

PROFESSIONAL DEVELOPMENT FOR SCHOOLS AND BUSINESSES



COURSES SEPTEMBER 2024 - JUNE 2025

Empower your workforce, giving them the right skills, shows them that you take their health, safety, and well-being seriously. Workplaces where employees are involved in taking decisions about health and safety are safer and healthier. Your employees influence health and safety through their own actions. They are often the best people to understand the risks in their workplace. Health and safety are the appropriate measures employers must take to protect the mental and physical wellbeing of employees and the public.

Are you and your staff confident and prepared?

All successful businesses recognise the importance of having a highly qualified and trained workforce. We offer a range of training courses that will enhance and develop the skills of your workforce to consolidate and build on their knowledge. It can be more cost effective to up-skill your current workforce than to get new staff.

We also provide a range of training courses that will enhance, develop, and consolidate your own current skills, enabling you to move forward in your current job or into new and exciting roles.

We can develop and tailor our courses to match your needs.

All courses take place at Training and Development Unit Macbeth Centre Macbeth Street W6 9JJ or on site in your business.

Book your place now!

You can send an email to hftd@lbhf.gov.uk or call **020 8753 3600**

Additional courses start throughout the year Please visit our website **www.hfals.ac.uk**

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Our facilities

Macbeth Centre

Courses take place in the Macbeth Centre, a lively and friendly hub in central Hammersmith.

Room hire - ideal for meetings, training and conferences

We have a number of fully refurbished rooms which are available for hire:

- Meeting rooms
- Training rooms
- Conference hall

Rates: From from £56 - £97 per hour. If you are a not-for-profit organisation please ask about a discounted rate.

The rooms are supported by up-to-date equipment.

For further information please email hftd@lbhf.gov.uk



020 8753 3600
hftd@lbhf.gov.uk

FIRST AID



Level 3 Emergency first aid at work – one-day course

RQF

The level 3 Emergency first aid at work course is for the first aider employed in low-risk sectors such as shops, offices, schools, libraries etc. The course meets the requirements of the Health and Safety (First Aid) Regulations 1981. The course covers numerous subjects and practical scenarios such as the role of the first aid, CPR, treatment for shock, bleeding by the end of the course you will have acquired knowledge and skills to deal with common first aid incidents in your workplace. All delegates are provided with learning resources including first aid manual and CPR pocket face shield.

Syllabus

- What is first aid?
- First aid in the workplace
- Responsibilities of the first aider
- Primary survey
- Unconscious casualty management
- Resuscitation
- Choking
- Shock
- Wounds and bleeding
- Minor burns
- Seizures

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 Emergency first aid at work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	9 Oct 2024	TD1101
£115	Wed	9.30am-4.30pm	5 Feb 2025	TD1112
£115	Wed	9.30am-4.30pm	14 May 2025	TD2110

Level 3 First aid at work – three-day course

RQF

It is a requirement of health and safety law that employers provide a safe and healthy environment to work in. If your assessment of first aid highlights the need for qualified first aiders, then this level 3 qualification (level 6 in Scotland) will provide you with suitable, highly trained personnel.

This comprehensive three-day course covers a wide range of first aid emergencies, enabling all participants to deal with emergency situations with confidence in a prompt, safe and effective way. In addition, this course will include any protocol changes that may have arisen since their last training course.

This course will give participants a qualification to the highest level of first aid, meeting the statutory requirements of the Health and Safety (First Aid) Regulations 1981.

All delegates are provided with a first aid manual.

Syllabus

A range of subjects are covered:

- Legalities, responsibilities, and reporting
- Heart attacks

- Dealing with an unresponsive casualty
- Eye injuries
- Fractures and spinal injuries
- Choking
- Control of bleeding
- Chest injuries
- Assessment of the situation
- Diabetes
- Shock (including Anaphylaxis)
- Asthma
- Poisoning
- Sprains and strains
- Stroke
- Burns
- Epilepsy
- Resuscitation
- Bandaging

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 First aid at Work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£295	Mon - Wed	9.30am-4.30pm	21 - 23 Oct 2024	TD1012
£295	Mon - Wed	9.30am-4.30pm	9 - 11 Dec 2024	TD2003
£295	Mon - Wed	9.30am-4.30pm	10 - 12 Feb 2025	TD2601
£295	Mon - Wed	9.30am-4.30pm	3 - 5 Mar 2025	TD3007
£295	Mon - Wed	9.30am-4.30pm	19 - 21 May 2025	TD3106
£295	Mon - Wed	9.30am-4.30pm	16 - 18 June 2025	TD3013

Level 3 First aid at work requalification course – two-day course

RQF

This two-day First aid at work course is designed for those who currently hold a first aid at work qualification and are due to expire.

