

# TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

## TRAINING PROGRAMME

MAY - OCTOBER 2016

SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072

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W W W . T Y R O T R A I N I N G . C O . U K

# WELCOME TO OUR SUMMER 2016 PROGRAMME

As 2016 marches on, we have been overwhelmed with interest in our Distance Learning programmes and keep adding to your options – including our new course in Principles of Care Planning.

There are a few big changes to funding on the horizon. On 1 August 2016 the government will no longer subsidise Certificates or Diplomas delivered in the workplace (NVQs), and employers will be expected to pay the full fees.\* We offer a range of programmes to upskill your staff (see page 8), so make the most of funding available in the final 3 months!

Whether you are looking for industry recognised qualifications or bespoke training to meet your specific business needs and develop your staff...

## MAKE TYRO YOUR TRAINING PROVIDER OF CHOICE IN 2016!

\*unless individuals do not hold a Level 2 or Level 3 qualification – contact our team for more information

## FREE TRAINING?

LOOK OUT FOR THIS ICON THROUGHOUT THE PROGRAMME. If you are claiming Job Seekers Allowance (JSA), Employment Support Allowance (ESA) or Universal Credit, then you may be able to receive the training for free if you provide appropriate evidence



## OUR FUNDING AND PARTNERS:



LEEDS CITY REGION  
ENTERPRISE  
PARTNERSHIP

# WWW.TYROTRAINING.CO.UK

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Use the course categories below to help you find the training you require:

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## ENGLISH & MATHS

Whether you want to improve spelling, professional vocabulary, costing and pricing or understand data and statistics – our training team can help!

We can support your staff through one to one coaching or group training sessions, helping them to develop specific skills and/or achieve formal qualifications in English and Maths.\*

CALL US ON: 01756 797266 | [INFO@TYROTRAINING.CO.UK](mailto:INFO@TYROTRAINING.CO.UK)

\*Qualifications may be free, based on eligibility criteria and previous attainment



# FIRST AID

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## EMERGENCY FIRST AID AT WORK | 1 DAY | £80

📅	🕒	📍
20 May	09:30 - 17:00	Skip
10 June	09:30 - 17:00	Skip
29 June	09:30 - 17:00	Skip
15 July	09:30 - 17:00	Skip
27 July	09:30 - 17:00	Skip
19 August	09:30 - 17:00	Skip
8 September	09:30 - 17:00	Skip
13, 14 September	17:30 - 21:00	Skip
22 September	09:30 - 17:00	Skip
12 October	09:30 - 17:00	Skip
28 October	09:30 - 17:00	Skip
16 May	09:00 - 17:00	Scarb
14 June	09:00 - 17:00	Scarb
12 July	09:00 - 17:00	Scarb
18 August	09:00 - 17:00	Scarb
15 September	09:00 - 17:00	Scarb
13 October	09:00 - 17:00	Scarb

## PAEDIATRIC FIRST AID | 2 DAYS | £95

📅	🕒	📍
7, 8 June	09:30 - 16:30	Skip
23, 24 June	09:30 - 16:30	Skip
11, 12 July	09:30 - 16:30	Skip
11, 12 August	09:30 - 16:30	Skip
12, 13 September	09:30 - 16:30	Skip
20, 21, 27, 28 September	17:30 - 21:00	Skip
29, 30 September	09:30 - 16:30	Skip
6, 7 October	09:30 - 16:30	Skip
19, 20 October	09:30 - 16:30	Skip
24, 25 May	09:00 - 16:00	Scarb
21, 22 July	09:00 - 16:00	Scarb
10, 11 October	09:00 - 16:00	Scarb

### ALSO AVAILABLE:

- Automated External Defibrillation (AED)
- Basic First Aid
- Basic First Aid for Parents
- First Aid with Forestry Unit (+F)



## FIRST AID AT WORK | 3 DAYS | £185

📅	🕒	📍
23, 24, 25 May	09:30 - 17:00	Skip
13, 14, 15 June	09:30 - 17:00	Skip
5, 6, 7 July	09:30 - 17:00	Skip
18, 19, 20 July	09:30 - 17:00	Skip
22, 23, 24 August	09:30 - 17:00	Skip
26, 27, 28 September	09:30 - 17:00	Skip
24, 25, 26 October	09:30 - 17:00	Skip
10, 11, 12 May	09:00 - 16:30	Scarb
5, 6, 7 July	09:00 - 16:30	Scarb
19, 20, 21 September	09:00 - 16:30	Scarb

## FIRST AID AT WORK REQUALIFICATION | 2 DAYS | £130

📅	🕒	📍
21, 22 June	09:30 - 17:00	Skip
25, 26 July	09:30 - 17:00	Skip
15, 16 August	09:30 - 17:00	Skip
3, 4 October	09:30 - 17:00	Skip
15, 16 June	09:00 - 16:30	Scarb

### FIRST HAND PRACTICAL EXPERIENCE

Our trainers have used all the skills they teach you in real life situations in their workplace.



