SITE training
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 3 Award
- **Resources:** FREE First Aid Handbook + 12 months access to E-learning
- **FREE Resits**
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 14 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.

Topics Covered:

- Role and responsibilities of a first aider
- Assessing an incident
- Managing an unresponsive casualty
- The respiratory system
- Wounds and bleeding
- Shock
- Dealing with minor injuries
- Dealing with other injuries.

Assessment and Certification:

- **E-Learning** - Delegates are required to complete E-Learning, which will be emailed to them. The E-Learning contains 6 modules comprised of interactive videos and short assessments at the end of each module. Delegates can only attend the On-SITE training once the E-Learning has been 100% completed.
- **On-Site training** - On-Site training is comprised of a theory test and practical first aid session and assessment. The theory test consists of multiple-choice questions. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.

Client Testimonial

“

Very informative course, The practicals and class interaction were very helpful.



UWA JACOB OKOCHA NWOKE

”



FIRST AID AT WORK TRAINING (FAW)



If your risk assessment indicates that full emergency protocols need to be covered, then our 3-Day First Aid at Work (FAW) course is the ideal solution for you.

Course Key Information:

- **Delivery Mode:** Face-to-Face ON-SITE
- **Duration:** 3 days
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 3 Award
- **Resources:** FREE First Aid Handbook
- **FREE Resits**
- **FREE Refresher:** after 2 years (optional)
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 14 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.



Topics Covered:

- Role and responsibilities of a first aider
- Assessing an incident
- Managing an unresponsive casualty
- The respiratory system
- Wounds and bleeding
- Shock
- Dealing with minor injuries
- Dealing with other injuries.

Assessment and Certification:

- **Theory** - On the last day of the course delegates will be assessed via a series of multiple-choice questions contained within theory question papers.
- **Practical Assessment** - The practical assessment is completed throughout the course delivery. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.

Client Testimonial

“

Straight forward and friendly environment.
I enjoyed the most doing the practical side of the course and learning
new things that could save someone's life.



LISA READING
Edgbaston Priory Club

”



EMERGENCY PAEDIATRIC FIRST AID TRAINING (EPFA)



Our Paediatric Emergency First Aid (EPFA) Course provides the ideal solution for pre-school or nursery staff, toddler group volunteers and childminders. It is also suitable for parents, relatives and foster carers.

With just ONE DAY spent in the training room, your staff will attain the knowledge and practical competencies required to deal with a range of paediatric first aid situations. We will work closely with you to ensure that your On-Site training is delivered on the most suitable day for you, at a great price and in the most beneficial way for you and your team.

Course Key Information:

- **Delivery Mode:** Face-to-face
- **Duration:** 6 hours
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 3 Award
- **Resources:** FREE Paediatric First Aid Handbook
- **FREE Resits**
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 16 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.

Topics Covered:

- Roles and responsibilities of the paediatric first-aider
- Assessing an emergency situation safely
- First aid for an infant and a child who are unresponsive
- First aid for an infant and a child who are choking
- First aid to an infant and a child with external bleeding
- First aid to an infant or a child who is suffering from shock
- First aid to an infant or a child with bites, stings and minor injuries

Assessment and Certification:

- **Theory** - All delegates will be assessed via a series of multiple-choice questions contained within theory question papers.
- **Practical Assessment** - The practical assessment is completed throughout the course delivery. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.



PAEDIATRIC FIRST AID TRAINING (PFA)



If your risk assessment indicates that full emergency protocols need to be covered, then our 3-Day First Aid at Work (FAW) course is the ideal solution for you.

Course Key Information:

- **Delivery Mode:** Face-to-Face ON-SITE
- **Duration:** 2 days
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 3 Award
- **Resources:** FREE Paediatric First Aid Handbook
- **FREE Resits**
- **FREE Refresher:** after 2 years (optional)
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 16 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.

