

From: wbhalert
To: wbhalert
Date: 05 February 2009 15:10:42
Subject: Training Course 2009/10

Dear Business

Did you know that the law now requires all food handlers to be supervised, trained and instructed in food hygiene to a level appropriate for their work. And that all employees must receive instruction, information and training to ensure their health and safety at work. Wealden wants to help you to comply with the law. Please find attached a questionnaire which seeks your views on the training courses that the Council offer and deliver to local businesses. If you answer the questions and return it to us, you could win a free place on one of our Level 2 courses of your choice. All comments you make will be treated in the strictest confidence. Your opinions help us to review and update the courses we offer so that we offer local businesses what they want. Also attached is a copy of the 2009/10 training programme. Obviously depending on the feedback we receive from the Questionnaire additional courses maybe offered. For Wealden based small businesses, we are also offering a large discount on prices.

I look forward to receiving your views
Yours Faithfully
Sophie Hepworth Health Development Specialist

1. What is the name and contact details for your business?

Name:-.....

Company Name:-.....

Address:-.....

.....Post Code.....

Tel No.:-.....Email:-.....

2. Who has responsibility in your company for training?

Name:-.....Tel No.:-.....

3. How many people work in your business?

Please insert number

4. We currently deliver a range of courses at Wealden. We are keen to offer the courses that meet the needs of your business. Please tick courses you may be interested in attending/supporting:-

Courses **presently** offered at Wealden:- (Please tick all that you may be interested in attending/supporting)

Food Hygiene Awareness (Wealden Certificate)	<input type="checkbox"/>
CIEH Level 2 Award in Food Safety in Catering	<input type="checkbox"/>
CIEH Level 3 Award in Supervising Food Safety in Catering	<input type="checkbox"/>
CIEH Level 2 Award in Nutrition (including special diets)	<input type="checkbox"/>
CIEH Level 2 Award in Health and Safety	<input type="checkbox"/>
CIEH Level 3 Award in Health and Safety for Supervisors	<input type="checkbox"/>
CIEH Professional Trainers Certificate	<input type="checkbox"/>

Courses that **may** be offered by Wealden in the future if demand allows:-

CIEH Level 2 Award in Manual Handling	<input type="checkbox"/>
CIEH Level 2 Award in Stress Awareness	<input type="checkbox"/>
CIEH Level 2 Award in Conflict Resolution and Personal Safety	<input type="checkbox"/>
CIEH Level 2 Award in Health and Social Care	<input type="checkbox"/>
CIEH Level 2 Award in Environmental Awareness	<input type="checkbox"/>
CIEH Level 3 Award in Health and Safety (3 day course)	<input type="checkbox"/>
CIEH Level 3 Award in HACCP for Food Manufacturers	<input type="checkbox"/>
CIEH Level 3 Award in Implementing Food Safety Management procedures	<input type="checkbox"/>
Safer Food Better Business Awareness Course (Wealden certificate)	<input type="checkbox"/>

5. Are there any other courses/topics that you would like the Council to offer, which are not on the list?

.....
.....
.....

6. Any other comments you would like to make?

.....
.....
.....

Please return your questionnaire by 20th February 2009 by email or fax.