AMBULANCE: 8 MINUTES  
FIRST AID: INSTANT





# HEALTH & SAFETY

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## HEALTH & SAFETY CIEH LEVEL 2 AWARD | 1 DAY | £80



14 June	09:00 - 17:00	Skip
7 July	09:00 - 17:00	Skip
16 August	09:00 - 17:00	Skip
16 September	09:00 - 17:00	Skip
12 October	09:00 - 17:00	Skip
23 May	09:00 - 17:00	Scarb
21 June	09:00 - 17:00	Scarb
18 July	09:00 - 17:00	Scarb
7 September	09:00 - 17:00	Scarb
26 October	09:00 - 17:00	Scarb

## HEALTH & SAFETY CIEH LEVEL 3 AWARD | 3 DAY | £275



25, 26, 27 July	09:00 - 17:00	Skip
14, 15, 16 September	09:00 - 17:00	Skip

## ROLO HEALTH & SAFETY AWARENESS | 1 DAY | £105



20 May	09:00 - 17:00	Skip
17 June	09:00 - 17:00	Skip
18 August	09:00 - 17:00	Skip
24 October	09:00 - 17:00	Skip

## RISK ASSESSMENT CIEH LEVEL 3 AWARD | 1½ DAYS | £160



9, 10 June	09:00 - 17:00	Skip
13, 14 October	09:00 - 17:00	Skip
12, 13 October	09:00 - 17:00	Scarb

## FIRE SAFETY AWARENESS | ½ DAY | £70



12 July	09:00 - 13:00	Skip
11 October	09:00 - 13:00	Skip
23 May	09:00 - 13:00	Scarb
11 July	09:00 - 13:00	Scarb
9 September	09:00 - 13:00	Scarb

## ALSO AVAILABLE:

- Asbestos Awareness
- Basic Manual Handling
- COSHH CIEH Level 2 Award
- Environmental Management Level 3 Award
- Fire Marshal
- Health & Safety CIEH Level 4 Award
- Legionella Awareness
- Manual Handling CIEH Level 2 Award
- Working at Heights

If you require a course that isn't running at your local Tyro Training centre, contact us to arrange training at your premises or elsewhere!



# FOOD SAFETY

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## FOOD SAFETY CIEH LEVEL 2 AWARD | 1 DAY | £80



19 May	09:00 - 17:00	Skip
16 June	09:00 - 17:00	Skip
14 July	09:00 - 17:00	Skip
19 August	09:00 - 17:00	Skip
20 September	09:00 - 17:00	Skip
20 October	09:00 - 17:00	Skip
26 May	09:00 - 17:00	Scarb
13 June	09:00 - 17:00	Scarb
14 July	09:00 - 17:00	Scarb
16 August	09:00 - 17:00	Scarb
14 September	09:00 - 17:00	Scarb
18 October	09:00 - 17:00	Scarb

## FOOD SAFETY CIEH LEVEL 3 AWARD | 3 DAYS | £275



27, 28, 29 June	09:00 - 17:00	Skip
17, 18, 19 October	09:00 - 17:00	Skip
6, 7, 8 June	09:00 - 17:00	Scarb
24, 25, 26 October	09:00 - 17:00	Scarb

## HACCP CIEH LEVEL 3 AWARD | 2 DAYS | £195



27, 28 June	09:00 - 16:00	Skip
22, 23 September	09:00 - 16:00	Skip
16, 17 May	09:00 - 16:00	Scarb
9, 12 September	09:00 - 16:00	Scarb

## BIAB PERSONAL LICENCE HOLDERS LEVEL 2 AWARD | 1 DAY | £150



16 June	09:00 - 17:00	Skip
19 September	09:00 - 17:00	Skip

## NUTRITION FOR SCHOOLS | ½ DAY | £50



27 September	09:00 - 12:00	Skip
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## FOOD ALLERGENS | ½ DAY | £50



10 June	13:30 - 16:30	Scarb
11 October	13:30 - 16:30	Scarb

## ALSO AVAILABLE:

- Food Safety CIEH Level 4 Award
- Healthier Foods & Special Diets

If you require a course that isn't running at your local Tyro Training centre, contact us to arrange training at your premises or elsewhere!



