

Training course information 2010/2011

¥ Food Safety Courses ¥ Health and Safety Courses

¥ Nutrition ¥ Professional Trainer Certificate



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Introduction

Welcome to the 2010/11 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

- ❖ Excellent and was lots of fun - made learning easy
- ❖ Trainer very knowledgeable - used lots of examples to aid learning
- ❖ Course tutor is an easy communicator very adept at putting people at ease and sharing information
- ❖ Very good and informative

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 3)

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:-

2.5 hours including a short break

Certificate:-

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

Dates and Venues:-

Friday 21st May 2010 9.30am to 12noon
Committee Room 2, Wealden District Council Offices, Hailsham

Wednesday 22nd September 2010 9.30am to 12noon
Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough

Thursday 27th January 2011 9.30am to 12noon
Committee Room 2, Wealden District Council Offices, Hailsham

We also 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 10 candidates or more we can run a course at your premises. Contact us for more information, see page 11.

There is a two-tiered pricing structure operating for this course with a higher price for the first ten candidates (10 is the minimum number required to allow the course to run). A lower price operates for any additional candidates (see fees and booking charges)



CIEH Level 2 Award in Food Safety in Catering

The aim is to give candidates practical knowledge of good practice 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:-

Monday 26th April 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Wednesday 12th May 2010 Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough	9.30am to 4.30pm
Wednesday 9th June 2010 Uckfield Civic Centre, Council Chamber, Uckfield	9.30am to 4.30pm
Wednesday 7th July 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Monday 6th September 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Wednesday 20th October 2010 Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough	9.30am to 4.30pm
Tuesday 2nd November 2010 Uckfield Civic Centre, Council Chamber, Uckfield	9.30am to 4.30pm
Tuesday 30th November 2010 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Friday 7th January 2011 Committee Room 1, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 3rd February 2011 Committee Room 1, Wealden District Council Offices, Pine Grove, Crowborough	9.30am to 4.30pm
Wednesday 16th March 2011 Uckfield Civic Centre, Council Chamber, Uckfield	9.30am to 4.30pm

CIEH Level 3 Award in Food Safety in Catering

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 in Catering

Dates and Venues:-

Course 1

Monday 10th May 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Monday 17th May 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Monday 24th May 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Monday 7th June 2010 (Revision) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 12noon
Monday 14th June 2010 (Exam) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 11.30am

Course 2

Tuesday 11th January 2011 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 18th January 2011 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 25th January 2011 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.00pm
Tuesday 1st February 2011 (Revision) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 12noon
Tuesday 8th February 2011 (Exam) Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 11.30am

CIEH Level 2 Award in 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:-

Friday 28th May 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Wednesday 3rd November 2010 Committee Room 2, Wealden District Council Offices, Hailsham	9.30am to 4.30pm
Thursday 17th February 2011 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 13th September 2010
Committee Room 2, Wealden District Council Offices, Hailsham

9.30am to 4.30pm

Thursday 13th January 2011
Committee Room 2, Wealden District Council Offices, Hailsham

9.30am to 4.30pm



CIEH Level 3 Award in Health and Safety in the Workplace

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 in the Workplace

Dates:-

Course 1

Thursday 9th September 2010	9.30am to 4.00pm
Thursday 16th September 2010	9.30am to 4.00pm
Thursday 23rd September 2010	9.30am to 4.00pm
Thursday 30th September 2010 (Revision)	9.30am to 12noon
Thursday 7th October 2010 (Exam)	9.30am to 11.30am

Committee Room 2, Wealden District Council, Hailsham

Course 2

Monday 14th February 2011	9.30am to 4.00pm
Monday 28th February 2011	9.30am to 4.00pm
Monday 7th March 2011	9.30am to 4.00pm
Monday 14th March 2011 (Revision)	9.30am to 12noon
Monday 21st March 2011 (Exam)	9.30am to 11.30am

Committee Room 2, Wealden District Council, 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 15th November 2010	9.30am to 3.00pm
Monday 22nd November 2010	9.30am to 3.00pm
Monday 6th December 2010	9.30am to 3.00pm

Committee Room 2, Wealden District Council, Hailsham

Fees and Booking Arrangements

Discounts are available for all Wealden businesses with additional discount for small businesses employing less than 10 people. Ask for details when booking.

To book a place(s) on any of these courses is easy, telephone the training course administrator on 01323 443302. 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 at least five working days before the start of the course, the full fee will be required.

Course	Cost for business type		
	Wealden - Small	Wealden	Non - Wealden
Level 2 Award in Food Safety in Catering *	£66	£75	£83
Level 3 Award in Supervising Food Safety in Catering *	£239	£269	£299
Level 2 Award in Health and Safety in the Workplace *	£66	£75	£83
Level 3 Award in Healthy and Safety in the Workplace *	£239	£269	£299
Level 2 Award in Healthier Food and Special Diets *	£71	£80	£89
Professional Trainer Certificate *	£346	£388	£432
Food Hygiene Awareness Course **	£35	£35	£35
Food Hygiene Awareness Course (minimum of 10 delegates). **	£35 per person for the first 10 candidates £15 per person for additional candidates over 10		

* Includes course handbook and exam fees

** Includes handouts and attendance certificate

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 Gail Fenn on Tel: 01323 443302 or email: gail.fenn@wealden.gov.uk