



Island  
training

# Island Training Part-time Courses Winter 2011/12

WORKING FOR EMPLOYERS

traindevelopsucceed

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

LSIS  
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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
- Scaffolding
- Site Supervisor
- Tiling
- 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

## 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 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

## IT for Business

- Introduction to Word 2010
- Intermediate Word 2010
- Advanced Word 2010
- Introduction to Excel 2010
- Intermediate Excel 2010
- Advanced Excel 2010
- Outlook 2010

## Management Courses

- Workshops for Business
- Sage 50 Accounts
- Institute of Leadership & Management (ILM)
- Chartered Institute of Management (CMI)
- QCF Qualifications (Formerly NVQs)
- University of Portsmouth Foundation Degree in Business and Management

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](mailto:info@islandtraining.org)

# Work based Qualifications

Work based qualifications (formerly 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 their chosen area of work.

Qualifications 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.

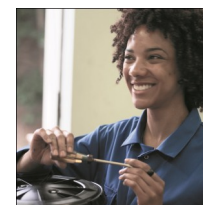
Work based learning programmes are flexible and an appropriate duration will be set in agreement with the candidate and the assessor. They can be taken by full-time employees or by school and college students with a work placement or part-time job that enables them to develop the appropriate skills.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

Island Training offers a wide range of work based training opportunities. Our Assessors will help you through your course 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 vocational qualifications. Please call Omar on 01983 535202 to discuss your eligibility.**

**Island Training can offer work based 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)**  
**Level 2 Supporting Teaching & Learning in Schools**  
**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. Apprenticeships are open to new or existing employees of any age.

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**  
**Accounting**  
**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**  
**IT**  
**Marine Engineering**  
**Motor Vehicle**  
**Painting and Decorating**  
**Performing Engineering Operations**  
**Plumbing**



All apprentice vacancies can be viewed at [www.apprenticeships.org.uk](http://www.apprenticeships.org.uk) for more information on apprenticeships through Island Training call our helpline on **01983 535202**

# Construction



## Electrical

City & Guilds 2382-12 17th Edition: Requirements for Electrical Installations (BS7671)  
4 weeks (Tues) 09:00-17:00 21-Feb-12 £365

City & Guilds 2394-01 Initial Verification & Certification of Electrical Installations  
(28 weeks) Dates to be confirmed £365

City & Guilds 2395-01 Periodic Inspection, Testing & Certification of Electrical Installations  
(13 weeks) Wed 18:00 - 20:00 01-Feb-12 £450

City & Guilds 2377-22 Inspection & Testing of Electrical Equipment  
2 days 09:00 -16:30 13-Feb-12 £215

Portable Appliance Testing (IW College Certificate)  
2 days 09:00-16:30 13-Feb-12 £149

## Gas and Plumbing

Domestic Gas Safety - CITB - Various courses available:  
**CCN1, CENWAT1,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 20-Apr-12 £1,450

LPG Conversion - CITB  
(Must already hold Natural Gas CCN1)  
2 days 09:00-17:00 16-Jan-12 £445

Unvented Hot Water (CITB)  
2 days 09:00-17:00 12-Mar-12 £295

Solar Domestic Hot Water Heating (BPEC)  
Installers must hold Level 3 plumbing qualification & UHW  
2 days 09:00-17:00 19-Mar-12 £295

Rainwater Harvesting Systems (BPEC)  
2 days 09:00-17:00 25-Jun-12 £295

Renewable Energy Technologies Awareness (BPEC)  
2 days 09:00-17:00 14-May-12 £195

Air Source Heat Pumps (BPEC) **Subsidised rates available**  
2 days 09:00-17:00 05-Dec-12 £295

Biomass Solid Fuels (BPEC) **Special Subsidised rate**  
4 days 09:00-17:00 12,13,19,20-Dec-11 £150

Water Regulations (BPEC)  
1 day 09:00-17:00 Summer 2012 £150

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

Electrics for Plumbers (BPEC)  
3 days 09:00-17:00 09-Jan-12 £395

## Trade Skills Workshops

Introduction to Plastering (IW College Certificate)  
1 day 09:00-16:30 Spring 12 £95

Introduction to Wall Tiling (IW College Certificate)  
1 day 09:00-16:30 Spring 12 £155

## Construction related Health & Safety

Working Safely at Heights (IW College Certificate)  
1/2 day 09:30-13:00 31-Jan-12 £40

