

Just
TRAINING



Course Brochure 2011 / 2012

Affordable Quality





Welcome

Just Training (East Midlands) Limited is a small and friendly training provider, offering a personal touch to all of our clients, both large and small

We go the extra mile to make sure that our clients are treated on a personal level, taking time to visit you in your workplace to talk about your specific training requirements so that we put together a programme of learning that you are happy with

We hold awarding body accreditations for Quallsafe Awards and EDI Plc and offer a range of accredited and non-accredited training solutions.

Take a look through our brochure, browse our website, or simply just call us for further details on 0116 2166488

-  First Aid Training Programmes
-  Safety Training
-  Leadership and Personal Development
-  Bespoke and Other Training

CONTACT DETAILS

Telephone
0116 2166488

Email
info@just-training.co.uk

Web
www.just-training.co.uk

Voicemail
We have an intelligent VM system, so please always leave a message it will be relayed wherever we are



www.just-training.co.uk

First Aid Training

We are an accredited provider of first aid training, licensed under Quasafe Awards, one of the UK's leading awarding bodies for first aid training.

It is our belief that first aid training, should focus on making first aiders competent and confident to cope in a crisis, and not on whether they can tie the perfect bandage.

Our courses concentrate on teaching first aid skills in a simplified way which can be successfully repeated in a real life situation.

All of our instructors and assessors are highly trained individuals, hand picked for their ability to train in a nurturing and non-threatening way, that supports the learner to develop new skills that can help save lives

We have a wide range of training aids to support delivery, which include

- Bob the anatomical skeleton
- Resuscitation manikins, adult, child and infant
- Obese resuscitation manikins
- AED Training machines
- Oxygen kits
- Choking vests
- EpiPens
- Burns kits
- Haemostatic granules
- Huge range of bandages, slings, compression dressings etc



Centre No 0904185

w w w . j u s t - t r a i n i n g . c o . u k

First Aid At Work

Course Duration	3 days
Course Costs	£170 + vat per person
Certification terms	3 years HSE certification
Course Requirements	Attendance for full 3 days 2 written tests 3 practical tests externally assessed Delegates required to perform skills in a kneeling floor based position
Course Topics covered	Dealing with an unconscious breathing patient Performing CPR and Rescue breathing Serious Bleeding Serious Burns Chemical burns Shock Choking Fractures & dislocation Sprains and Strains Head and spinal injuries Epilepsy and Seizures Heart attack, stroke, diabetes, anaphylaxis Range of illnesses covered
Extra's	Free AED Training and certification given
Group on site price	£1200 + VAT for up to 12 delegates.



First Aid At Work Refresher

Course Duration	2 days
Course Costs	£110 + vat per person
Certification terms	3 years HSE Certification
Course Requirements	Attendance for full 2 days 2 written tests 3 practical tests externally assessed Delegates required to perform skills in a kneeling floor based position
Course Topics covered	Dealing with an unconscious breathing patient Performing CPR and Rescue breathing Serious Bleeding Serious Burns Chemical burns Shock Choking Fractures & dislocation Sprains and Strains Head and spinal injuries Epilepsy and Seizures Heart attack, stroke, diabetes, anaphylaxis Range of illnesses covered
Extra's	Free AED Training and certification given
Group on site price	£803 + VAT for up to 12 delegates.



Emergency First Aid At Work

Course Duration	1 day
Course Costs	£70 + vat per person
Certification terms	3 years HSE certification
Course Requirements	Attendance for full 6 hours Ongoing competence checks throughout Delegates required to perform skills in a kneeling floor based position
Course Topics covered	Dealing with an unconscious breathing patient Performing CPR and Rescue breathing Minor injuries Minor Burns Shock Choking Sprains and Strains Overview of various illnesses
Group on site price	£390 + VAT for up to 12 delegates.
Other Information	Delegate handbook included



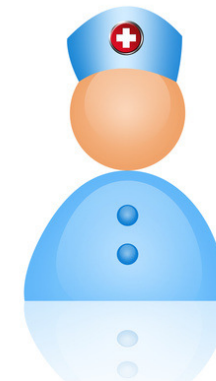
CELOX – Serious Bleeding Wounds

Course Duration	2 hour workshop
Course Costs	£150 + vat up to 12 delegates
Certification terms	Certificate of training
Course Requirements	Hold existing first aid training This workshop does contain some gory images.
Course Topics covered	Overview of how to apply the principles of first aid to bleeding wounds Overview of arterial and venous bleeds Celox Presentation on : What is Celox How Celox Works How to use Celox granules, applicator and gauze
Group on site price	This workshop is only delivered for client groups.
Other Information	Can be a bit gory, so not for the faint hearted!



