

Truro  
and  
Penwith  
College



Community Learning & Workforce Development

QUALIFICATIONS RELATED TO  
HEALTH AND SAFETY IN THE WORKPLACE





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# INTRODUCTION

## Welcome to TRURO AND PENWITH COLLEGE

**PETER HILLMAN  
LEAD ASSESSOR;**

**“THERE IS CLEAR EVIDENCE THAT THE COLLEGE IS BEING ‘DEMAND LED’ AND RESPONDING TO THE CHANGING NEEDS OF EMPLOYERS AND THEIR APPROACHES ARE TAILORED TO MEET THE REQUIREMENTS OF INDIVIDUAL EMPLOYERS.**

**THROUGHOUT THE COLLEGE THERE IS A DEMONSTRABLE EMPOWERMENT OF STAFF AND A ‘CAN DO’ CULTURE WHICH ALSO ENCOURAGES INNOVATION AND NEW IDEAS.”**



Truro College opened in 1993 and has grown rapidly. In September 1993 the college enrolled 742 full-time students. We have already established a considerable local and national reputation as an institution which is lively, demands high standards of its students, but is also caring and supportive of individuals. By September 2008, this had grown to over 5000 full time students. We have more than 10,000 part-time students currently attending Truro College.

As a tertiary college we offer a range of academic and vocational courses to full and part-time students. We have also developed significant provision for students with special educational needs. Our part-time courses cover a broad range of topics and we are particularly keen to develop the courses we offer for local employers and their employees.

During the autumn of 2006, Truro College was inspected by a team led by Ofsted under the new inspection model. Truro College was the first college in the UK to receive ‘Outstanding’ status, achieving Grade 1 in all areas. These grades place Truro College as one of the leading colleges in the country and contribute to our award of Beacon College status.

Truro College merged with Penwith College in 2008. The Penwith site has now been redeveloped and has a new state of the art building with excellent facilities.

Truro and Penwith College has been awarded the LSC Training Quality Standard for Employer Responsiveness, (TQS) recognising its work in providing outstanding training and development for businesses in Cornwall. This award acknowledges the college as one of the leading training providers in the country.

## Why choose TRURO AND PENWITH COLLEGE?



Training is an investment. Well trained staff feel more valued and have greater motivation, are able to do their jobs better and help to deliver their company's goals and objectives.

Companies who invest in training their staff continue a long business tradition of growing their workforce to develop their needs in relation to the skill and knowledge required to ensure the success of the business.

Our trainers have significant industry experience ensuring that the training we provide is both effective and up to date.



**THINKING ABOUT PROGRESSION  
WITHIN THE WORKPLACE AND  
WANT TO KNOW MORE?**

## INFORMATION

**TO DISCUSS YOUR  
REQUIREMENTS FOR  
CUSTOMISED TRAINING  
PLEASE CONTACT A MEMBER  
OF STAFF ON:**

**t: 01872 267047**

**e: [gillbalcombe@truro-penwith.ac.uk](mailto:gillbalcombe@truro-penwith.ac.uk)**

**e: [vickieh@truro-penwith.ac.uk](mailto:vickieh@truro-penwith.ac.uk)**

## CUSTOMISED TRAINING

### What can we offer you?

We deliver training across the whole of Cornwall. Alternatively a course can be set up specifically for your organisation customised to the needs of your employees either on your premises or at one of our venues.

The real benefit of our customised training is that we can include the equipment and procedures that are relevant to your organisation and tailor it to the specific needs of your industry sector.

The training can be mapped to national qualification standards in order for the learners to use it towards other training in the future, if required.

# COURSES

HEALTH, SAFETY AND WELFARE

## ASBESTOS AWARENESS

Half day / courses scheduled throughout the year / venues across county / £60.00

The half day course consists of a short history of asbestos, importation, fibres and exposure limits. It also deals with the risks and health effects of asbestos, managing asbestos (duty of care) and action to be taken.

Suitable for all company safety officers, management, maintenance staff or those who have an interest in general safety. It is also suitable preparation for those interested in obtaining the Royal Society for the Asbestos Inspection Procedures.

Regulation 9 of the Control of Asbestos at Work Regulations 2002 requires employers to ensure that adequate information, instruction and training are given to their employees who are liable to be exposed to asbestos or who supervise such employees.

For information on this course please contact the team on 01872 267047



## CIEH LEVEL 2 PRINCIPLES OF COSHH

3 hrs / courses scheduled throughout the year / venues across county / £60.00

This three hour course is aimed at those who use substances hazardous to health at work, and introduces candidates to the hazards associated with those substances, the risks and controls available and what to expect from a COSHH assessment. Assessment is by multiple-choice question paper.

When hazardous substances are considered for use in the workplace, the COSHH Regulations impose certain duties on employers and require employees to co-operate with the employer by following any measures taken to fulfil those duties.

The course provides an awareness and understanding of chemical safety in the workplace and successful completion will prepare candidates to look carefully at their own work activities, and contribute to the safer use of hazardous substances in co-operation with their managers and supervisors.

Date	Venue	Time
16 March 2012	Dragon Lesiure Centre, Bodmin	13.30 - 17.00
21 May 2012	Carnon Inn, Carnon Downs	13.30 - 17.00

# CIEH LEVEL 2 CERTIFICATE IN STRESS AWARENESS

1 day / courses scheduled throughout the year / venues across county / £90.00

This one day course aims to raise awareness of likely sources of work-related stress, the range of symptoms, effects and possible methods of control. Self assessment on the day with trainer feedback. The course complements the CIEH Level 2 Certificate in Health and Safety (also run by Truro College Workforce Development Team).