Asbestos Awareness (RSPH)  
1/2 day 09:00-13:00 16-Jan-12 £65

Abrasive Wheels (IW College Certificate)  
1 day 09:30-16:30 9-Jan-12 £75

Site Supervisor Safety Training Scheme  
CITB Construction Skills  
2 days 09:00-17:00 Spring 12 £295

Site Managers Safety Training Scheme  
CITB Construction Skills  
5 days 09:00-17:00 Autumn 12 £695

Health & Safety Awareness in Construction  
(Including CSCS Test)  
1/2 day 09:00-12:30 (+ 1 hr test) Call for details £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](http://www.ecstesting.co.uk)

PASMA Scaffold Tower Standard Course  
1 day 09:00-16:00 09-Dec-11 £150

Scaffold Inspection Training Scheme CISRS  
2 days 09:00-17:00 Spring 2012 £350

**To book a place or for more information on Construction courses please contact Nicola Ward on 01983 535208 or email [info@islandtraining.org](mailto:info@islandtraining.org)**

## Health & Safety and First Aid Health & Safety

Level 2 Award in Health & Safety Awareness in The Workplace CIEH  
1 day 09:00-16:30 20-Feb-12, 14-May-12 £75

Level 2 Award in Risk Assessment CIEH  
1 day 09:00-16:30 13-Feb-12, 21-May-12 £75

Level 2 Award in Principles of Manual Handling CIEH  
1/2 day 09:00-13:00 23-Feb-12, 24-May,12 £49

Level 2 Award in the Principles of COSHH—CIEH  
1/2 day 09:00-13:00 4-April-12 £49

Level 1 Award in Fire Safety Awareness CIEH  
1/2 day 09:30-13:00 Call for details

COSHH—Level 2 Award (CIEH)  
1/2 day 17-Jan-12 & 13-Mar-12 **£15\***

### IOSH Managing Safely

4 days over 4 weeks 09:00-16:30  
Starting 1-Feb-12 **£425**

Emergency First Aid at Work  
1 day 09:30-16:30 20-Feb-12, 28-Mar-12 **£30\***

### NEBOSH

National General Certificate in Occupational Safety & Health  
2 full weeks (+2 days exams) 09:00-17:00  
Week 1, 25 to 29 -June, Week 2, 16 to 20 -July-12  
Exam date TBA

Basic First Aid for Emergency Situations  
1/2 day 09:00-13:00 18-Jan-12 **£15\***

**Island Training is the only provider of NEBOSH training  
on the Isle of Wight**

First Aid at Work for Day Managers & Night Seniors  
3 days 09:30-16:30 31-Jan-12 & 7-Feb-12 **£80\***

### First Aid

First Aid at Work HSE Approved Course  
3 days over 3 weeks 09:30-16:30  
11 & 01,8, &15th Dec-11, 12,19 & 16-Jan-12 **£215**

First Aid at Work Requalification  
2 days 09:30-16:30 5 & 6 Mar-12 **£55\***

Emergency First Aid at Work HSE Approved Course  
1 day 09:30-16:30 11-Jan-12, 22-Feb-12 **£85**

Dementia Awareness for Carers  
1 day 09:30-15:30 Please enquire **£42**

First Aid at Work Refresher HSE Approved Course  
2 days 09:30-16:30 8 & 9-Feb-12 **£145**

Makaton Beginners Workshop Part 1 (Units 1 & 2)  
1 day 09:30-16:00 7-Oct-11 **£30\***

First Aid for Child Carers (IW College)  
2 days 09:30-16:30 2 & 3-May-12 **£125**

Makaton Beginners Workshop Part 2 (units 3 & 4)  
1 day 09:30-16:00 Call for details **£80**

Basic First Aid for Sport  
1 Evening 18:00 - 21:00 February 2012 **£75**

Manual Handling of People (Moving & Positioning)  
1 day 09:30-16:30 Call for details **£90**

Mental Health Awareness  
1/2 day 09:30-16:30 3-Feb-12 **£15\***

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

Mental Health Workshop  
1 day 09:30-16:30 2-Feb-12 **£30\***

To book a place on a Health & Safety or First Aid course  
Please contact Naomi Arnold on **01983 535202** or  
email [info@islandtraining.org](mailto:info@islandtraining.org)

Nutrition & Health Eating in Residential Care  
1/2 day 09:30-12:30 14-Dec-11 **£15\***