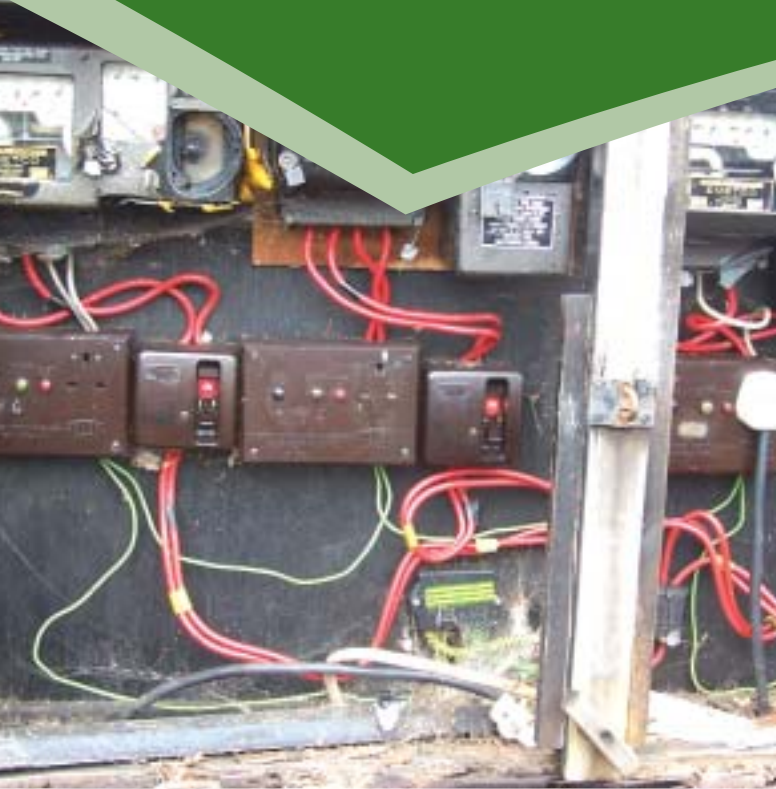
If you wish to be included in the prize draw to win a free place at a level 2 training course please tick

Thank you for your time

Sophie Hepworth
Health Development Specialist
Wealden District Council
Vicarage Lane
Hailsham
East Sussex
BN27 2AX
Tel: 01323 443275
Email: sophie.hepworth@wealden.gov.uk
Fax: 01323 443320

Training course information 2009/2010

- Food Safety Courses • Health and Safety Courses
- Nutrition • Professional Trainer Certificate



If you, or somebody you know, would like the information contained in this document in large print, Braille, tape/CD; or in another language please contact Wealden District Council on 01323 443322 or info@wealden.gov.uk quoting code number D&P 124103/1.09

Contents

Introduction	2
Comments from Previous Delegates	2
Food Safety Training	3
Food Hygiene Awareness	4
CIEH Level 2 Award in Food Safety in Catering	5
CIEH Level 3 Award in Food Safety	6
CIEH Level 2 Award in Nutrition, Healthier Foods and Special Diets	7
Health and Safety Training	8
CIEH Level 2 Award in Health & Safety in the Workplace	9
CIEH Level 3 Award in Health & Safety	10
CIEH Professional Trainers Certificate	11
Other Courses	11
Fees and Booking Arrangements	12

Introduction

Welcome to the 2009/10 programme of training courses in food safety and health and safety at work. As you will see there are courses aimed at all levels to match your company's training needs.

The Professional Trainer Certificate will enable those who hold the relevant food safety or health and safety qualifications to register with the Chartered Institute of Environmental Health to train others.

We pride ourselves on the quality of the training that we provide and by the amount of repeat business that we secure, a great number of local businesses agree.

Comments from Previous Delegates

- ❖ *Informative at the right level and very well presented*
- ❖ *Trainers made me feel at ease and relaxed - very well briefed and aware of expectations*
- ❖ *The pace of the course was good took into account our needs*
- ❖ *The course was informative and gave me what I needed without drowning me in information*
- ❖ *Excellent and hugely entertaining. Best day I have had in ages on a training course*

Food Safety Training

Why?

It is a legal requirement that all food handlers are supervised, instructed and/or trained in food hygiene matters to a level that is appropriate to their work.

Which level?

Food Safety Awareness - for people serving food, preparing low risk food or to act as a refresher for those qualified over 3 years ago (see page 4)

Level 2 - for all those preparing high risk food

Level 3 - for supervisors and managers who want to improve and implement food safety management systems

Courses to suit you:-

Remember, if you have a group of 10 or more staff that need training we can arrange a course date and venue to suit you.



Food Hygiene Awareness

This is non-examined course which aims to give staff action points that will keep food safe and explain their role in reducing contamination and keeping customers safe

Duration:-

3 hours

Certificate:-

All staff who attend and participate will receive an attendance certificate. Course hand outs included.

Dates:-

We organise awareness sessions on a need basis. When we have 10 candidates interested we will set a date to suit as many as possible this will be charged on a per delegate rate. Or if you have 8 candidates or more we can run a course at your premises and this will be charged at an hourly rate. Contact us for more information, see page 12.