Whilst the course is appropriate for any worker in a company or organisation, it makes a particularly good introduction to the issue of stress for those in a supervisory or senior position.

The course covers definitions of stress, stress as an occupational health hazard, identification of stressors, development of controls for stressors and the relevant responsibilities under UK legislation.

For information on this course please contact the team on 01872 267047



# CIEH LEVEL 2 PRINCIPLES OF MANUAL HANDLING

Half day / courses scheduled throughout the year / venues across county / £60.00

This three hour course is aimed at those who carry out manual handling activities at work and it introduces students to the hazards of manual handling, the risks involved and controls available and what to expect from a manual handling assessment. It is a stand-alone Level 2 qualification, which complements the CIEH Health and Safety programme. Assessment is by multiple-choice question paper.

Manual Handling accidents are a significant cause of absence reported to the Health and Safety Executive (HSE). An understanding of the factors causing some of these accidents is essential if they are to be further reduced.

Date	Venue	Time
10 January 2012	Truro College, Truro	09.00 - 12.30
21 February 2012	Carnon Inn, Carnon Downs	09.00 - 12.30
16 March 2012	Dragon Leisure Centre, Bodmin	09.00 - 12.30
19 April 2012	Penwith College, Penzance	0900 - 12.30
21 May 2012	Carnon Inn, Carnon Downs	0900 - 12.30

# CIEH LEVEL 1 AWARD IN FIRE SAFETY AWARENESS

Half day / courses scheduled throughout the year / venues across county / £60.00

This half day course is designed for all employees: those with no specific fire-safety role, those undertaking induction training and as an introduction for those who intend to move on to further fire-safety training. Fire Safety training could make the vital difference in the event of fire. It offers extra confidence to staff and assists the fire brigade in their duties.

The course is designed to help employees recognise fire safety issues in the workplace, and understand how to react when the fire alarm sounds, including carrying out fire risk assessments.

Date	Venue	Time
21 February 2012	Carnon Inn, Carnon Downs	13.30 - 17.00

# CIEH LEVEL 2 AWARD IN FIRE SAFETY PRINCIPLES

1 day / courses scheduled throughout the year / venues across county / £90.00

The Level 2 Award in Fire Safety Principles allows candidates to develop their basic fire safety awareness. It is particularly useful for employees who are to have a designated responsibility for workplace fire safety, for example as fire wardens or fire marshals, and provides the knowledge that will allow them to carry out duties relating to fire safety and emergency procedures.

Each year UK fire services attend over 35,000 fires at work. The financial costs associated with serious fires are very high including, in many cases, the failure to start up again. What may be a small fire in a waste bin, if not dealt with, can quickly spread through a building or structure.

Date	Venue	Time
10 February 2012	Carnon Inn, Carnon Downs	09.00 - 17.00
04 April 2012	Penwith College, Penzance	09.00 - 17.00
18 May 2012	Dragon Leisure Centre, Bodmin	09.00 - 17.00
06 June 2012	Carnon Inn, Carnon Downs	09.00 - 17.00

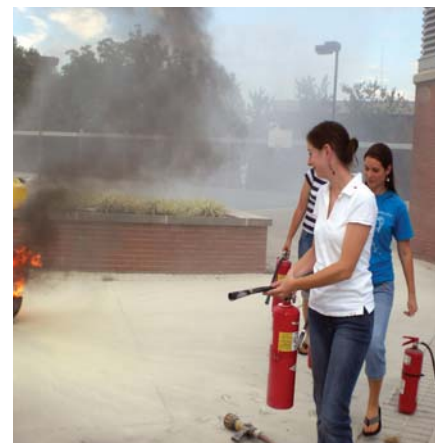
# CIEH LEVEL 3 AWARD IN FIRE SAFETY RISK ASSESSMENT AND CONTROL

3 days / courses scheduled throughout the year / venues across county / £265.00

This course helps candidates to consolidate and develop their existing knowledge and understanding of workplace fire safety and provides candidates with a thorough appreciation of the formal fire risk assessment process for non-complex, low- or normal-risk premises that do not contain high risk associated with the work or building features

This qualification has been developed either to support 'responsible persons' (usually employers or landlords) who wish to undertake their own fire risk assessment or to enable 'responsible persons' to appoint an appropriate person to undertake the fire risk assessment on their behalf.

For information on this course please contact the team on 01872 267047





# CIEH LEVEL 2 AWARD IN ENVIRONMENTAL PRINCIPLES AND BEST PRACTICE

1 day / courses scheduled throughout the year / venues across county / £90.00

Environmental issues impact on every organisation. The rising costs of energy and raw materials, growing awareness of stakeholders and increasing environmental legislation are forcing organisations to address their own environmental performance. Many organisations have identified that tackling environmental issues can bring benefits to their business including reduced waste and utility costs, reduced liabilities and access to new markets and investors.

This qualification has been designed for all members of staff whose activities could have a significant impact on the environment, or supervisors or managers who are being introduced to environmental issues for the first time.

Date	Venue	Time
05 April 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



# CIEH LEVEL 1 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

Half day / courses scheduled throughout the year / venues across county / £60.00

It is a legal requirement for employers to provide suitable and sufficient training to all employees. This one day course is for anyone entering the workplace for the first time - either as part of a work experience programme or at the start of employment. It is suitable for employees with no prior knowledge of health and safety and will help protect their own health and safety and that of their colleagues. Assessment is by a multiple-choice question paper.