Please consider the following rules for attendance:

A first aider can renew their first aid at work qualification by attending a two-day requalification course if it's within one month past the expiry date.

If the first aider has lapsed beyond one month, then they must attend a full three-day first aid at work course.

The important thing to remember is that as soon as the certificate expires, the first aider is no longer considered competent to act as a first aider in the workplace which may well leave the employer with a shortfall. Therefore, it would be prudent to arrange their first aid at work requalification before they expire.

All delegates are provided with a first aid manual.

Syllabus

A range of subjects are covered including:

- Legalities, responsibilities, and reporting
- Heart attacks

- Dealing with an unresponsive casualty
- Eye injuries
- Fractures and spinal injuries
- Choking
- Control of bleeding
- Chest injuries
- Assessment of the situation
- Diabetes
- Shock (including Anaphylaxis)
- Asthma
- Head injuries
- Poisoning
- Sprains and strains
- Stroke
- Burns
- Epilepsy
- Resuscitation
- Bandaging

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 First aid at Work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£180	Mon - Tue	9.30am-4.30pm	14 - 15 Oct 2024	TD1002
£180	Mon - Tue	9.30am-4.30pm	3 – 4 Feb 2025	TD2015
£180	Mon - Tue	9.30am-4.30pm	10 - 11 Mar 2025	TD2007
£180	Mon - Tue	9.30am-4.30pm	12 - 13 May 2025	TD2013

Level 3 Paediatric first aid – two-day course, units 1 and 2

RQF

This course has been developed for those who are working with children and infants. It will be of particular interest to teachers, child minders, crèche assistants, playgroup personnel and anyone else who has a responsibility for their welfare whilst in your care.

This two-day course satisfies the guidelines and criteria as laid down by the Early Years Foundation Stage (EYFS) and Ofsted. To obtain this qualification, you must attend both days and complete the two units of accreditation.

All delegates are provided with a first aid manual.

Syllabus

A range of subjects are covered including:

- Responsibilities and reporting
- Resuscitation
- Assessment of the situation
- Fainting
- Dealing with an unresponsive casualty
- Choking

- Head injuries
- Diabetes
- Infantile convulsions
- Foreign bodies
- Control of bleeding
- Anaphylaxis
- Eye injuries
- Fractures
- Heat and Cold
- Asthma
- Sickle cell anaemia
- Meningitis
- Burns
- Shock

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 Paediatric First aid at Work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£180	Mon-Tue	9.30am-4.30pm	7 - 8 Oct 2024	TD1007
£180	Thu-Fri	9.30am-4.30pm	5 - 6 Dec 2024	TD2006
£180	Mon-Tue	9.30am-4.30pm	27 - 28 Jan 2025	TD3006
£180	Mon-Tue	9.30am-4.30pm	24 - 25 Feb 2025	TD2223
£180	Mon-Tue	9.30am-4.30pm	17 - 18 Mar 2025	TD3011
£180	Tue-Wed	9.30am-4.30pm	6 - 7 May 2025	TD3012
£180	Mon-Tue	9.30am-4.30pm	9 - 10 Jun 2025	TD3024

HEALTH AND SAFETY



FOOD SAFETY



Level 2 Award in fire safety for fire marshals – one-day course

This one-day course is intended for those undertaking the role of a fire marshal in a workplace. Candidates will develop the skills to meet the requirements for a fire marshal. All delegates are provided with a fire marshal manual.

Syllabus

- Fire awareness
- Fire controls
- Understand how to use a fire extinguisher
- Action in the event of a fire
- Personal emergency evacuation plans
- The role of a fire marshal
- Communicating with emergency services

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	6 Nov 2024	TD1501

Level 2 Award in health and safety in the workplace – one day course

This qualification is ideal for those who want to have a good foundation knowledge of health and safety in the workplace. It can be used as part of an induction programme for new staff or help to raise awareness with existing employees.

Syllabus

- health and safety topics such as health and safety legislation
- roles and responsibilities of the employer and employee.

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	29 Jan 2025	TD1016

Level 2 Award in manual handling – one-day course

This one-day introductory course is ideal for anyone who carries out regular manual handling for their job including school premises officers, warehouse staff, early years practitioners etc the course covers a broad range of subjects.

