



Island
training

Island Training

Part-time Courses

2010/2011

WORKING FOR EMPLOYERS

traindevelopsucceed

ISLAND TRAINING THE ISLE OF WIGHT COLLEGE
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college
THE ISLE OF WIGHT

LSIS
BEACON

TRAINING
QUALITY
STANDARD

ISLAND TRAINING

WORKING FOR EMPLOYERS

The specialist employer engagement training arm at The Isle of Wight College.

The most successful companies, regardless of size, have realised that one of the essential ingredients of their success is the performance of their workforce.

By introducing a culture of learning throughout the organisation, employees at all levels can not only refresh their skills but also update to the latest techniques and then apply these skills and techniques to improve their performance and perception of the whole business. The greater the number of employees doing this, the greater the effect and the more dynamic and competitive the business becomes.

Recent research has shown that businesses that train their employees are more likely to survive than those that don't!

We would be pleased to visit employers premises to discuss your training needs.

Island Training's part-time courses offer a wide range of training opportunities to help improve job prospects and learn new skills. Some courses are free, depending on circumstances.

Construction

- Abrasive Wheels
- CSCS
- Electrical
- Gas & Plumbing
- Lead Work
- Painting and Decorating
- Plastering
- Renewable Energy Technology
- Rain Water Harvesting and Grey Water Recycling
- Tiling
- Site Supervisor
- Working Safely at Heights

Health and Safety and First Aid

- Emergency First Aid at Work
- Fire Safety Awareness
- First Aid at Work
- First Aid for Child Carers
- First Aid Refresher
- Health & Safety Awareness
- IOSH Managing Safely
- Manual Handling Objects
- NEBOSH
- Risk Assessment

Health and Social Care

- Adult Protection (Safeguarding Vulnerable Adults)
- Medication - Safe Handling for Dementia
- Medication - Safe Handling for Managers
- Dementia Awareness for Carers
- Basic First Aid for Emergency Situations
- First Aid at Work for Day Managers & Night Seniors
- Infection Control
- Makaton Workshops
- Mandatory Training Refresher
- Manual Handling of People
- Train the Trainer - Manual Handling of People
- Nutrition & Healthy Eating in Residential Care

Hospitality, Leisure and Tourism

- Level 1 Award in Food Safety Awareness
- Level 2 Award in Food Safety in Catering
- Level 2 Award in Healthier Food and Special Diets
- Menu Planning for Care & Community Services
- Level 3 Award in Supervising Food Safety in Catering
- Level 3 Award in HACCP for Catering
- Level 2 Award for Personal Licence Holders
- Level 2 Award in Door Supervision
- Level 2 Award in Security Guarding
- Physical Intervention
- Conflict Management
- Event Planning & Risk Assessment
- Event Stewarding & Marshalling
- Level 2 Award in Stewarding - Spectator Events

IT for Business

- Introduction to Word 2007
- Intermediate Word 2007
- Advanced Word 2007
- Introduction to Excel 2007
- Intermediate Excel 2007
- Advanced Excel 2007
- Using Excel 2007 to Track Customers & Suppliers
- Analysing Sales Data using Excel 2007
- Designing Flyers and using Publisher
- Using Mail Merge

Visit Island Training, or call to enrol

Island Training has its own reception area located within The Isle of Wight College campus. We are open from **08:30 to 17:00** from Monday to Thursday and until **16:30** on Friday. We have experienced staff on hand to help with your enquiries. You can enrol on a course by calling our dedicated help line on **01983 550609** or email info@islandtraining.org

NVQs

What are NVQs?

National vocational qualifications (NVQs) are work-related, competence-based qualifications. They reflect the skills and knowledge needed to do a job effectively, and show that a candidate is competent in the area of work the NVQ framework represents.

NVQs are based on national occupational standards. These standards are statements of performance that describe what competent people in a particular occupation are expected to be able to do.

The duration of an NVQ programme is flexible and an appropriate duration will be set in agreement with the candidate and the assessor. They can be taken by full-time employees or by school and college students with a work placement or part-time job that enables them to develop the appropriate skills. There are no age limits and no special entry requirements.