Following the course, learners will be in a position to understand the importance of health and safety in the workplace, identify the hazards and risks related to the workplace and understand workplace health and safety procedures.

For information on this course please contact the team on 01872 267047



# CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE

1 day / courses scheduled throughout the year / venues across county / £75.00

This one day course is based on the Foundation Certificate in Health and Safety and is an introductory course that aims to provide employees at any level with basic health and safety understanding which will enable them to contribute to any health and safety management system. In particular the programme will enable the candidate to work in a safe and healthy manner and contribute to improving health and safety within an organisation's policy. Assessment is by multiple-choice question paper.

Date	Venue	Time
17 February 2012	Carnon Inn, Carnon Downs	09.00 - 17.00
23 March 2012	Penwith College, Penzance	09.00 - 17.00
20 April 2012	Dragon Leisure Centre, Bodmin	09.00 - 17.00
25 May 2012	Carnon Inn, Carnon Downs	09.00 - 17.00

## CIEH LEVEL 3 AWARD IN HEALTH AND SAFETY IN THE WORKPLACE (3 DAYS)

3 days / courses scheduled throughout the year / venues across county / £265.00

This three day training programme provides an opportunity to look more deeply into general health and safety from a supervisory perspective and successful candidates will be able to help their organisation, whatever the size or activity, in improving the health and safety culture.

The programme is designed for supervisors, owners of small businesses, team leaders and other first line managers responsible for health and safety.

Assessment is by multiple-choice question paper.



Date	Venue	Time
15, 17 & 18 May 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



## CIEH LEVEL 2 AWARD IN HEALTH AND SAFETY IN SOCIAL CARE

6 hrs / courses scheduled throughout the year / venues across county / £90.00

This qualification provides candidates with a good understanding and knowledge of health and safety in the health and social care sector. This six hour course is designed for all employees in the sector and is assessed by multiple-choice question paper.

It is based on the first part of the CIEH Level 2 Award in Health and Safety in the Workplace, an introduction to health and safety adapted for health and social care and the CIEH Level 2 Award in Hygiene.

Date	Venue	Time
04 May 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



## IOSH MANAGING SAFELY COURSE (5 DAYS)

5 days / courses scheduled throughout the year / venues across county / £385.00

A five day course to ensure that safety requirements are appreciated by people employed as line managers and to enable them to review their own departmental system for safety, introducing new controls or implementing changes as appropriate to ensure safety in the workplace. It is one of the UK's most popular health and safety courses.

Assessment is by examination and project.

Date	Venue	Time
11 - 15 June 2012	Carnon Inn, Carnon Downs	09.00 - 17.00

# CIEH LEVEL 2 RISK ASSESSMENT

1 day / courses scheduled throughout the year / venues across county / £90.00

The CIEH Level 2 Award in Principles of Risk Assessment is a new CIEH qualification designed to help improve the workplace culture for occupational health and safety. It raises employees awareness of the concept of risk assessment in the work environment.

This one day course will enable learners to understand the basic principles of risk assessment. This qualification will therefore give all employees the ability to contribute to the process and act always to protect their own health and safety and that of others.

This course is designed for people whose work contains a responsibility for Risk Assessment although it would also be of benefit to those who contribute to the risk assessment process.

Assessment is by multiple-choice question paper.

Date	Venue	Time
04 April 2012	Carnon Inn, Carnon Downs	09.00 - 17.00

# CIEH LEVEL 3 RISK ASSESSMENT PRINCIPLES AND PRACTICE

1.5 days / courses scheduled throughout the year / venues across county / £170.00

The risk assessment: two day principles and practice programme is designed for anyone with a responsibility to conduct risk assessments. It is particularly useful for managers and supervisors but it will be equally beneficial to individual workers, team leaders, technicians, engineers or any other personnel contributing to the risk assessment process.

Assessment is by the completion of a portfolio style document identifying key elements and stages of the risk assessment process and practical risk assessment. CIEH moderate each portfolio which must be submitted within 3 weeks of the end of the course.

The course deals with principles of Risk Assessment, Legislation, Risk Assessment in Practice, Hazard Spotting and Implementing Control Measures.

Date	Venue	Time
13 & 14 February 2012	Carnon Inn, Carnon Downs	09.00 - 17.00 / 12.00
11 & 12 June 2012	Carnon Inn, Carnon downs	09.00 - 17.00 / 12.00

**MAKE A DIFFERENCE TO YOUR ROLE  
LEARN NEW SKILLS**



# CIEH LEVEL 1 AWARD IN FOOD SAFETY AWARENESS IN CATERING

Half day / courses scheduled throughout the year / venues across county / £60.00

This half day course certified by CIEH has been developed to raise awareness of key food safety issues and to provide employees with an introduction to food hygiene.

It would be well suited to new employees with minimal or no prior food safety knowledge, employees handling low risk or wrapped foods, front of house employees (i.e. waiting or check out staff) and back of house employees (i.e. kitchen porters and warehouse staff).

Assessment is by a multiple-choice question paper.