Syllabus

- practical manual handling,
- risk assessment
- responsibilities of the employer and employee.

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Thu	9.30am-4.30pm	12 Dec 2024	TD2004

Level 2 Award in principles of workplace risk assessment – one day course

This one-day course is for those undertaking risk assessments within their work environment.

Syllabus

- Health and safety legislation, regulations, and codes of practice
- Enforcement of legislation
- Responsibilities of employers and employees
- Five steps to risk assessment
- Common hazards and controls
- Identifying appropriate controls

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 2 certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	16 Oct 2024	TD2016

Level 2 Award in principles of COSHH – one-day course

This one-day course is intended for those working with substances that fall under the COSHH regulations. This course is suitable for new and experienced members of staff.

Syllabus

- Legal requirements
- Penalties for non-compliance
- Hazards related to substances
- Routes of entry
- Control measures
- Information related to substances
- Dealing with incidents

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 Emergency First aid at Work certificate valid for three years.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	13 Nov 2024	TD1023

Level 1 First aid for mental health – one-day course

This is an introductory course for those who have an interest in learning about first aid for mental health. All delegates are provided with a mental health first aid manual.

Syllabus

- What is First Aid for Mental Health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Stress
- Mental health conditions

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will be issued with a Level 1 Award in Awareness of First Aid for Mental Health.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9:30am-4.30pm	20 Nov 2024	TD2300

Level 2 Award first aid for mental health – one-day course

This qualification builds upon what is covered in the level one qualification it also includes additional content on substance abuse and includes the First Health for Mental Health Action plan covering how a positive mental health culture can be supported in a workplace. All delegates are provided with a mental health first aid manual.

Syllabus

- What is first aid for mental health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Stress
- Mental health conditions
- Drugs and alcohol
- First aid for mental health action plan
- First aid for mental health in the workplace

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will be issued with a Level 2 Award in First Aid for Mental Health.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£115	Wed	9.30am-4.30pm	12 Mar 2025	TD2301

Level 3 Supervising/leading first aid for mental health – two-day course

This qualification is the highest level in the suite of qualifications it is aimed at those who have been designated the role of mental health first aider in the workplace. It covers subjects from the level 1 and 2 qualifications but goes into further detail. It covers how to start a supportive conversation and signpost a person to seek appropriate professional help. All delegates are provided with a mental health first aid manual.

Syllabus

- What is first aid for mental health?
- Identifying mental health conditions
- Providing advice and starting a conversation
- Drugs and alcohol
- First aid for mental health action plan
- First aid for mental health in the workplace
- A large range of mental health conditions covered in detail

Assessment

Ongoing practical assessment by the instructor, along with a multiple-choice assessment.

Certification

Upon completion successful delegates will receive a Level 3 Award in Supervising/ Leading First Aid for Mental Health.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£180	Mon-Tue	9:30am-4.30pm	23 - 24 Jun 2025	TD2302

CIEH Foundation Certificate in Food Safety (Level 2)

This one-day CIEH Foundation Certificate in Food Safety course is designed to help you safe-guard yourself and your business against potential loss of income.

Delivered by one of this council's Environmental Health Officers, the course aims to equip businesses and food handlers with the knowledge and skills to achieve a '5' rating at your next inspection.

As well as those working in catering, hospitality including hotels, restaurants, cafes, bars, fast food outlets, takeaways, kitchens, hospitals, schools, and colleges it is also useful for childcare students, Childminders, community groups and voluntary organisations, and anyone wishing to refresh previously learned skills and knowledge.

Syllabus

- The importance of food safety
- Food safety hazards including food allergens
- Cross-contamination
- Shelf-life and temperature control
- Food safety management systems

Assessment

Multiple-choice.

Certification

Upon completion successful delegates will receive a Level 2 Certificate in Food Safety.

Numbers

A maximum of 12 students.

COST	DAY(S)	TIME	DATE(S)	COURSE CODE
£56	Mon	9.30am – 4.30pm	30 Sept 2024	TD1009
£56	Mon	9.30am – 4.30pm	17 Feb 2025	TD2008

PROFESSIONAL DEVELOPMENT



We offer a range of courses to support your development and broaden your knowledge and skill base. For up to date details, check our website. A small selection of our upcoming courses can be seen below (👤 denotes an interview is required for the course).