Island Training offers a wide range of NVQ training opportunities. Our Assessors will help you through your NVQ from start to finish ensuring you have all the skills needed to complete the work.

Funding may be available to help with the cost of NVQ qualifications. Please call Omar on 01983 535202 to discuss your eligibility.

Island Training can offer NVQ courses in the following areas:

Aeronautical Engineering (Level 2 and 3)
Brickwork (Level 2 and 3)
Business Administration ((Level 2 and 3)
Business Improvement Techniques
Care (Level 2 and 3)
Child Care (Level 2 and 3)
Customer Service (Level 2 and 3)
Electrics and Electronics (Level 2 and 3)
Engineering Maintenance (Level 2 and 3)
Engineering and Technical Services (Level 2 and 3)
Electrical (Level 3)
Gas (Level 2 and 3)
Hairdressing (Level 2 and 3)
Horticulture (Level 2)
Hospitality (Level 2 and 3)
Industrial Applications (Level 2)
Information Technology Qualification (Level 2)
Marine Engineering (Level 2 and 3)
Materials Processing and Finishing (Level 2 and 3)
Mechanical Engineering (Level 2 and 3)
Motor Vehicle Maintenance & Repair (Level 2 & 3)
Team Leading and Management (Level 2 & 3)
Painting and Decorating (Level 2)
Performing Engineering Operations (Level 2)
Plumbing (Level 2 and 3)
Warehousing and Storage (Level 2 and 3)
Wood Trades (Level 2 and 3)



Employers

Apprenticeships are a proven way to train your work force and address skills gaps. Call Omar on 01983 535202 to learn how taking on an apprentice can help your business.

Apprentices work alongside experienced staff in companies to gain skills specific to the job. They receive on the job training whilst working towards a nationally recognised qualification; and anyone aged over 16 who is living in England and is not in full time education can apply to become an apprentice. Apprentices are employees of their organisations, and they earn a minimum salary of £95 per week; yet many earn considerably more.

Learners are employed full time and are assessed in the workplace as well as studying at the college on a day release. Apprenticeships can vary in length from 1 year to 3 years depending on the sector and can be undertaken by learners aged 16 and over.

Island Training can offer apprenticeships in the following areas:

Aeronautical Engineering Apprenticeship
Carpentry and Joinery
Business Administration
Child Care
Customer Service
Electronic and Electrical Engineering
Electrical
Engineering Maintenance
Fabrication and Welding
Hairdressing
Health and Social Care
Horticulture
Hospitality and Catering
Marine Engineering
Motor Vehicle
Painting and Decorating
Performing Engineering Operations
Plumbing



All apprentice vacancies can be viewed at www.apprenticeships.org.uk for more information on apprenticeships through Island Training call our helpline on **01983 535202**

Construction



Electrical

City & Guilds 2382-10 17th Edition: Requirements for Electrical Installations (BS7671)
4 weeks (Tues) 09:00-17:00 08-Mar-11 £345

City & Guilds 2382-20 17th Edition: Requirements for Electrical Installations (BS7671)
2 weeks (Tues) 09:00-14:00 10-May-11 £175

City & Guilds 2392-10 Fundamental Inspection, Testing & Initial Verification
Times and dates to be confirmed £425

City & Guilds 2391-10 Inspection, Testing & Certification of Electrical Installation
13 weeks (Fri) 14:30-17:00 £445

City & Guilds 2377-10 Inspection & Testing of Electrical Equipment
8 weeks (Wed) 18:00-20:00 02-Feb-11 £225

Portable Appliance Testing (IW College Certificate)
2 days (Mon & Tues) 09:00-14:00 21-Feb-11 £99

Gas and Plumbing

Domestic Gas Safety - CITB - Various courses available:
CCN1, CEN1, WAT1, HTR1, CKR1, MET1, CPA1
Please call for details: **01983 535208**

CITB Intermediate Gas Certificate
(Must already working in the industry)
14 weeks (98 hrs) 08:00-16:30 April 2011 £1,450