For information on this course please contact the team on 01872 267047

# CIEH LEVEL 2 AWARD IN FOOD SAFETY IN CATERING

1 day / courses scheduled throughout the year / venues across county / £75.00

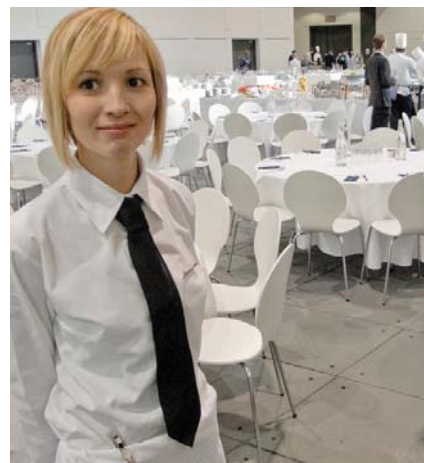
This one day course certified by CIEH is widely recognised and recommended for all food handlers. Successful completion of the course results in a certificate which qualifies the student for three years.

The course covers food poisoning, bacteriology, prevention of contamination, personal hygiene, premises, equipment, pest control, cleaning and appropriate legislation. Assessment is by a multiple-choice question paper.

Rigorous enforcement of food hygiene legislation is important but it is not in itself sufficient to prevent food poisoning. Food poisoning is often caused by negligence or ignorance. This makes the education of food handlers enormously beneficial for reducing the risk of such poisoning.

Date	Venue	Time
17 January 2012	Carnon Inn, Carnon Downs	09.00 - 17.00
02 March 2012	Dragon Leisure Centre, Bodmin	09.00 - 17.00
05 April 2012	Penwith College, Penzance	09.00 - 17.00
03 May 2012	Carnon Inn, Carnon Downs	09.00 - 17.00
06 June 2012	Dragon Leisure Centre, Bodmin	09.00 - 17.00

## FOOD SAFETY



SUPPORT YOUR STAFF  
IMPROVE YOUR BUSINESS



# CIEH LEVEL 2 AWARD IN FOOD SAFETY (REFRESHER)

Half day / courses scheduled throughout the year / venues across county / £60,00

This half day course is for all candidates who have taken the CIEH Level 2 Award in Food Safety. A refresher course three years after completion is recommended.

Refresh your knowledge of food safety and ensure best practice within your workplace by completing the CIEH Level 2 Food Safety refresher qualification. Candidates should already hold a level 2 qualification in food safety.

The half day course covers the following topics:

- Responsibilities for food safety
- Personal hygiene
- The work environment
- Product safety

Date	Venue	Time
16 April 2012	Carnon Inn, Carnon Downs	09.00 - 12.30

# CIEH LEVEL 2 AWARD IN HEALTHIER FOOD AND SPECIAL DIETS

1 day / courses scheduled throughout the year / venues across county / £95.00

This one day course certified by CIEH is a brand new qualification. Candidates will be able to develop both healthy recipes and cater to a variety of dietary requirements, giving them the ability and confidence to respond to customer concerns and questions.

This qualification's flexibility allows people working in a diverse range of catering backgrounds to benefit, including school caterers and those working in the care sector, to restaurant and hotel staff.

The qualification would also benefit GCSE students taking relevant food and health subjects.

Candidates do not need any prior knowledge because this qualification provides a strong introduction into both nutrition and the requirements of a balanced diet.

Assessment is by a multiple-choice question paper.

Date	Venue	Time
28 March 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



# CIEH LEVEL 3 AWARD IN SUPERVISING FOOD SAFETY IN CATERING

3 days / courses scheduled throughout the year / venues across county / £265.00

This three day course is designed for those working in any food business in a supervisory role. It is delivered over twenty hours and involves a multiple choice assessment paper.

The course is particularly relevant to those responsible for quality assurance, the training of others, customer complaint investigations, raw material purchases and sales.

Topics covered during the course include auditing skills, the support and training programmes relating to hygiene standards and hazard analysis, supervision of food

Date	Venue	Time
22/ 23/24 February 2012	Carnon Inn, Carnon Downs	09.00 - 17.00
20/21/22 June 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



# CIEH LEVEL 3 AWARD HAZARD ANALYSIS AND CRITICAL CONTROL POINT (HACCP) PRINCIPLES IN CATERING

1 day / courses scheduled throughout the year / venues across county / £135.00

This course replaces existing CIEH L3 award in implementing Food Safety Management Procedures. This one day course, plus assignment, provides business owners, managers and supervisors of small, medium and large catering operations with a thorough understanding of how HACCP-based procedures are applied in catering.

EU legislation requires food businesses to have a documented food safety management system in place, based on HACCP principles. HACCP has, however, been particularly difficult to establish in catering businesses, because of the sheer number and variety of processes involved in preparing and serving food.

This practical, accessible and user-friendly qualification has been created to help caterers comply with EU legislation and provides a thorough understanding of how HACCP-based procedures can be applied in a catering context. It also provides the flexibility to suit different types of businesses.

Date	Venue	Time
29 June 2012	Carnon Inn, Carnon Downs	09.00 - 17.00



## FIRST AID



# HSE FIRST AID AT WORK

3 days / courses scheduled throughout the year / venues across county / £240.00

This three day course is designed specifically for the First Aider of any organisation. The course ends in a written and practical examination which leads to a certificate by HSE (Health and Safety Executive) which is valid for three years.

The course teaches in depth the theoretical and practical skills necessary to deal with first aid emergencies. Candidates are taught about personal safety, the best methods to assess, record and report an incident, what to keep in a first aid kit and the legislation associated with first aid.

On successful completion of the syllabus, candidates will be able to deal with a casualty who requires cardiopulmonary resuscitation, is unconscious, bleeding or wounded, suffering from shock, has been burned or scalded, has an eye injury, has been overcome by gas or fumes or is suffering from an injury to bones, muscles or joints.