## Health and Social Care



**Courses marked with \* are sponsored by the Isle of Wight  
Council and are available for the Care sector only.**

Administration of Medicines  
1/2 day 09:30-12:30 24-Jan-12 **£15\***

Personal Care  
1/2 day 09:30-12:30 24-Feb-12 **£15\***

Medication - Safe Handling of Medicines for Managers  
1/2 day 09:30-12:30 Call for details **£30**

Train the Trainer - Manual Handling for Carers  
2 days 09:30-16:30 1 & 2 Mar-12 **£250**

Adult Protection (Safeguarding Vulnerable Adults)  
1 day 09:30-15:30 Call for details **£42**

Also available - (Grants maybe available subject to criteria)  
**QCF Level 2 and Level 3 in Health & Social Care**  
**QCF Level 5 Diploma**  
**Certificate in Community Mental Health Work Level 2**  
**Certificate in Community Mental Health Care Level 3**

**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 on all Health & Social Care courses, or to discuss  
courses not currently shown contact Marilyn Arnold on  
01983 550825 or  
email [marilyn.arnold@iwcollege.ac.uk](mailto:marilyn.arnold@iwcollege.ac.uk)**

# Hospitality, Leisure & Tourism



## Food Safety and Special Diets

Level 2 Award in Food Safety in Catering CIEH  
1 day 09:00-17:00 17, 23-Jan, 6, 20, 23 Feb,  
8, 19 Mar-12 **Save £10 with Special New Year Cost Saver £43**

Level 3 Supervising Food Safety in Catering CIEH  
3 days 27 Feb & 5, 12-Mar12  
**Usually £225... Special New Year Cost Saver £185**

Food Focus - Care & Community Healthier Food &  
Menu Planning NACC Nutritional Standards  
1 day 09:00-17:00 Call for details  
(College Certificate) £49

### Apprenticeship NVQ Diplomas

Diploma in Professional Cookery Level 2 and Level 3  
Diploma in Food & Beverage Service Level 2  
Diploma in Front of House Reception Level 2  
Diploma in Business Administration Level 2  
Diploma in Hospitality Supervision and Leadership Level 3

For more details or to book a place on any of the Hospitality,  
Leisure & Tourism courses call 01983 550609 or  
email [info@islandtraining.org](mailto:info@islandtraining.org)

## BIAA, SIA and Events

Level 2 Award for Personal Licence Holders BII  
2 days 19 & 26-Jan, 1 & 8-Mar-12  
**Usually £175...Special New Year Cost Saver £145**

Level 2 Award in Door Supervision BII/SIA  
4 days 09:00-17:00 17,20-Jan, 20,23-Mar-12  
**Usually £245...Special New Year Cost Saver £205**

Level 2 Award in Security Guarding BII/SIA  
4 days 09:00-17:00 Call for details £245

Contact Naomi Arnold on 01983 535202  
email [info@islandtraining.org](mailto:info@islandtraining.org)

# cookery school

AT THE ISLE OF WIGHT COLLEGE

Our new cookery school offers you the opportunity to learn to cook from scratch, or improve your current level of cookery skills. Whether you are a complete novice or want to take your skills up to a higher level, we think that you will find a course to meet your area of interest.

For course details visit

<http://cookeryschool.iwcollege.ac.uk>, or email

[cookeryschool@iwcollege.ac.uk](mailto:cookeryschool@iwcollege.ac.uk) or contact

Marilyn Arnold on **01983 550825**



Island Training works in partnership with UKSA (United Kingdom Sailing Academy) to deliver training for those wishing to work as professional crew on yachts and superyachts. We specialise in delivering a six day Essential Marine Cookery module, which includes the CIEH Level 2 Award in Food Safety.

UKSA's Marine Hospitality Course includes the following four modules:

### Essential Marine Hospitality

#### Practical Sailing

#### Core Skills

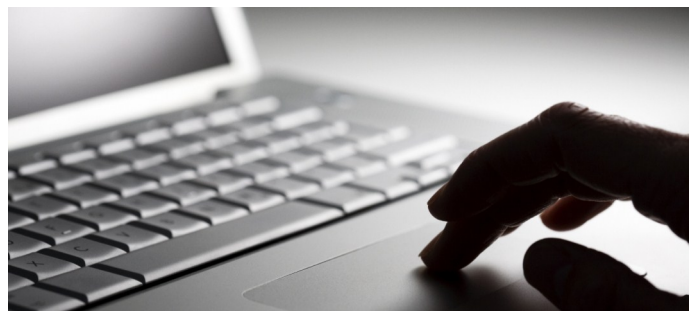
RYA Short Range Radio  
RYA Powerboat Level 2  
STCW95, comprising of the following modules  
MCA Personal Safety and Social Responsibility  
MCA Personal Survival  
MCA Elementary First Aid  
MCA Basic Fire fighting and Fire Prevention