Mental health awareness (level 1)



Raise your understanding of mental health issues during this 5 week course.

COST	DAY(S)	TIME	WEEKS	LOCATION	DATE	COURSE CODE
£140	Sat	10am-2pm	5	MACBETH	9 Nov 2024	CC1500

Preparing to teach: award in education and training



Gain the key skills and knowledge needed to teach adults in post-16 adult education. This is an 11 week course.

COST	DAY(S)	TIME	WEEKS	LOCATION	DATE	COURSE CODE
£330	Sat	10am-3pm	11	MACBETH	21 Sep 2024	TD1000

Customer service: introduction



Learn the basics of good customer service during this five week course.

COST	DAY(S)	TIME	WEEKS	LOCATION	DATE	COURSE CODE
£85	Tue	10am-12.30pm	5	MACBETH	5 Nov 2024	BS1400

We also offer Level 3 and 4 courses in childcare and supporting teaching and learning. For more details, and the full selection, check our website.

Soft skills, specialist and bespoke training

We can also offer specialist, bespoke and soft skills training, these can be delivered at your workplace or here at the Macbeth Centre.

- Advanced minute taking
- Agile project management training courses
- Appraisal skills training courses
- Assertiveness training courses
- Basics of project planning
- Behaviour management in young people training courses
- Business letter and email writing training courses
- Chairing meeting skills training courses
- Change management training courses
- Coaching skills for managers training courses
- Communication skills
- Complaints awareness training courses
- Confidence and assertiveness training courses
- Conflict resolution training courses
- Customer excellence training courses
- Data protection skills training courses
- Effective communication skills training courses
- Enhancing the customer experience training courses
- Finance for non-finance managers training courses
- Finance: the basics – 90 minute webinar
- Handling complaints training courses
- Leadership and management training programme
- Managing anger in young people training courses
- Managing difficult behaviour training courses
- Managing difficult conversations
- Managing remote teams
- Minute taking training courses
- Performance management training courses
- Personal development
- Presentation skills
- Report writing training courses
- Resilience training
- Strategic planning, goal setting and decision making training courses
- Stress management
- Team building training courses
- Team dynamics
- Telephone technique training courses
- The art of delegation – three-hour online workshop
- Time and stress management training courses
- Time management training courses
- Train the trainer training courses
- Unconscious bias
- Working smarter not harder
- Written communication skills training courses

For further details on these courses please contact hftd@lbhf.gov.uk

BUSINESS BOOTCAMPS



Business bootcamps

Our H&F enterprise support programme is designed to help you whether you are thinking about starting a business, are in the process of setting up or have already started and want to grow.

Enterprise club

A monthly meet-up where you can get the information you need to succeed. Meet local entrepreneurs like you, with the opportunity to network and find out about local opportunities, including business mentoring.

Business start-up boot camp

The one-day business boot camp is designed to take you through key processes and decisions that start-ups and new businesses need to make.

Follow-on workshops

Learn more about a range of key topics with a selection of workshops, including:

- Social media for business
- Administration and accounting
- Sales and marketing
- Set-up your own website
- How to start a market stall

Courses

Take your learning further with bespoke and tailored training for start-ups and small to medium businesses which includes digital skills for business such as Wordpress and other web technologies, email marketing and office skills and technologies.

Keep an eye out for more Enterprise Support throughout the year on www.hfals.ac.uk

Join our business enterprise support programme today by registering your interest:

**business-support@lbhf.gov.uk
or call 020 8753 5585**

Want to be the first to know about new discounts, classes and all things adult learning?



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**MACBETH
MAIL**

Sign up to receive our new Macbeth Mail newsletter



[https://www.lbhf.gov.uk/adult-learning-and-skills/
macbeth-mail-e-newsletter](https://www.lbhf.gov.uk/adult-learning-and-skills/macbeth-mail-e-newsletter)

How to contact us



020 8753 3600



alssinfo@lbhf.gov.uk



<https://www.hfals.ac.uk/>

Connect with us:



ENROL EARLY AND SECURE YOUR PLACE!

All courses take place at

Training and Development Unit Macbeth Centre

Macbeth Street W6 9JJ

Book your place now

You can send an email to hftd@lbhf.gov.uk

or call the training and development unit on

020 8753 4696

Additional courses start throughout the year

Please visit our website www.hfals.ac.uk

or call **020 8753 4696** for details

If you would like any part of this document produced in large print or Braille please telephone **020 8753 4696**