Paediatric basic

Course Duration	1 day
Course Costs	£55 + vat per person
Certification terms	3 years—Ofsted compliant
Course Requirements	Attendance for full 6 hours Ongoing competence checks throughout Delegates required to perform skills in a kneeling floor based position
Course Topics covered	Dealing with an unconscious breathing child& infant Performing CPR and Rescue breathing on child & infant Minor injuries Minor Burns Shock Choking child & infant Sprains and Strains Head and spinal care Childhood illnesses
Group on site price	£390 + VAT for up to 12 delegates.



Paediatric Early Years

Course Duration	2 days
Course Costs	£95 + vat per person
Certification terms	3 years—Ofsted compliant
Course Requirements	Attendance for full 2 days Ongoing competence checks throughout Delegates required to perform skills in a kneeling floor based position
Course Topics covered	Dealing with an unconscious breathing child & infant Performing CPR and Rescue breathing on child & infant Serious Bleeding Burns Fractures and dislocations Shock Choking child & infant Sprains and Strains Head and spinal care Sickle Cell Anaemia Meningitis Febrile Convulsions Anaphylaxis Asthma, Diabetes, and other illnesses
Group on site price	£840 + VAT for up to 12 delegates.



AED Training

Course Duration	Approx 2-3 hours
Course Costs	On site training only
Certification terms	1 year certification—refresher training required annually
Course Requirements	Must hold an in date first aid certification
Course Topics covered	CPR and Rescue Breathing refresher Understanding how an AED works What shockable heart rhythms are Using the machine Safety aspects
Group on site price	£160 + VAT for up to 8 delegates.
Other Information	AED Training is included in our FAW course AED Training included when you purchase an AED machine from us



AED Sales

We are approved suppliers of the Samaritan Pad Defibrillator machines, that are UK Manufactured.

Sudden Cardiac Arrest is a leading cause of death across the World. In this situation, response time by a first aider is critical for survival of the casualty. The Samaritan PAD has been designed especially for use in the public domain, providing a sophisticated defibrillator for adult or paediatric use.

The Samaritan PAD AED is a lightweight, compact, easy to use defibrillator that comes in its own carry case and has everything onboard ready for use in the event of a Cardiac Arrest. All contained within the unit itself.

The carry case contains :

- Either the 300p or the 500p AED, depending on model purchased
- A pocket mask
- A micro towel for drying the chest area
- A disposable razor
- Alcohol free wipes
- A BLS chart
- Carries an IP56 rating against dust and water, one of the highest in the industry, which means it can be used safely in inclement weather

Both the 300p and the 500p models come complete with 2 Battery Packs and 2 sets of Adult Pads, and has a 7 year warranty.

The 500p model has the additional benefit of containing an audible metronome to ensure that compressions are given at the right speed, and an LED display which changes from red to green when the correct depth of compression has been achieved.

For a free demonstration, please call and speak to Andrea. No obligation to purchase.



Oxygen Administration

Course Duration	3 hours
Course Costs	On site training only
Certification terms	1 year certification—refresher training required annually
Course Requirements	Must hold an in date first aid certification
Course Topics covered	Understanding how oxygen supports life Signs and symptoms of Hypoxia Benefits of emergency oxygen Oxygen delivery kits How to administer oxygen Safety when using oxygen Maintaining an oxygen kit
Group on site price	£160 + VAT for up to 8 delegates.
Other Information	Course handbook included



First Aid for Schools / Youth groups

Course Duration	1 day
Course Costs	On site training only
Certification terms	3 year certification—non HSE
Course Requirements	Ongoing assessment of competence Delegates must be sufficiently able bodied to perform floor based skills in a kneeling position
Course Topics covered	A look at field first aid kits Dealing with an unconscious injured casualty CPR and Rescue Breathing Bleeding wounds Burns Fractures and Dislocations Sprains and Strains Bandaging and slinging Head and spinal injury
Group on site price	£280 + vat for up to 12 delegates
Other Information people activities,	This course is suitable for anyone taking young on day trips, activity meetings, after school scout leaders, youth group leaders etc, where it sits outside workplace first aid requirements



Community First Aid

Course Duration	4 hours
Course Costs	On site training only
Certification terms	3 year certification—non HSE
Course Requirements	Ongoing assessment of competence Delegates must be sufficiently able bodied to perform floor based skills in a kneeling position
Course Topics covered	Dealing with an unconscious injured casualty CPR and Rescue Breathing Bleeding wounds Burns Fractures and Dislocations Sprains and Strains Bandaging and slinging
Group on site price	£240 + vat for up to 12 delegates
Other Information	This course is suitable for anyone who would like very basic first aid training for personal use or for those in a public facing role such as community groups, church groups etc.