Topics Covered:

- Roles and responsibilities of the paediatric first-aider
- Assessing an emergency situation safely
- Unresponsive and breathing normally
- Unresponsive and not breathing normally
- Foreign body airway obstruction
- External bleeding
- Shock
- Bites and stings
- Minor injuries
- Bones, joints and muscles
- Head, neck and back injuries
- Conditions affecting the eyes, ears and nose
- Acute medical conditions or sudden illnesses
- Extreme heat and cold
- Electric shock
- Burns and scalds
- Poisoning
- Anaphylaxis
- Records relating to illnesses, injuries and emergencies

Assessment and Certification:

- **Theory** - On the last day of the course delegates will be assessed via a series of multiple-choice questions contained within theory question papers.
- **Practical Assessment** - The practical assessment is completed throughout the course delivery. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.



Courses

FIRE SAFETY TRAINING

According to Section 2 Health and Safety at Work etc. Act 1974, every business in the UK must ensure so far as is reasonably practicable, the health, safety and welfare of all their employees at work.

Regulatory Reform (Fire Safety) Order 2005 states that if you are an employer the owner, the landlord, an occupier, anyone else with control of the premises (e.g. a facilities manager, building manager, managing agent or risk assessor) than you are known as the 'responsible person' for fire safety in business or other non-domestic premises.

The Fire Safety Order also applies if you have paying guests, e.g. if you run a bed and breakfast, guesthouse or let a self-catering property.

What are the responsibilities of 'responsible person'?

As the responsible person you must:

- carry out a fire risk assessment of the premises and review it regularly
- tell staff or their representatives about the risks you've identified
- put in place, and maintain, appropriate fire safety measures
- plan for an emergency
- provide staff information, fire safety instruction and training.

What is considered Non-domestic premises?

Non-domestic premises are:

- all workplaces and commercial premises
- all premises the public have access to
- the common areas of multi-occupied residential buildings.

Fire safety training

You need to train new staff when they start work and tell all employees about any new fire risks.

Penalties

A 'responsible person' could be fined or go to prison if they do not follow fire safety regulations.

Minor penalties can be up to **£5,000**. Major penalties can have unlimited fines and up to **2 years in prison**.



FIRE SAFETY FOR FIRE MARSHALS - LEVEL 2



Our Fire Safety for Fire Marshalls Course (Level 2 Award in Principles of Fire Safety) is specifically designed to enable any 'responsible persons' to comply with UK Health & Safety (First Aid) Regulations.

The course is aimed at Fire Marshals and Fire Wardens who are based in any non-domestic premises area where there is a potential risk of fire.

Course Key Information:

- **Delivery Mode:** Face-to-Face ON-SITE
- **Duration:** 7 hours
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 2 Award
- **Resources:** FREE Fire Safety Handbook
- **FREE Resits**
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 14 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.

Topics Covered:

- Causes of fire
- Common hazards
- Steps in a fire risk assessment
- Reducing the likelihood of fires
- Principle of fire safety
- Fire risks are controlled

Assessment and Certification:

- **Theory** - On the last day of the course delegates will be assessed via a series of multiple-choice questions contained within theory question papers.
- **Practical Assessment** - The practical assessment is completed throughout the course delivery. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.

Client Testimonial

“

Great learning experience and training to prepare me for a Marshall role at workplace. The course was informative and engaging and ease of understanding. Perfectly delivered and very interesting.



NICK ELLIOTT
USP STEELS
Operations Manager

”



PRINCIPLES OF FIRE SAFETY AWARENESS - LEVEL 1



Our Principles of Fire Safety Awareness (Level 1) Course is designed to support and enable any 'responsible persons' to comply with UK Health & Safety (First Aid) Regulations.

The course is aimed at all staff, particularly new starts in any workplace, where a basic understanding of fire safety is required.

Course Key Information:

- **Delivery Mode:** Face-to-Face ON-SITE
- **Duration:** 6 hours
- **Fun, dynamic and memorable training methods** to optimise learner recall, knowledge and confidence
- **Certificates:** Validity 3 years
- **Accreditation:** Highfield Level 2 Award
- **FREE Resits**
- **Group Size:** 8 - 12 people per trainer

Entry Requirements:

- Candidates must be 14 years and over
- Candidates must also have a minimum of Level 1 in English and show that they can communicate effectively.