Date	Venue	Time
6/7/8 February 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
5/6/7 March 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30
9/10/11 April 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
8/9/10 May 2012	Penwith College, Penzance	09.30 - 16.30

# HSE FIRST AID AT WORK REFRESHER

2 days / courses scheduled throughout the year / venues across county / £160.00

This two day course offers revision on First Aid Skills and the opportunity to be updated with any changes that may have come into place over the last three years. All FAW qualified First Aiders will need to attend this two day requalification every three years and before expiry of their certificate to remain current.

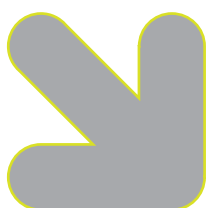
It covers all aspects of work-related first aid including personal safety, assessing, reporting and dealing with incidents, first aid kits and legislation.

Candidates are externally assessed for practical skills such as resuscitation, recovery position, shock, injury and bleeding.

Competence is assessed at the end of the course using a multiple-choice question paper and a practical exam.

Date	Venue	Time
22/23 March 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
03/04 May 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30
11/12 June 2012	Penwith College, Penzance	09.30 - 16.30

**FOLLOW GUIDELINES  
MEET REQUIREMENTS**





# HSE FIRST AID “ANNUAL” UPDATE



Half day / courses scheduled throughout the year / venues across county / £40.00

Applicable to both the First aid at Work and Emergency Aid in the Workplace qualification

Due to the wealth of evidence on the severity of ‘first aid skill fade’, the HSE now recommend that all First Aiders attend annual refresher training.

This short three hour refresher will ensure you are up to date with first aid practice and provides an opportunity to discuss and demonstrate your ongoing knowledge with our qualified trainers at any time during your three year period as a qualified First Aider.

Date	Venue	Time
16 April 2012	Carnon Inn, Carnon Downs	09.00 - 13.00



# HSE EMERGENCY AID IN THE WORKPLACE

1 day / courses scheduled throughout the year / venues across county / £70.00

This one day course teaches the theoretical and practical skills necessary to deal with first aid emergencies. Candidates are taught about personal safety, the best methods to assess an incident, how to record and report an incident, what to keep in a First Aid kit and legislation. The course also provides an opportunity for learners to use the practical techniques relating to resuscitation, injury, shock, blood loss and more.

On successful completion of the course candidates will gain a certificate which remains valid for 3 years.



Date	Venue	Time
13 January 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
17 February 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30
16 March 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
20 April 2012	Penwith College, Penzance	09.30 - 16.30
08 May 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
15 June 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30



# PAEDIATRIC FIRST AID

2 days / courses scheduled throughout the year / venues across county / £125.00

This two day course is concerned with the appropriate First Aid treatment of children and babies as recommended by OFSTED. On successful completion of this course candidates will gain a certificate valid for three years. Ideally suited for childminders, nursery and school workers, people working with early years and even parents who want to increase their knowledge of first aid for children.

The course teaches in depth the theoretical and practical skills necessary to deal with first aid emergencies in children and babies. Candidates are taught about personal safety, the best methods to assess an incident, how to record and report an incident (as required by OFSTED), what to keep in a first aid kit and the legislation associated with first aid and first aiders.

Date	Venue	Time
13/14 February 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30
12/13 March 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
12/13 April 2012	Penwith College, Penzance	09.30 - 16.30
22/23 May 2012	Carnon Inn, Carnon Downs	09.30 - 16.30
07/08 June 2012	Dragon Leisure Centre, Bodmin	09.30 - 16.30

# AUTOMATED EXTERNAL DEFIBRILLATION (AED)

Half day / courses scheduled throughout the year / venues across county / £TBA

This half day course is recommended for all qualified first aiders especially those who have access to an AED.

The Automated External Defibrillator (AED) is simple technology that has now been made available to increase the chance of survival.

Sudden cardiac arrest is the most common cause of death among adults. The majority of cases occur outside of hospital care. Studies have shown that defibrillation within 3 minutes of collapse through cardiac arrest is most likely to be successful.

For information on this course please contact the team on 01872 267047



MOTIVATE EMPLOYEES  
GAIN JOB SATISFACTION  
PROVIDE A LADDER

# 1 DAY SAFER MOVING AND HANDLING FOUNDATION

1 day / courses scheduled throughout the year / Truro College / £65.00

This course is essential for anyone new to working in the care sector. It specifically focuses on moving people with or without equipment and includes detail on legislation and latest equipment and techniques, anatomy and physiology and life style changes.

It provides an introduction for new staff relevant to the work setting.

Date	Venue	Time
16 February 2012	Haven House, Truro	09.30 - 16.30
19 April 2012	Haven House, Truro	09.30 - 16.30
26 June 2012	Haven House, Truro	09.30 - 16.30

# 1 DAY SAFER MOVING & HANDLING TRAINERS ANNUAL UPDATE

1 day / courses scheduled throughout the year / Truro College / £65.00

This course is essential as a yearly update for all Moving and Handling Instructors to continue their vital service.

Date	Venue	Time
23 February 2012	Haven House, Truro	09.30 - 16.30
28 June 2012	Haven House, Truro	09.30 - 16.30

# 4 DAY MOVING AND HANDLING INSTRUCTOR COURSE

4 days / courses scheduled throughout the year / Truro College / £315.00

This course is for those responsible for moving and handling training in the care setting. On completion the candidate will be able to deliver safe care practice in Moving and Handling to their colleagues.