Manual Handling and Lifting

Course Duration	4 hours
Course Costs	£45 pp + vat or + £11 pp extra for EDI Accreditation
Certification terms	Certificate of Attendance or EDI L1 National Award in Manual Handling
Course Requirements	Ongoing assessment of competence Delegates must be sufficiently able bodied to perform correct lifting practical assessments
Course Topics covered	A look at manual handling injuries The Spine and Human Anatomy Guidelines to safe lifting Pulling and Pushing Guidelines The Manual Handling Regulations Completing a handling assessment How to make a risk assessment Correct lifting techniques
Group on site price	£280 + vat for up to 8 delegates + £11 pp if EDI accreditation required
Other Information	Delegate handbook included. For on site delivery, training room must either be on the ground floor, or have access via a lift



Health, Safety & Environment Risk Management

Course Duration	2 days : 1 day per week over 2 weeks
Course Costs	£250 per person + VAT includes certification & registration
Certification Title	L2 National Award in Health, Safety and Environment Risk Management
Course Requirements	Attendance on both days Completion of a completed risk assessment Short answer test at end of course.
Course Topics	Requirements for Risk Assessments in the workplace Review of Health and Safety legislation in the UK relating to the legal requirements of risk assessments Relationship between H&S and Quality Management Systems Understanding the principles of Risk assessment and control How to carry out and complete a risk assessment in the workplace
Group on site price	Group rates available. Please enquire.
Other Information	This course is suitable for anyone in any industry who has a responsibility for conducting risk assessments, or for anyone who would like develop the skills and knowledge of completing risk assessments



Leadership and Personal Development

Staff training is an essential part of every business, but is all too often overlooked due to budget cuts, financial restraints, or just because it's not deemed to be important

Your employees are the most vital assets your organisation can have. Without them, you cease to exist. And they say it costs around £3000 to replace a person in most organisations when you consider all the aspects of employing someone new. Now that is food for thought!

Training doesn't have to cost the Earth to be good, you just need someone who understands your business.

We offer a wide range of development programmes that can be tailored to suit your requirements, so you get the training that is purposefully aimed at achieving your objectives.

We will visit you in your company, talk to you, listen to your needs, and put together a training package designed just for you.

All this, and at a fraction of a cost of what you think you might pay.

Take a browse through our courses and if you don't see what you are looking for, then call us to discuss further. If we can't do it, we probably know someone who can.



www.just-training.co.uk

Time Management

Course Duration	1 day
Course Costs	£450 + vat for up to 8 delegates + £11 pp Registration Fee
Course Venue	Client Site. Venues can be arranged at cost
Qualification	EDI L2 National Award in Time Management
Included in Course	Delegate Manual, registration and certification with EDI
Who the course is aimed at	Anyone who wishes to focus their ability on becoming more effective through improved self-management
Course topics covered	<p>As a guide the topics below are covered, but we can adapt to your needs</p> <ul style="list-style-type: none">• Identifying how to eliminate and reduce wasted time• Identify how to prioritise, schedule and plan work• Identify and reduce causes of procrastination• Learning how to say NO correctly• Developing a personal improvement plan and being able to set goals.• How to delegate effectively
Other Information	Costs includes a pre course visit to identify objectives



Presentation Skills

Course Duration	2 days
Course Costs	£900 + vat for up to 8 delegates + £11 pp Registration fee
Course Venue	Client Site. Venues can be arranged at cost
Qualification	EDI L2 National Award in Presenting Skills
Included in Course	Delegate Manual, registration and certification with EDI
Who the course is aimed at	Those who have either no previous skills in presenting information, or for those wishing to develop their existing skills
Course topics covered	Identifying the audience needs Planning and preparing presentation content Delivering presentations effectively Making use of visual aids and technology Learning how to control the delivery environment
Other information	Includes a pre course visit to identify organisational objectives and gather further information This course includes delegates preparing and presenting a short presentation and being evaluated by the trainer and their peers



