












Site Team




Caretaker


Course Title and Outline	Training Provider
<p>Health & Safety in the Workplace CIEH Level 2 One Day Course - £62 An introduction to health & safety issues in the workplace Venues – Ashford, Canterbury, Dover, Maidstone, Sittingbourne, Sheppey, Dartford, Gravesend and Swanscombe.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/
<p>Principles of Manual Handling CIEH Level 1 Half Day Course - £36 - Does not include lifting people. Venues - Ashford, Canterbury, Dover, Maidstone, Sittingbourne, Sheppey, Dartford, Gravesend and Swanscombe.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/
<p>Support Work in Schools OCR Level 2 & 3 TDA Funded A new qualification for anyone working in a support role in school. The course consists of a range of optional units to suit most work roles. Courses can be arranged for groups at any suitable location by arrangement.</p>	 Kent Adult Education Service Tel: 0845 606 5606 Website: www.apps.kent.gov.uk/e&l/adulted/
<p>CIEH Level 2 Award in Principles of COSHH Half Day Course - £55 per delegate Contact details: janet.stein@kent.gov.uk This qualification will benefit anyone working with hazardous substances in a workplace. The programme focuses on the information employees need to know regarding substance hazards and their control. Various dates and locations.</p>	 

<p>CIEH Level 2 Award in Principles of Risk Assessment One Day Course - £100 per delegate Contact details: janet.stein@kent.gov.uk This qualification is designed to raise awareness of risk assessment, and thereby, improve occupational health and safety in the workplace. The course is suitable for any employee. Various dates and locations.</p>	 
<p>CIEH Level 3 Award in Risk Assessment Principles & Practices One Day Course + work based assignment Course Fee - £115 per delegate Contact details: janet.stein@kent.gov.uk Employers and the self employed have a legal duty to assess health & safety risks. Anyone carrying out a risk assessment needs to have the necessary knowledge and skills. This qualification ensures that supervisors and managers have the necessary depth of understanding to enable them to carry out risk assessments. Various dates and locations.</p>	 
<p>NVQ Level 2 Award in Cleaning & Support Service Work based training An application will be made for Government funding Contact details: janet.stein@kent.gov.uk The course is suitable for anyone involved in school cleaning, caretaking or site management. This NVQ is delivered in the workplace, giving school support staff the opportunity to gain a nationally recognised qualification.</p>	 
<p>Support work in Schools Level 2 & Level 3 Fully funded Date – November 2008 – July 2009 – Timings and day to suit candidates – Based at Leigh Academy These qualifications aim to develop candidates skills and knowledge in a practical way that is relevant to work context.</p>	 <p>Kent & Medway Training Tel: 01322 620518 Website: www.kmtraining.org.uk Email: jwi@leighacademy.org.uk</p>

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<p>Appraisee Training One Day Course Course Fee - £150 per delegate For further information or booking details contact Sue Watson. To provide staff with the necessary tools to ensure the effective delivery of appraisal. You will have gained a greater understanding of the importance of appraisal, and the benefits both to the individual and the organisation.</p>	 <p>Learning & Development Contact: Sue Watson Tel: 01622 221 271 Email: learning.development2@kent.gov.uk</p>
<p>CIEH Level 1 Award in Principles of Manual Handling Half Day Course - £55 per delegate Contact details: janet.stein@kent.gov.uk This qualification introduces candidates to the hazards and risks involved in manual handling and outlines what to expect from a manual handling assessment. It will enable employees to develop safer manual handling techniques in the workplace. Various dates and locations.</p>	 
<p>CIEH Level 2 Award in Health and Safety in the Workplace One Day course - £100 per delegate Contact details – janet.stein@kent.gov.uk Employers are responsible for providing safe and healthy workplace conditions and the right systems and methods for safe activities. But employees also have a vital part to play in the equation. They need the right knowledge and the right attitude, which demands proper training in the basics of health and safety, as well as specific training for individual tasks.</p>	 