LPG Conversion - CITB
(Must already hold Natural Gas CCN1)
2 days 09:00-17:00 28-Feb-11 £445

Unvented Hot Water (CITB)
2 days 09:00-17:00 16-May-11 £295

Solar Domestic Hot Water Heating (BPEC)
Installers must hold Level 3 plumbing qualification & UHW
2 days 09:00-17:00 24-Jan-11 £295

Rainwater Harvesting Systems (BPEC)
2 days 09:00-17:00 07-Feb-11 £295

Renewable Energy Technologies Awareness (BPEC)
2 days 09:00-17:00 04-Jul-11 £195

Water Regulations (BPEC)
1 day 09:00-17:00 11-Jul-11 £150

City & Guilds 6084 Energy Efficiency - Domestic Heating
1 day 09:00-17:00 12-Jul-11 £140

Lead Work Skills (LSA)
10 weeks (30 hrs) 18:00-21:00 28-Apr-11 £455

Trade Skills Workshops

Introduction to Plastering (IW College Certificate)
1 day 09:00-16:30 Dates to be confirmed £95

Introduction to Wall Tiling (IW College Certificate)
1 day 09:00-16:30 Dates to be confirmed £155

Basic Painting & Decorating Techniques (IW College Certificate)
2 days 09:00-16:30 Dates to be confirmed £175

Construction related Health & Safety

Working Safely at Heights (IW College Certificate)
1 day 09:30-16:30 11-Apr-11 £95

Asbestos Awareness
1/2 day 09:00-13:00 Dates to be confirmed £75

Abrasive Wheels (IW College Certificate)
1 day 09:30-16:30 Dates to be confirmed £95

Site Supervisor Safety Training Scheme
CITB Construction Skills
2 days 09:00-17:00 Dates to be confirmed £295

Site Managers Safety Training Scheme
CITB Construction Skills
5 days 09:00-17:00 Dates to be confirmed £695

Health & Safety Awareness in Construction (Including CSCS Test)
1/2 day 09:00-12:30 (+ 1 hr test) Dates TBC £65

CSCS (Construction Skills Certification Scheme)
TEST ONLY 1 hour Various Dates £25

ECS Health & Safety
TEST ONLY Dates to be confirmed Contact ECA for
Details **01325 487829** or www.ecstesting.co.uk

To book a place or for more information on Construction courses please contact Nicola Ward on 01983 535208 or email info@islandtraining.org

Health & Safety and First Aid



Health & Safety

Health & Safety Awareness (IW College)
1/2 day 09:00-13:00 09-Feb & 12-Apr-11 £40

Risk Assessment (IW College)
1/2 day 09:00-13:00 04-Feb-11 £40

Fire Safety Awareness (IW College)
1/2 day 09:00-13:00 07-Mar-11 £40

IOSH Managing Safety 4 days over 4 weeks 09:00-16:30 Dates TBC	£475	Emergency First Aid at Work for Care Homes 1 day 09:30-16:30 09-Feb-11	£38
NEBOSH National General Certificate in Occupational Safety & Health 2 full weeks (+2 days exams) 09:00-17:00 Dates TBC	£1,450	Basic First Aid for Emergency Situations 1/2 day 09:00-13:00 07-Dec-10, 10-Feb & 16-Mar-11	£25

First Aid

First Aid at Work HSE Approved Course 3 days over 3 weeks 09:30-16:30 07,14 & 21-Feb-11 and 01, 08 & 15-Apr-11	£175	First Aid at Work for Day Managers & Night Seniors 3 days 09:30-16:30 01, 08, 15-Feb-11	£110
Emergency First Aid at Work HSE Approved Course 1 day 09:30-16:30 05-Jan, 23-Feb-11, 10-Mar-11 and 18-Apr-11	£65	Fist Aid at Work - Requalification 2 days 09:30-16:30 11,12-Jan-11	£75
First Aid at Work Refresher HSE Approved Course 2 days 09:30-16:30 02, 03-Feb-11	£120	Food Safety in Catering Level 2 1 day 09:00-17:00 18-Jan-11, 03-Feb & 24-Feb-11 **Special Price normally £49	**£39
First Aid for Child Carers (IW College) 2 days 09:30-16:30 24, 25-Feb-11	£99	Infection Control 1/2 day 09:30-12:30 Please enquire for dates	£30
		Makaton Beginners Workshop Part 1 1 day 09:30-16:00 04-Mar-11	£45
		Makaton Beginners Workshop Part 2 1 day 09:30-16:00 06-May-11	£60

All Health & Safety courses can be delivered on site at your premises.