Exceptional Customer Service

Course Duration	2 days—2 separate days of training with a work project to be completed in between the two days
Course Costs	£900 + vat for up to 8 delegates
Course Venue	Client Site. Venues can be arranged at cost
Qualification	Certificate of Attendance
Included in Course	Delegate Manual
Who the course is aimed at	This course is focused on improving the approach towards delivering exceptional customer service
Course topics covered	<p>This is a bespoke course, which can be tailored to meet the needs and objectives of your organisation. As a guide, we would suggest the following topics are included :</p> <ul style="list-style-type: none">• Identifying customer expectations• Mapping the customers journey in your organisation• Identifying areas of improvement• Designing a customer charter• Developing effective systems
Other information	<p>Includes a pre course visit to identify organisational objectives and gather further information</p> <p>This course requires delegates to complete a work project in between each course delivery day.</p>



Leading People and Managing Resources

Course Duration	3 days, flexible delivery to suit
Course Costs	£1400 + vat for up to 8 delegates + £19 pp Registration fee
Course Venue	Client Site. Venues can be arranged at cost
Qualification	EDI L2 National Award in Leading People and Managing Resources
Included in Course	Delegate Manual, registration and certification with EDI
Who the course is aimed at	This course focuses on the skills, theories and techniques of leadership and provides an opportunity to gain practical experience in managing tasks whilst building teams and developing individuals. Ideal for those starting out in Management posts
Course topics covered	Analysing different leadership styles The importance of effective communication Methods of motivating and managing people Performance management Planning and organising
Other information	Includes a pre course visit to identify organisational objectives and gather further information This course can be delivered in a block of 3 days, or on a day release basis to suit your needs. (Full days only)



Playing for your team

Course Duration	1 day
Course Costs	£450 vat for up to 8 delegates
Course Venue	Client Site. Venues can be arranged at cost
Qualification	Certificate of attendance
Included in Course	Delegate Manual
Who the course is aimed at	Anyone who is a member of a team, and needs to develop team player skills to enable an effective performance in the workplace
Course topics covered	<p>This is a bespoke course, and can cover a range of topics suitable to the needs of your organisation. As a guide we would suggest</p> <ul style="list-style-type: none">• Communication and Negotiation• Planning and organising• Creative thinking and solving problems• Understanding team structures
Other information	Includes a pre course visit to identify organisational objectives and gather further information



L1 Award in Disability Awareness

Course Duration	1 day
Course Costs	£350 + vat + £21 pp Registration and Certification
Course Venue	Client Site. Venues can be arranged at cost
Qualification	EDI L1 Award in Disability Awareness
Included in Course	EDI Delegate Support Pack
Who the course is aimed at	All employees, as this qualification supports compliance with current legislation on disability and developing employees understanding of the wider context of disability
Course topics covered	The Meaning of Disability and Impairment Attitudes and Barriers faced by disabled people What is meant by the Social Model of Disability Disability as a rights issue Disability as a socio economics issue Language about disability How the social model can be put into practice
Other information	This award is assessed through a multiple choice test paper



L2 National Award in Stress Management

Course Duration	2 days, separated over 2-3 week period.
Course Costs	£950 + vat, + £22 pp Registration and Certification
Course Venue	Client Site. Venues can be arranged at cost
Qualification	EDI L2 National Award in Stress Management
Included in Course	Delegate Handbook
Who the course is aimed at	All employees at all levels to gain an understanding of how to prevent stress at work for themselves, or to support others who are showing signs of stress at work
Course topics covered	Definition of stress Definition of types of stress Prolonged stress Stress Responses Long and short terms effects of stress Self awareness of thoughts, feelings, body and behaviour Identification of irrational thoughts and methods
Other information	This award is assessed through completion of a Work Project, and a knowledge review Two day course is split into 2 x 1 days over a period of 2 –3 weeks to allow for completion of a work based project in between delivery.



L3 Assessing Awards

Course Title	EDI L3 Award in Understanding the Principles and Practices of Assessment
Course Costs	£300 + vat per person.
Course Venue	Delegate workplace
Included in Course	EDI Registration and Certification, Learner support pack, Assessment visits
Who the course is aimed at	For those who wish to gain an understanding of the principles and practices of assessment without any requirement to practice as an assessor
Course duration	To be achieved within 6 months of start date
Requirements	1 training day to be attended Some self study required Up to 3 discussions with assessor to provide evidence of knowledge against the criteria of the award
Other information	This is a unit of accreditation, which can be mapped to support achievement of further assessor awards, or against one unit of the PTLLS or CTLLS awards.