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<p>NVQ Level 2 or 3 Award in Support Work in School Work based training. An application will be made for Government funding Contact: janet.stein@kent.gov.uk Everyone who works in a school has a part to play in raising standards and giving children a better start in life. If you are one of the 20,000+ school support staff in Kent. The SWiS qualification could help you do your job more effectively and gives you a nationally recognised award, certificate or diploma.</p>	 
<p>Support Work in Schools (SWiS) KEY aims to ensure that we find the most cost-effective solution. One of our Marketing & Development Advisors will discuss the best option for you. Support Work in Schools training is often Free to access for both employers and learners. Courses are run regularly throughout the year, they do not depend on term-times so have flexible start dates. The location can be chosen from one of our five training centres across Kent. The Support Work in Schools Certificate is an excellent way to enhance the skills of staff providing pupil support in a wide variety of roles.</p>	 <p>Key Training Services Freephone: 0800 731 4297 Email: keytrainingservices@kent.gov.uk Website: www.keytrainingservices.org.uk</p>
<p>Cleaning – NVQ – Distance Learning Course Fee - £550 – including registration and certification Cleaners do a vital job removing everyday dirt and grime from a wide variety of buildings, making them safer, healthier and more pleasant to work or live in. A City and Guilds NVQ in Cleaning and Support Services can help staff move up the career ladder and demonstrate their skills to employers and customers. Dates – Flexible to suit the candidate.</p>	 <p>Contact Business Services at Thanet College Tel: 01843 605032 Email: wfdt@thanet.ac.uk</p>

Course Title and Outline	Training Provider
<p>NCFE Level 2 Certificate in Nutrition & Health Course Fee – £25 Date – Flexible – Expected to take 16-18 weeks to complete the programme This is a short self-study programme suitable for staff who wish to extend their knowledge of health and safety issues within the workplace. It is a self-study programme, consisting of 4 units: Introduction to the Health & Safety at Work Act (1974), Hazards, risks and risk assessment, Electricity, hazardous substances (COSHH) and fire and safety, Work equipment (PUWER), personal protective equipment (PPE) and first aid.</p>	<div style="text-align: right;">  </div> <p>Contact Central Admissions Office at Thanet College Tel: 01843 605049 Email: student_admissions@thanet.ac.uk</p>
<p>Support Work in Schools Award Level 2 (SWiS) Course Fee - £195 – Funding may be available to cover the full cost of this course – please enquire. 20 weeks consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessments and self study/portfolio building Start Date – to follow This nationally recognised qualification is suitable for school support staff. The award is designed to develop an awareness of school values, policies and procedures in relation to the pupils' needs. Participants will have the opportunity to explore their own role in this area in order to provide effective support</p>	<div style="text-align: right;">  </div> <p>Professional Development centre at Thanet College Tel: 01843 605018 Email: PDC@thanet.ac.uk</p>
<p>Support Work in Schools Award Level 3 (SWiS) Course Fee - £200 – Funding may be available to cover the full cost of this course – please enquire. One year course consisting of 6 x 2 hour taught sessions 2 x 1-1 workplace assessment and self study/portfolio building. Start Date- 3rd October 2008. The award is designed to develop an awareness of school values, policies and procedures in relation to the pupils' needs. Participants will have the opportunity to explore their own role in this area in order to provide effective support</p>	<div style="text-align: right;">  </div> <p>Professional Development centre at Thanet College Tel: 01843 605018 Email: PDC@thanet.ac.uk</p>

Course Title and Outline	Training Provider
<p>Staff Development – Advanced (with accreditation) Course Fee - £775 per delegate plus option of OCN Level 4 accreditation at extra charge of £50 5 Day Course This generic programme has been designed in order to meet the professional development needs of senior support staff. Job roles are becoming increasingly varied and complex and the advanced programme will widen your skills, encourage career development, retention and consolidate competence.</p>	 <p>Learning & Development Contact: Angie Salem Email: angie.salem@kent.gov.uk Tel: 01622 696378</p>