

Short Course Schedule

August 2010 - January 2011



| Course | Duration | September | October | November | December | January | February |
|--|-------------------------|-----------|---------|----------|----------|---------|----------|
| Automotive | | | | | | | |
| | | | | | | | |
| Building Services & Construction | | | | | | | |
| | | | | | | | |
| Gas Safety Registration | | | | | | | |
| Centre for Sustainability | | | | | | | |
| Conservation Appreciation and Heritage Plastering Skills | 1 day | 30 | | | | | |
| Conservation Appreciation and Decorative Coatings & Finishes | 1 day | 30 | | | | | |
| Electrical | | | | | | | |
| Portable Appliance Testing (PAT) | 2 days | 20, 27 | | | | | |
| 17th Edition | 1 evening / 10 weeks | 13, 15 | | | | | |
| 17th Edition (1 day/5 weeks) | 1 day / 5 weeks | 16 | | | | | |
| Part P Cat 2 Domestic Installers Certificate | 1 evening / 20 weeks | 20 | | | | | |
| Part P Cat 2 Domestic Installers Certificate | 1 day / 10 weeks | 20 | | | | | |
| | | | | | | | |
| Business & Computing | | | | | | | |
| Customer Care | | | | | | | |
| Finance & Accounts | | | | | | | |
| An introduction to SAGE - Accounting Software | 1 day | 14 | 5 | 9 | 7 | 7 | |
| Finance for non finance managers | 1 day | 10, 17 | | | 10, 17 | | |
| Credit Control | 1 day | 24 | 15 | 19 | 3 | 14 | |

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|---|------------------|-------------------------|----------|----------|----------|----------|----------|
| Management training and Development | | | | | | | |
| Recruitment and Selection | 1 day | 9 | 15 | | 10 | | |
| Building Winning Teams | 1 day | 21 | | | | | |
| Performance Management and Appraisal training | 1 day | 7 | | | | | |
| Personal Development | | | | | | | |
| Minute taking | half day | 7, 28 | | | | | |
| | | | | | | | |
| Hospitality & Catering | | | | | | | |
| | | | | | | | |
| Occupational Health & Safety | | | | | | | |
| First Aid at Work | 3 days | 20-22 | 13-15 | 8, 9, 10 | 13-15 | 12 to 14 | 9 to 11 |
| Basic First Aid | 1 day | 16 | 6, 18 | 2, 16 | 7,21 | 11, 24 | |
| First Aid Re Cert | 2 days | 13-14 | 4 & 5 | 17 & 18 | 9 to 10 | 17 to 18 | 7 to 8 |
| Health & Safety Level 2 CIEH | 1 day | 9 | 12 | 15 | 20 | 19 | 2 |
| Risk Assessment | 1 day | | | 3 | | 5 | |
| Managing Safety IOSH | 5 days | | | 15-19 | | | |
| NEBOSH National General Certificate | 1 day / 13 weeks | 02-Jan | | | | | 10 |
| NEBOSH Diploma Health and Safety | 1 day / 36 weeks | | | | | 28 | |
| Manual Handling | half day | 23 | 7 | 25 | 8 | 20 | 4 |
| Annual First Aid update | 2 hours | 23 | 7 | 25 | 16 | 20 | 4 |
| Security | | | | | | | |
| Door Supervisor City & Guilds 1900 | 4 days | 27-30 | 26-29 | 23-26 | | 17-20 | 21-24 |
| Security Guard City & Guilds 1902 | 4 days | 19-22 | 12 to 15 | 1 to 4 | 14-17 | 4 to 7 | 7 to 10 |
| NEBOSH Fire Safety and Risk Management | 10 days | 1, 2, 3, 6, 7, 8, 9, 10 | | | | | |