To book a place on a Health & Safety or First Aid course
Please contact Naomi Arnold on **01983 550683** or
email info@islandtraining.org

Health and Social Care



Administration of Medicines 1/2 day 09:30-12:30 27-Jan & 17-Mar-11	£20	For more details or to book a place on any Health & Social Care Course please call 01983 550609 or email info@islandtraining.org	
Medication - Safe Handling of Medicines for Dementia 1/2 day 09:30-12:30 12-Jan-11	£30		
Medication - Safe Handling of Medicines for Managers 1/2 day 09:30-12:30 19-Jan-11	£30		
Adult Protection (Safeguarding Vulnerable Adults) 1 day 09:30-15:30 Please enquire for dates	£42		
Safeguarding Adults - Altermers' Training 1 day 09:30-16:30 02-Mar-11	£45		
Dementia Awareness for Carers 1 day 09:30-15:30 Please enquire for dates	£42		
		Manual Handling of People (Moving & Positioning) 1 day 09:30-16:30 16-Mar-11	£90
		Train the Trainer - Manual Handling for Carers 2 days 09:30-16:30 03, 04-Feb-11	£250
		Nutrition & Healthy Eating in Residential Care 1/2 day 09:30-12:30 26-Jan-11	£22
		Risk Assessment (Health & Social Care) 1/2 day 09:00-13:00 13-Jan & 17-Mar-11	£25

Employers

Health and Social Care courses can also be delivered on site at your Care or Nursing Home or at a location near you at times and dates to suit you and your staff.

For information contact Susan Bradley on 01983 550825 or email susan.bradley@iwcollege.ac.uk

Hospitality, Leisure & Tourism



Food Safety and Special Diets

Level 1 Award in Food Safety Awareness CIEH
1 day 09:00-13:30 14-Feb & 06-Jun £37

Level 2 Award in Food Safety in Catering CIEH - Refresher
1/2 day 09:00-13:30 16-Feb, 16-Mar, 11-Apr, 16-May, 15-Jun, & 11-Jul £37

Level 2 Award in Food Safety in Catering CIEH
1 day 09:00-17:00 **18-Jan, 03-Feb, 24-Feb**, 10-Mar, 21-Mar-05-Apr, 18-Apr, 12-May, 23-May-11, 07-Jun, 21-Jun 07-Jul & 25-Jul £49

Level 2 Award in Healthier Food & Special Diets CIEH
1 day 09:00-17:00 Dates to be advised £55

Menu Planning for Care & Community Services
NACC Nutritional Standards (IW College Certificate)
1 day 09:00-17:00 Dates to be advised £49

Level 3 Award in Supervising Food Safety in Catering CIEH
3 days 09:00-17:00 **28-Feb, 07-Mar & 14-Mar** £199

Level 3 Award in HACCP for Catering CIEH
3 days Dates and times to be advised £199

BIAA, SIA and Events

Level 2 Award for Personal Licence Holders BII
2 days 09:00-17:00 **20, 27-Jan**, 03, 10-Mar, 07, 14-Apr, 09, 16-Jun and 07, 14-Jul £155

Level 2 Award in Door Supervision BII/SIA
4 days 09:17:00 **11, 12, 13, 14-Jan, 15, 16, 17, 18-Feb** 22, 23, 24, 25-Mar, 18, 19, 20, 21-Apr and 17, 18, 19, 20-May £175

Level 2 Award in Security Guarding BII/SIA
4 days 09:17:00 25, 26, 27, 28-Jan-11 01, 02, 03, 04-Mar and 03, 04, 05, 06-May £175