Topics Covered:

- Principles of fire safety awareness
- Hazards and risk with fire in the workplace
- Controlling fire risks

Assessment and Certification:

- **Theory** - On the last day of the course delegates will be assessed via a series of multiple-choice questions contained within theory question papers.
- **Practical Assessment** - The practical assessment is completed throughout the course delivery. The practical assessment will be recorded.
- **Certification** - exam results will be made on the day. Certification normally takes 5 to 7 working days.

Client Testimonial

“

Great learning experience and training to be a fire Marshall.

The course was informative and engaging and ease of understanding.

Perfectly delivered and very interesting.



NICK ELLIOTT
USP STEELS
Operations Manager

”



Courses

E-LEARNING AND BITE SIZE SHORTCOURSES

Many businesses and individuals are keen to spend less time in the classroom and more time studying independently, at a time and in a place to suit them.

Training4employment offer a range of e-learning courses that can be worked through on almost any device (excluding mobile phones) - all you need is an internet connection. This means your workforce can study independently, without worrying about fitting their studies around their other commitments. It also allows them to study from wherever they want, giving them the freedom to choose the most conducive environment for their learning.

All the e-learning courses are written in line with the learning outcomes of some of the most popular qualifications in the UK. They make full use of interactive technology in order to ensure learners are fully prepared for assessment.

The content of E-learning courses are written by Highfield Qualifications leading subject matter experts, who have usually also been involved with developing the associated qualification.

Subject Areas available via E-learning

- Customer Service
- Fire Safety
- First Aid
- Health and Safety
- Food Safety
- Data Protection
- Warehousing and Storage



E-LEARNING COURSES



Manual Handling

- **Duration:** 30 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Safe lifting techniques The LITE stairway to safety Correcting lifting techniques

Lifting with more than one person



Asbestos Awareness

- **Duration:** 1- 2 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

What asbestos is Where it can be found Asbestos-related death

Health implications of asbestos exposure Working with asbestos

Preventing accidental asbestos exposure



Introduction to Working at Height

- **Duration:** 40 - 90 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Working at height Planning work at height Risk assessments

The work at height hierarchy of control Voids and holes

Safe systems for working at height Equipment for working at height

Rooftops and fragile surfaces Situational awareness



Health and Safety - Level 2

- **Duration:** 2 - 4 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Slips, trips and falls | Legal responsibilities | Risk assessment | Work equipment
Hazardous substances (COSHH) | Workplace health, safety and welfare
Fire | First aid | Manual handling



Health and Safety - Level 3 - ideal for supervisors and managers

- **Duration:** 6 - 9 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Introduction to health and safety | Accidents and injuries | Legal responsibilities
Risk assessment | Use equipment safely | Hazardous substances (COSHH)
Workplace health, safety and welfare | Fire safety | Ergonomics and manual handling
Measuring and monitoring performance | The role of line managers and supervisors



Principles of the Role of a Fire Marshal - Level 2

- **Duration:** 2-3 hours
- **Accreditation:** Highfield e-learning completion certificate
- **CPD:** Completion of this course entitles learners to 3 CPD points
- **Resources:** 12 months access to E-learning platform

Introduction to fire safety | The characteristics of fire | Fire safety legislation
Assessing and managing risk



An Awareness of Warehousing and Storage - Level 2

- **Duration:** 2-3 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Health and Safety at Work etc. Act 1974 and COSHH | First Aid | Manual handling
Workplace safety monitoring | Working relationships | Job descriptions
Organisational policies and procedures | Misunderstandings and difficulties
Food safety enforcement | Health and safety and security | Environmental factors
Legal requirements | Operating requirements | Personal protective equipment
Personal health and hygiene standards | Replenishment | Waste disposal



First Aid at Work

- **Duration:** 4 - 5 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Understanding the role and responsibilities of a first-aider	Assessing an incident
Managing an unresponsive casualty	Recognising and assisting a choke casualty
Managing a casualty – external bleeding and shock	Conducting a secondary survey
Managing a casualty – minor injury	
Administering first aid to a casualty with suspected chest injuries	
Administering first aid to a casualty with injuries to their bones	
Administering first aid to a casualty with head and spinal injuries	
Administering first aid to a casualty with burns or eye injuries	
Administering first aid to a casualty with sudden poisoning or anaphylaxis	
Administering first aid to a casualty with a major illness	