L3 Assessing Awards

Course Title	EDI L3 Award in Assessing Vocationally Related Achievement
Course Costs	£420 + vat per person.
Course Venue	Delegate workplace
Included in Course	EDI Registration and Certification, Learner support pack, Assessment visits
Who the course is aimed at	For assessors who assess vocational skills, knowledge and understanding in environments other than the work environment, such as classroom, workshop, training environment etc.
Course duration	To be achieved within 8 months of start date
Requirements	L3 Award in Understanding Principles and Practices of Assessment (included in price) Complete 2 assessments for 2 learners, which cover skills, knowledge and understanding
Other information	Both units must be fully completed to allow completion of this overall award.



L3 Assessing Awards

Course Title	EDI L3 Award in Assessing Occupational Competence in the Work Place
Course Costs	£420 + vat per person.
Course Venue	Delegate workplace
Included in Course	EDI Registration and Certification, Learner support pack, Assessment visits
Who the course is aimed at	For assessors who assess occupational competence against National Standards, in a learners workplace
Course duration	To be achieved within 8 months of start date
Requirements	L3 Award in Understanding Principles and Practices of Assessment (included in price) Complete 2 assessments for 2 learners, which cover skills, knowledge and understanding
Other information	Both units must be fully completed to allow completion of this overall award. This award is suitable for anyone who assesses the competence of others in the workplace, and would benefit from having a 'credible' qualification for assessing. This award does <u>not</u> require the assessment of NVQs or qualifications, but it does require assessment against a National Standard of some type.



L3 Certificate in Assessing Vocational Achievement

Course Title	EDI L3 Certificate in Assessing Vocational Achievement
Course Costs	£550 + vat per person.
Course Venue	Delegate workplace
Included in Course	EDI Registration and Certification, Learner support pack, Assessment visits
Who the course is aimed at	For assessors who assess both occupational competence in the work environment and vocational skills, knowledge and understanding in a training environment
Course duration	To be achieved within 12 months of start date
Requirements	Complete all three units in full Each candidate will need a minimum of 2 Delegates and possibly 4 Delegates to assess
Other information site	Please enquire for full details and to arrange an on site visit

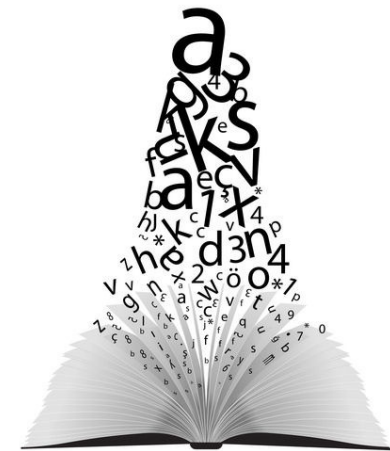


Bespoke Packages and Other Training

Our course brochure is continually changing, as more courses become available for accreditation, or we develop popular courses ourselves.

If you do not see what you are looking for in this brochure, then contact us to discuss your requirements. Just because it is not in our current brochure, does not mean we cannot source it, or develop it, for you.

We can also write courses specifically for your needs. There are additional charges for writing very specific courses, as opposed to just tweaking existing ones, but if you would like to find out more then please contact us and we will be happy to arrange a visit without obligation.



www.just-training.co.uk

What our customers say

Our customers include

E.ON Power Stations

Ashbury Chocolates

DHL

University of Leicester

Leicester City Council

ESPO

Pure Gym

J Powney Services

Pallet Track

Clinical Print

Prontaprint

Cert Octavian

South Leicestershire

College

Spalding District Council

Universal Instruments

Wordcraft

Beddow Tree Care

Arbereco

Chapman and Marriott

Saladworks

"Thank you so much for a valuable days training on Time Management. I can take some strategies back to work with me and will also discuss them with my team. I realised I was not alone in needing to improve my organisation skills. I now know how to handle the many interruptions I get" **University of Leicester**

"Local Venue with parking, very friendly instructor who was very approachable and easy to talk to. Everything was explained and delivered in Plain English. The course was fast enough to keep me interested, without making me feel rushed." **Linic Plastics, Fleckney**

"In all the years of being a first aider, this is the best First Aid course I have ever been on, and that includes the ones I did in the army." **David Knight, Ashbury Chocolates.**

"The FAW Course was fantastic. I thoroughly enjoyed it and would highly recommend this course to anyone who wants to become a first aider. The quality of the course materials and training aids are really impressive." **Saladworks, Leicester.**

"The two day Train the Trainer course was well run, superbly organised and really enjoyable. The course materials were of excellent quality and the content aimed at just the right level" **D Callis. South Leicestershire College**

Contact Us



0116 2166488



info@just-training.co.uk



Office Address
725 Welford Road
Leicester LE2 6HX



www.just-training.co.uk