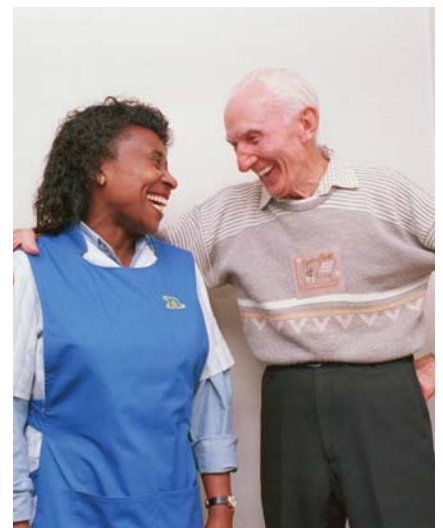
It covers the theory of moving and handling in detail, including risk assessment, legislation, anatomy and physiology, safe practice to avoid back injuries, biomechanics and ergonomics. It also focuses on training others in the safe practice of moving people with or without equipment, using the latest equipment and techniques.

Date	Venue	Time
7/8/21/22 February 2012	Haven House, Truro	09.30 - 16.30
7/8/21/22 June 2012	Haven House, Truro	09.30 - 16.30

## SAFER MOVING AND HANDLING



A range of images kindly provided from Liko (Liko Equipment)



# 1 DAY SAFER MOVING AND HANDLING REFRESHER

1 day / courses scheduled throughout the year / Truro College / £65.00

This course is essential as a yearly update for all carers working in the care sector. The course focuses on moving people with or without equipment; attention is paid to legislation, latest equipment and techniques, anatomy and physiology and life style changes.

We also explore ideas and discuss approaches to problem solving which carers are able to implement with their own clients, making it specific and relevant to the individual workplace.



Date	Venue	Time
15 March 2012	Haven House, Truro	09.30 - 16.30
10 May 2012	Haven House, Truro	09.30 - 16.30

**WE REGULARLY START NEW COURSES SO CALL US TO SEE IF WE HAVE WHATS RIGHT FOR YOU!**



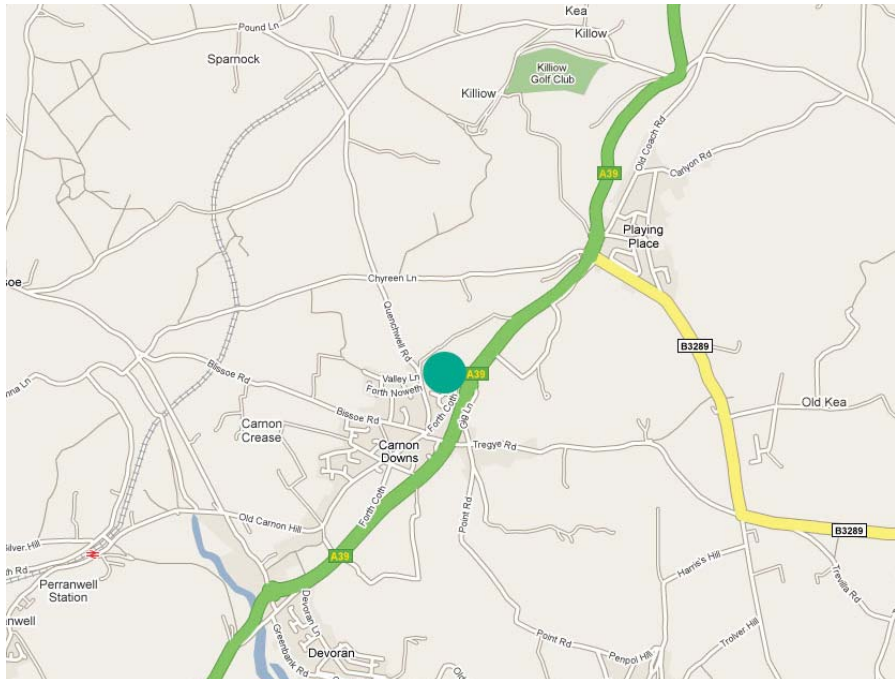
## CARNON INN

### Directions

Travelling from the Truro direction, take the A39 Falmouth road/Old Falmouth Road. Continue to follow the A39 and take the 2nd exit (straight over) at the next 2 roundabouts (past Playing Place). Continue to next roundabout, take the 3rd exit (right) and the Carnon Inn will be on the right.

### Parking

There is free parking on site.



Carnon Inn  
Old Carnon Hill, Truro, TR3 6JT

Tel: 01872 863370

Email: [Carnoninn.Truro@Whitbread.com](mailto:Carnoninn.Truro@Whitbread.com)