The First Aid e-learning course can replace 1 day of the 3-day Level 3 Award in First Aid at Work face-to-face course

Paediatric First Aid

- **Duration:** 6 - 8 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Role and responsibilities of a paediatric first-aider	Assessing an emergency situation
Providing first aid to an infant or child who is unresponsive, choking or has external bleeding	
Providing first aid to an infant or a child with a suspected bone fracture or dislocation; head, neck or back injury	
An infant or a child with a condition that affects the ears, eyes and nose; burns or scalds; an acute medical condition or sudden illness; a minor injury; shock	
An infant or a child experiencing the effects of extreme heat or cold	
An infant or child who has sustained an electric shock or been poisoned	
Providing first aid to an infant or child with anaphylaxis	



The Paediatric First Aid e-learning course forms part of the requirements needed for learners to achieve the Level 3 Award in Paediatric First Aid

Customer Service - Level 2

- **Duration:** 1-2 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform

Customer service principles	Customers' needs and expectations
Behaviour and interpersonal skills	Responding to problems or complaints



Food Safety - Level 1 - ideal for individuals working in a low-risk catering

- **Duration:** 2-3 hours
- **Accreditation:** Highfield e-learning completion certificate
- **CPD:** Completion of this course entitles learners to
- **5 CPD point**
- **Resources:** 12 months access to E-learning platform

Introduction to food safety | Food poisoning and its control | Microbiological hazards
Food pests and pest control | Contamination hazards and controls | Personal hygiene
Cleaning and disinfection | Safe handling and the storage of food



Food Safety - Level 2 - ideal for kitchen staff and food servers

- **Duration:** 4-6 hours
- **Accreditation:** Highfield e-learning completion certificate
- **CPD:** Completion of this course entitles learners to
- **3 CPD point**
- **Resources:** 12 months access to E-learning platform

Improve your food safety | Avoid food poisoning | Combat microbiological hazards
Control pests | Address personal hygiene | Handle cleaning and disinfection
Control contamination hazards | Safely handle and store food
Food safety management systems



Food Safety - Level 3 - designed for supervisors & managers

- **Duration:** 9-14 hours
- **Accreditation:** CPD and Highfield accredited
- **Resources:** 12 months access to E-learning platform

Improve your food safety | Avoid food poisoning | Combat microbiological hazards
Control pests | Address personal hygiene | Handle cleaning and disinfection
Control contamination hazards | Safely handle and store food
Food safety management systems | Utilise food premises and equipment
Understand supervisory management | Learn food safety legislation and enforcement



Food Safety Manufacturing - Level 2

- **Duration:** 4-6 hours
- **Accreditation:** CPD and Highfield accredited
- **Resources:** 12 months access to E-learning platform

Introduction to food safety | Combat microbiological hazards | Control pests
Control contamination hazards | Address personal hygiene | Prevent food poisoning
HACCP from delivery to service | Food premises and equipment
Handle cleaning and disinfection | Food Safety Enforcement



BITE SIZE SHORTCOURSES

Ideal for new starters mandatory training and CPD



General Data Protection Regulation (GDPR)

- **Duration:** 20 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Equality and Diversity

- **Duration:** 20 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Awareness of Lone Working

- **Duration:** 35 - 50 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Communication

- **Duration:** 35 - 50 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Managing Conflict

- **Duration:** 20 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Self-Awareness and Personal Development

- **Duration:** 20 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Stress Management

- **Duration:** 1 - 2 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Awareness of Mental Health and Wellbeing

- **Duration:** 1 - 2 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Introduction to Environmental Awareness

- **Duration:** 1 - 2 hours
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Awareness of Modern Slavery

- **Duration:** 30 - 60 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



Introduction to Fire Safety in the Workplace

- **Duration:** 20 - 40 minutes
- **Accreditation:** Highfield e-learning completion certificate
- **Resources:** 12 months access to E-learning platform



For a full list of online courses currently available, simply visit
www.training4employment.co.uk/e-learning



www.training4employment.co.uk



REQUEST QUOTE

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