Physical Intervention BII/SIA **
1 day 09:00-17:00 07-Feb £75

Conflict Management BII
1 day 09:00-17:00 Dates to be confirmed £65

Event Planning & Risk Assessment (IW College Certificate)
1 day 09:00-16:00 Dates to be confirmed £65

Event Stewarding & Marshalling (IW College Certificate)
1 day 09:00-16:00 Dates to be confirmed £65

Level 2 Award in understanding Stewarding at Spectator Events NCFE
Various times and dates - call for details TBC

HOSPITALITY NEW YEAR SPECIAL PRICES APPLICABLE TO DATES SHOWN IN RED - CALL Malcolm Alder-Smith on 01983 550824 for details or email malcolm.alder-smith@iwcollege.ac.uk

****Physical Intervention** - Only available to learners who have successfully completed the BII/SIA Level 2 Award in Security Guarding or those who have passed their Level 2 Certificate for Door Supervisors.

For more details or to book a place on any of the Hospitality, Leisure & Tourism courses call 01985 550609 or email info@islandtraining.org

IT for Business

Providing IT Training for your employees will help your business to remain efficient and competitive. Island Training's IT courses are suitable for all skills levels from beginners to more advanced users. We can offer bespoke, in-house training. Call Susan Bradley on 01983 550825 for details.



Introduction to Word 2007
1/2 day 09:30-12:30 07-Mar-11 £35

Intermediate Word 2007
1 day 09:30-16:30 15-Nov-10 & 09-May-11 £70

Advanced Word 2007
1 day 09:30-16:00 06-Dec-10 & 20-Jun-11 £70

Introduction to Excel 2007
1/2 day 09:30-12:30 21-Mar-11 £35

Intermediate Excel 2007
1 day 09:30-16:00 29-Nov-10 & 23-May-11 £70

Advanced Excel 2007
1 day 09:30-16:00 24-Jan & 27-Jun-11 £70

Using Excel 2007 to Track Customers & Suppliers

1/2 day 09:30-12:30 10-Jan & 04-Jul-11

£40

Analysing Sales Data using Excel 2007

1/2 day 09:30-12:30 07-Feb & 18-Jul-11

£40

Designing Flyers using Publisher 2007

1/2 day 09:30-12:30 28-Feb-11

£40

Communicating with Customers - Designing forms, documents and getting information

1/2 day 09:30-12:30 04-Apr-11

£40

Using Mail Merge to contact customers

1/2 day 09:30-12:30 06-Jun-11

£40

For further information or to book a place on any of the IT courses please contact Marilyn Arnold on 01983 550825 or email info@islandtraining.com

Skills for Life-Adult Literacy and Numeracy
Support to improve your English/and or Maths from entry level to Level 2. Enrolment at anytime during the year call Richard Wallis on 01983 550680

Employers

If you can't find what you are looking for in this brochure please call! We have a team of dedicated experts on hand to advise you. Island Training can deliver bespoke training for your organisation. Training can be on site at your premises to reduce time out for your employees.

Call our helpline on 01983 550609 or email

info@islandtraining.com

Job Seekers

You may be entitled to study for free or at a reduced cost if you have been referred to Island Training through your local Job Centre Plus. Please contact us to find out if you are eligible for free training.

Contact Naomi on **01983 550683** for information.

ISLE OF WIGHT COLLEGE EQUALITY AND DIVERSITY POLICY

The college is committed to an Equality and Diversity policy that is intended to be an integral part of College life. The aim is to create an environment in which people treat each other with mutual respect, regardless of ethnicity, skin colour, gender, marital/civil partnership status, faith & belief, disability, sexual orientation and age.

DISABILITY POLICY

The college is committed to ensuring that disabled people including those with learning difficulties are treated fairly. If you are a disabled person, please let us know what you need so that we can make all reasonable adjustments to help you succeed.

The Isle of Wight College is a Blue Badge friendly site.



Course information. The information contained within this document is correct at the time of publication, although may be subject to change. Island Training reserves the right to modify or alter any of the courses advertised without prior notice.

www.islandtraining.org