## DRAGON LEISURE CENTRE

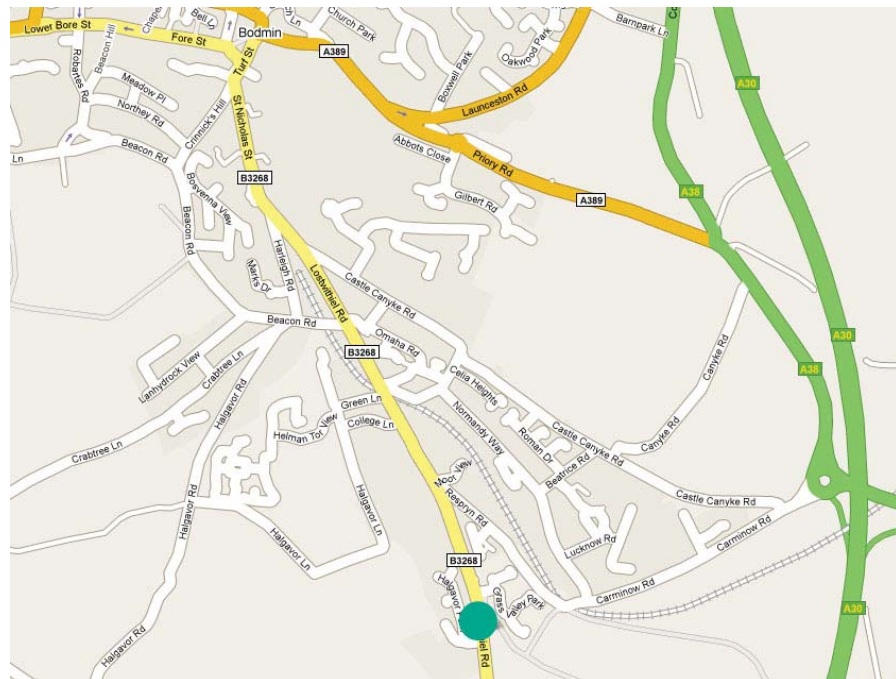
### Directions

South-east of Bodmin city centre, over the railway line on the B3268, before crossing over the A30 Bodmin bypass.

Travelling from the Truro direction, follow the A30 to Bodmin. At Innis Downs roundabout take the 2nd exit onto the A30 (signposted Bodmin). Branch left (signposted Launceston, Bodmin, Liskeard, Plymouth). At the next roundabout take the 1st exit onto Carminow Road (signposted Carminow Industrial Estate). Turn right onto Respryn Road, turn left onto Lostwithiel Road - B3268.

### Parking

Free parking is available.



Dragon Leisure Centre  
Lostwithiel Road, Bodmin, Cornwall, PL31 1DE

Tel: 01208 75715

Email: [Dragon001@btconnect.com](mailto:Dragon001@btconnect.com)

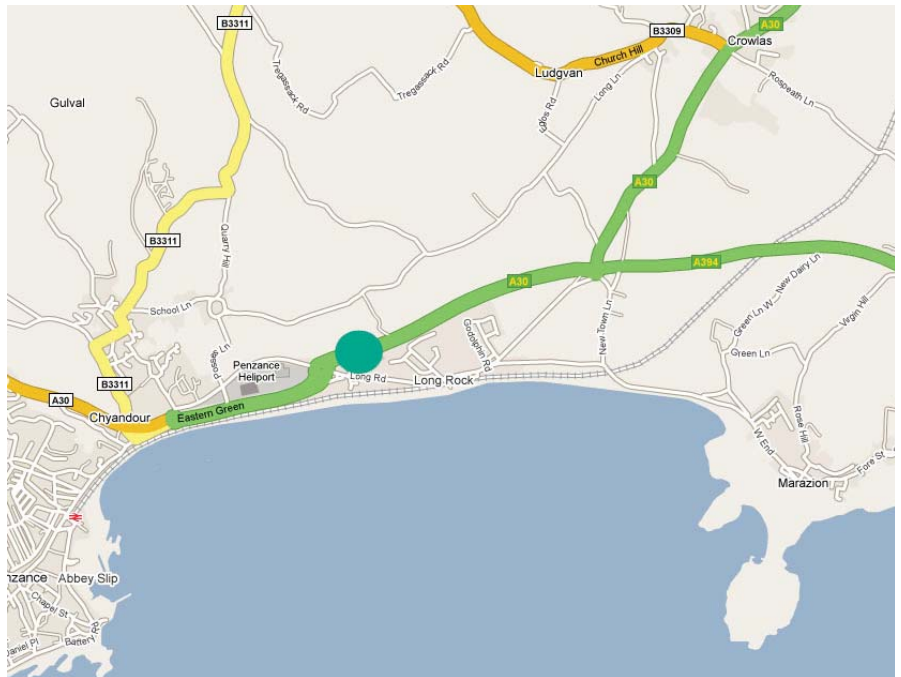
## PENWITH BUSINESS CENTRE

### Directions

Penwith Business Centre is situated on the main A30 as you come into Penzance, just off the roundabout where you see the signs for McDonalds and Morrison's garage.

### Parking

Free parking is available at the front of the building.



Penwith Business Centre  
Long Rock Industrial Estate, Long Rock, Penzance, TR20 8HL

Tel: 01736 352000

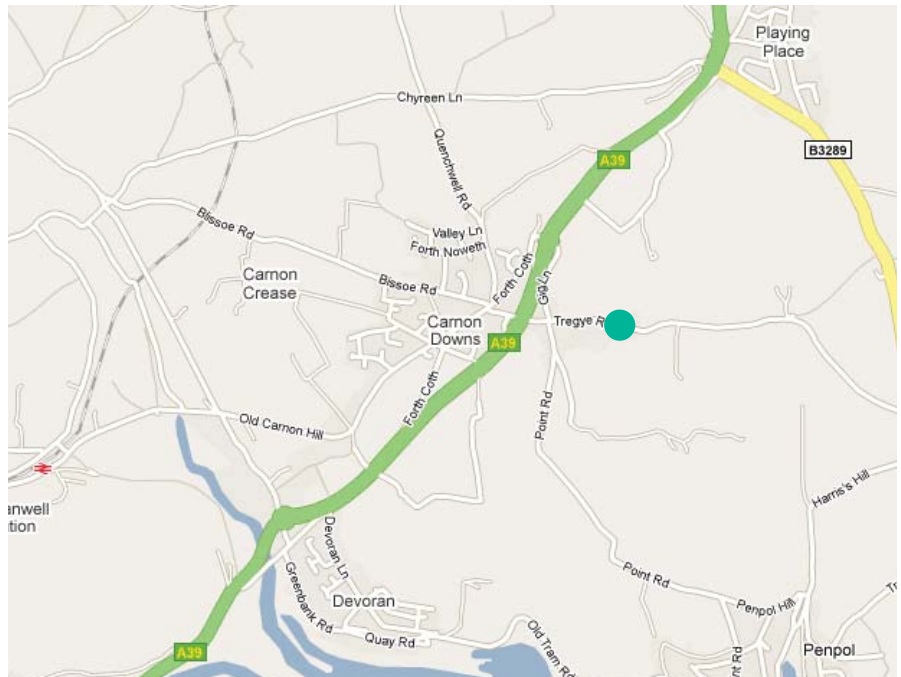
Email: [business.centre@penwith.gov.uk](mailto:business.centre@penwith.gov.uk)