CIEH Level 2 Award in Food Safety in Catering

The aim is to give candidates practical knowledge of good practise and safe food handling.

Course content includes:-

- food poisoning and its prevention
- prevention of food contamination
- personal hygiene
- temperature control
- the requirements of the law
- course book is included

Duration and Qualification:

6 hours including a short multiple choice test. All successful candidates receive the nationally recognised CIEH level 2 award in food safety in catering.

Dates and Venues:-

Friday 30th January 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 26th February 2009 Uckfield Civic Centre, Uckfield	9.30am to 4.30pm
Monday 16th March 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Tuesday 5th May 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 4th June 2009 Uckfield Civic Centre, Uckfield	9.30am to 4.30pm
Tuesday 16th June 2009 Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough	9.30am to 4.30pm
Wednesday 1st July 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 10th September 2009 Uckfield Civic Centre, Uckfield	9.30am to 4.30pm
Wednesday 7th October 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Wednesday 18th November 2009 Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough	9.30am to 4.30pm
Monday 18th January 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 11th February 2010 Uckfield Civic Centre, Uckfield	9.30am to 4.30pm
Monday 8th March 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm

CIEH Level 3 Award in Food Safety

The aim of this 3 day course is to give supervisors and managers the knowledge to ensure food safety in their business

Course content includes:-

- bacteriology
- food safety management systems
- food contamination and its prevention
- cleaning, disinfection and personal hygiene
- pest control
- legislation
- Course book is included

Duration and qualification:

3 full days. Half day revision, and a 2 hour multiple choice exam. All successful candidates receive the Level 3 Award in Food Safety.

Dates and Venues:-

Course 1

Tuesday 8th September 2009 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 15th September 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 22nd September 2009 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 29th September 2009 (Revision) Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 12noon
Tuesday 13th October 2009 (Exam) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 11.30am

Course 2

Tuesday 12th January 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 19th January 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 26th January 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 2nd February 2010 (Revision) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 12noon
Tuesday 9th February 2010 (Exam) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 11.30am

CIEH Level 2 Award in Nutrition, Healthier Food and Special Diets

The aim is to give candidates a good, basic understanding of nutrition. It is important for everyone in catering.

Course includes:-

- The requirements of a balanced diet
- Allergies and food intolerances
- Special need groups
- The legislation
- Nutritional labelling

Duration and qualification:

6 hours including a short multiple choice test

Dates and Venues:-

Monday 9th March 2009 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Tuesday 21st July 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Tuesday 24th November Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Monday 1st February 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm



Health and Safety Training

Why?

The Health and Safety at Work Act 1974 states that all employees must receive information, instruction and training to ensure their health and safety whilst at work

Which level?

Level 2 -

this course is suitable for all employees

Level 3 -

this course is for supervisors and anyone wishing to implement health and safety management systems

Courses to suit you:-

If you have a group of 10 or more staff that need training we can arrange a course date and venue to suit you.



CIEH Level 2 Award in Health and Safety in the Workplace

The aim is to give all employees an understanding of health and safety and how they can contribute to the health and safety of the business.

Course Content includes:

- Health and Safety Law
- Risk Assessments
- First Aid at Work
- Occupational Health
- Manual Handling

Duration and qualification:

6 hours including a short multiple choice test. All successful candidates receive the Level 2 Award in Health and Safety in the workplace.

Dates:-

Monday 18th May 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Wednesday 23rd September 2009 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Monday 22nd February 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm



CIEH Level 3 Award in Health and Safety

The aim of this 3 day course is to give supervisors and managers the skills to implement health and safety management systems

Course includes:

- The reduction of workplace accidents
- Health and Safety legislation
- Risk assessment review and implementation
- The promotion of a safety culture

Duration and qualification:

3 full days. Half day revision and 2 hours multiple choice paper. All successful candidates will receive the CIEH Level 3 Award in Health and Safety.