### Essential Marine Cookery - Course dates

24 - 29 Jan 2012,  
31 Jan - 5 Feb 2012  
28 Feb - 4 Mar 2012  
6 - 11 Mar 2012  
31 July - 5 Aug 2012  
Times Vary, course costs for 2011 £750  
Essential Marine Cookery can be booked as an individual module.

**For further information contact the UKSA Course Advisory team on 01983 203038**

## 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. Contact Marilyn Arnold on 01983 550825 for details.**

Introduction to Word 2010  
1/2 day 09:30-12:30 Call for details £40

Intermediate Word 2010  
1 day 09:30-16:00 Call for details £75

Advanced Word 2010  
1 day 09:30-16:00 Call for details £75

|  |      |
|--|------|
| Introduction to Excel 2010<br>1/2 day 09:30-12:30 Call for details                   | £40  |
| Intermediate Excel 2010<br>1 day 09:30-16:00 Call for details                        | £75  |
| Advanced Excel 2010<br>1 day 09:30-16:00 Call for details                            | £75  |
| Using the full potential of Outlook 2010<br>1/2 day 09:30-12:30 Call for details     | £40  |
| Sage Accounts 50 Intermediate<br>21-Feb-12 to 27-Mar-12<br>Tuesdays 18:00 - 20:30    | £180 |
| Sage Accounts 50 Advanced<br>21-Feb-12 to 27-Mar-12 Tuesdays 18:00 - 20:30           | £180 |
| 1 day workshops for business<br>Microsoft 2010 and Sage Accounts<br>Call for details | £99  |

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.org](mailto:info@islandtraining.org)

## Management Courses

|   |     |
|---|-----|
| Customer Service for Business Success<br>1 day workshop 9-Feb-12 09:30 - 16:30  | £99 |
| Implementing Change<br>1 day workshop Call for dates  | £99 |
| Managing Staff Performance - using appraisals, coaching, Capability and discipline to enhance performance in the workplace. 1 day workshop 2-Feb-12 | £99 |
| Managing Everyday Pressure at Work<br>1 day workshop 26-Jan-12 09:30 - 16:30  | £99 |
| Time Management & Personal Effectiveness<br>1 day workshop 23-Mar-12 09:30 - 16:30  | £99 |
| Retirement Planning<br>1 day workshop 22-May-12 09:30 - 16:00   | £99 |
| Selling & Negotiating Techniques<br>1 day workshop 1-Mar-12 09:30 - 16:30   | £99 |
| Winning Contracts<br>1 day workshop 8-Mar-12 09:30 - 16:30  | £99 |
| Writing Effective Business English<br>1 day workshop 8-Dec-11 & 15-Mar-12 09:30 - 16:30   | £99 |

## Chartered Institute of Management (CMI)

|  |       |
|--|-------|
| Diploma in First Line Management Level 3<br>1 year course starting late September 2011         | £1100 |
| Award in First Line Management Level 3<br>8 - 10 week course starting 24-Jan-12 17:00 to 21:00 | £275  |
| Award in Management & Leadership Level 5<br>10 weeks Call for start dates                      | £275  |
| Certificate in Management & Leadership Level 5<br>10 weeks starting January 2012               | £275  |

## University of Portsmouth

|  |      |
|--|------|
| Foundation Degree in Business Management<br>3 year course starting September 2011 Call for information | £180 |
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### Courses can be custom built to suit your company and style of business.

For more information on IT or Management courses please contact Marilyn Arnold on 01983 550825 or email [marilyn.arnold@iwcollege.ac.uk](mailto:marilyn.arnold@iwcollege.ac.uk)

**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 contact Richard Wallis on 01983 550680**

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 Cath on **01983 550709** for information.

Island Training is part of The Isle of Wight College and enjoys a friendly and open campus with excellent on-site facilities, easy parking and options for child care if required. Island Training is located in E Block on the IW College Campus.



#### 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.

**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](http://www.islandtraining.org)