## TREGYE

### Directions

Tregye was built as a country estate in 1809 and Truro College bought the site at the beginning of September 1999. The country house is set in its own grounds with mature gardens and trees and it overlooks extensive views of the countryside reaching down to the Fal estuary. Geographically Tregye is four miles from Truro centre, a mile from Loe Beach, six miles from Mylor Yachting Harbour and seven miles from the main campus.

Travelling from Truro direction, follow A39, go through 2 roundabouts. At Carnon Downs roundabout, take the 1st exit onto Gig Lane, turn left at Tregye Road and the Tregye campus will be on the right.



### Parking

There is free parking on site.

Tel. 01872 267575

Tregye  
Tregye Road, Carnon Downs, Truro, Cornwall TR3 6JH

# TRURO COLLEGE

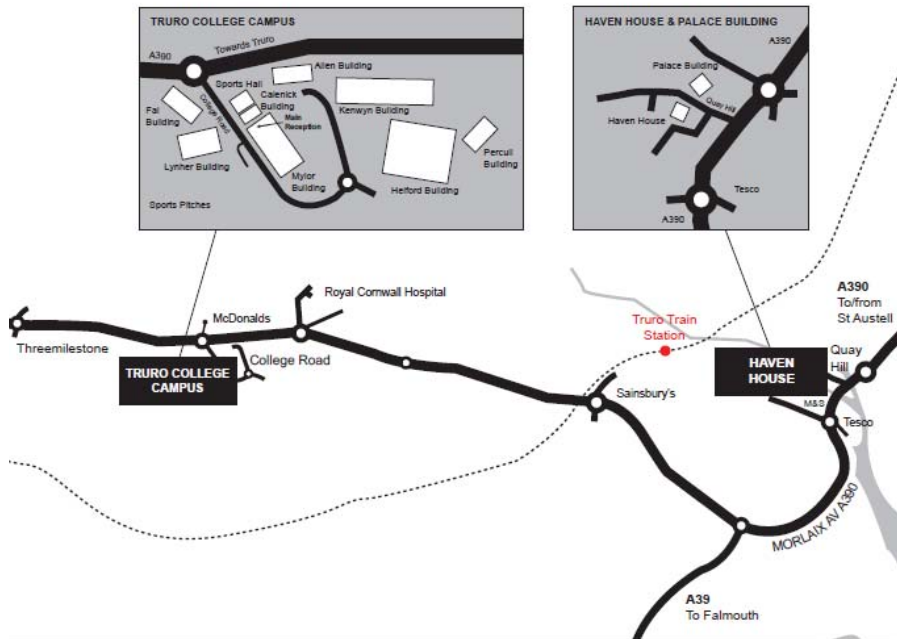
## Directions

From Truro, follow the A390 towards Redruth. Carry on along this road and you will pass the Royal Cornwall Hospital on the right, carry on straight until you arrive at the next roundabout then take the 1st exit left into Truro College.

From the A30, head towards Truro (A390), turning off at Chiverton Cross roundabout, follow this road until you reach a roundabout, carry on straight across. At the next roundabout take the 3rd exit into Truro College.

## Parking

Limited parking is available.



Truro College  
College Road, Truro, Cornwall, TR1 3XX

Tel: 01872 267047

Email: [workforce@truro-penwith.ac.uk](mailto:workforce@truro-penwith.ac.uk)

**WE CAN USE OTHER VENUES  
PLEASE CALL THE TEAM IF YOU  
REQUIRE A VENUE NEARER TO YOU**

## INFORMATION

## Terms and Conditions

This course handbook is a guide to the Workforce Development courses organised by Truro and Penwith College. Courses may be cancelled, or varied, if enrolments are too low or for other reasons. Course details and venues may be modified or changed if necessary. In such instances candidates will be offered a place on the next available course. Programmes of study are subject to the approval and regulations of awarding bodies.

Payment is required in advance. A cancellation can only be made in writing or by email at least 7 days before the start of the course or 14 days for corporate bookings. A £150 administration charge will be made where customers (private group bookings) fail to give the required notice when cancelling courses that we have organised for them. If a course does not start or closes after one session then a full refund will be made. Any other refund request must be made in writing to the Principal and would normally only be considered on grounds of ill health (a medical certificate is required).

# NOTES

# Truro and Penwith College



## Community Learning and Workforce Development Team

Truro College, College Road, Truro TR1 3XX

t: 01872 267047

e: [workforce@truro-penwith.ac.uk](mailto:workforce@truro-penwith.ac.uk)

w: [www.trurocollege.ac.uk/wfd](http://www.trurocollege.ac.uk/wfd)



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