Dates:-

Course 1

Tuesday 10 th March 2009	9.30am to 4.00pm
Tuesday 17 th March 2009	9.30am to 4.00pm
Tuesday 24 th March 2009	9.30am to 4.00pm
Tuesday 7 th April 2009 (Revision)	9.30am to 12noon
Tuesday 21 st April 2009 (Exam)	9.30am to 11.30am

Committee Room 2, Wealden District Council, Hailsham

Course 2

Monday 2nd November 2009	9.30am to 4.00pm
Monday 9th November 2009	9.30am to 4.00pm
Monday 16th November 2009	9.30am to 4.00pm
Monday 23rd November 2009 (Revision)	9.30am to 12noon
Monday 30th November 2009 (Exam)	9.30am to 11.30am

Committee Room 2, Wealden District Council, Vicarage Lane, Hailsham

Course 3

Monday 15th March 2010	9.30am to 4.00pm
Monday 22nd March 2010	9.30am to 4.00pm
Monday 29th March 2010	9.30am to 4.00pm
Monday 12th April 2010 (Revision)	9.30am to 12noon
Monday 19th April 2010 (Exam)	9.30am to 11.30am

Committee Room 2, Wealden District Council, Vicarage Lane, Hailsham

Progression:

It is advised that candidates wishing to study to a higher level consider taking the NEBOSH diploma. Details of training providers can be found on internet search engines.

CIEH Professional Trainers Certificate:

The aim is to give candidates the basics of training practice and improve training techniques.

Course includes:-

- Training delivering and techniques
- Designing lesson plans
- Ways to make training stimulating

Duration and qualifications:

3 days including an assessed short training session delivered to other members of the group. Successful candidates gain the CIEH Professional Trainer Certificate.

Dates:-

Course 1

Monday 1st June 2009	9.30am to 3.00pm
Monday 8th June 2009	9.30am to 3.00pm
Monday 15th June 2009	9.30am to 3.00pm

Committee Room 2, Wealden District Council, Hailsham

Course 2

Monday 28th September 2009	9.30am to 3.00pm
Monday 5th October 2009	9.30am to 3.00pm
Monday 12th October 2009	9.30am to 3.00pm

Committee Room 2, Wealden District Council, Hailsham

Other courses

We aim to run courses to suit you. Please let us know if you would be interested in any of the following:-

CIEH Principles in Manual Handling
CIEH Certificate in Stress Awareness
CIEH Level 2 Award in conflict resolution and personal safety
CIEH Environmental Awareness Certificate

Fees and Booking Arrangements

Discounts are available for large and small businesses located in the Wealden District area. The small business rates are shown in bold type below. Prices for non-Wealden based businesses are in brackets. Please ask for details when booking.

To book a place(s) on any of these courses is easy, telephone Janet Tillyard on 01323 443301. Confirmation of your booking will be sent to you approximately three weeks before the commencement of the course and an invoice for the fee will be sent just afterwards.

Last year a lot of people booked places on the courses and then did not turn up, this meant that we had to let down many customers that could have been accommodated. Therefore if places are booked and not cancelled within five working days of the start of the course, the full fee will be required.

Food Hygiene Awareness **£30** (£38) per delegate, or hourly rate per business £94. This course includes handouts and an attendance certificate.

Level 2 Award in Food Safety in catering **£66** (£83). This course includes course handbook and examination fees.

Level 3 Award in Supervising Food Safety **£238** (£297). This course includes course handbook and examination fees.

Level 2 Award in Nutrition **£71** (£89). This course includes course handbook and examination fees.

Level 2 Award in Health & Safety in the Workplace **£66** (£83). This course includes course handbook and examination fees.

Level 3 Award in Health & Safety in the Workplace **£238** (£297). This course includes course handbook and examination fees.

Professional Trainer Certificate **£342** (£428). This course includes course handbook and examination fees.

Special requirements:-

If you have any special requirements please let us know and we will do our best to help you.

Evidence of identity:-

All candidates taking CIEH exams (all levels) will be required to provide photographic evidence of identity e.g. new style driving licence, passport or work identity badge before sitting the exam.

If you wish to discuss your training needs in more detail or wish to enquire about organising in-house courses then contact Sophie Hepworth on Tel: 01323 443275 or email:sophie.hepworth@Wealden.gov.uk

Remember to visit www.wealdenbusinesshelp.org.uk for help and guidance on regulatory matters and much more!