# DISTANCE LEARNING

Distance Learning courses are absolutely perfect for people with busy home / work lives who want to gain a FREE accredited qualification (subject to eligibility). The courses begin with a one hour tutor led induction where you will receive all of the learning materials and workbooks and you will set deadlines with the tutor that can be tailored specifically to fit around your lifestyle.

## OUR DISTANCE LEARNING COURSES:

- Awareness of Mental Health Problems
- Common Health Conditions
- Information, Advice or Guidance
- Prevention & Control of Infection
- Principles of Care Planning ★ NEW ★
- Principles of Customer Service
- Principles of Dementia Care
- Principles of End of Life Care
- Principles of Team Leading
- Principles of Working with Individuals with Learning Disabilities
- Understanding Autism
- Understanding Dignity and Safeguarding in Adult Health & Social Care
- Understanding Nutrition and Health
- Understanding the Care and Management of Diabetes
- Understanding the Safe Handling of Medication in Health & Social Care

# FREE

\*SUBJECT TO ELIGIBILITY\*

FOR MORE COURSE INFORMATION VISIT:  
[WWW.TYROTRAINING.CO.UK](http://WWW.TYROTRAINING.CO.UK)

### \*AM I ELIGIBLE TO GET THIS FOR FREE?\*

- ✓ You must have been aged 19 or over on 31 August 2015
- ✓ You must have lived within the EU for the last 3 years
- ✓ You should inform us of any other course/ educational programme that you are studying

In order to receive the free training, you must complete your training successfully within the agreed timescales. If for any reason you withdraw from the training or fail to submit the work as per the study schedule then a fee of £100 per person will be payable by the person/organisation contracting the training

GET A FREE QUALIFICATION FROM HOME



# NVQ/DIPLOMAS

## ELIGIBILITY FOR FUNDING OF WORKPLACE LEARNING IS CHANGING:

From August 2016, learners aged 19 and over are unlikely to receive government funding and may need to take out a learner loan for training and qualifications.

★ BUSINESS ★ CATERING ★ HEALTH & SOCIAL CARE ★ HOSPITALITY ★

## THE BENEFITS OF WORKPLACE TRAINING

- Workplace training offers the opportunity to improve skills and gain recognised qualifications
- Empower your staff, building confidence and capability, enabling them to excel within their role
- Investing in employees makes them feel valued leading to an improvement in staff retention rates
- Your business will directly benefit through increased productivity and improve staff performance

For more information on NVQ/Diplomas, or to enquire

**GIVE US CALL ON: 01756 797266**

# YOUR PLACE, OR OURS?

You can have any of our training courses delivered on your own site!  
**CALL US FOR A FREE QUOTATION**



### SAVE MONEY

By having the training delivered on your own premises you could save up to £350!



### OUR TRAINERS WILL TRAVEL

We deliver training to companies right across the North of England



### COMPANY SPECIFIC

The training can be tailored around your teams' experiences within your workplace





# LAND BASED & RURAL

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## PA1/PA6 SAFE USE & HANDLING OF PESTICIDES USING A KNAPSACK | 3 DAYS | £390

1, 2, 3 June	08:30 - 17:00	Skip
11, 12, 13 July	08:30 - 17:00	Skip
15, 16, 17 August	08:30 - 17:00	Skip
12, 13, 14 September	08:30 - 17:00	Skip
17, 18, 19 October	08:30 - 17:00	Skip

## SIT ASTRIDE ALL TERRAIN VEHICLE HANDLING | 2 DAYS | £195

11, 12 July	08:30 - 17:00	Skip

## DRY STONE WALLING TASTER | 2 DAYS | £100

6, 13 August	09:00 - 16:00	Skip

## INITIAL CERTIFICATE IN DRY STONE WALLING | 11 DAYS | £285

13, 20 August, 3, 10, 17, 24 September, 1, 8, 15, 23, 29 October	09:00 - 16:00	Skip

## SAFE USE OF A MANUALLY FED WOODCHIPPER | 1 DAY | £195

27 May	08:30 - 17:00	Skip
22 June	08:30 - 17:00	Skip
26 September	08:30 - 17:00	Skip



ATV - PERFECT FOR ROUGH TERRAIN

## ABRASIVE WHEELS | ½ DAY | £60

13 June	09:00 - 12:00	Skip

## INTERMEDIATE CERTIFICATE IN DRY STONE WALLING | 11 DAYS | £325

13, 20 August, 3, 10, 17, 24 September, 1, 8, 15, 23, 29 October	09:00 - 16:00	Skip



## CS30/31 CROSS CUTTING, MAINTENANCE AND FELLING OF TREES UP TO 380MM | 5 DAYS | £660

20, 21, 22, 23, 24 June	08:30 - 17:00	Skip
4, 5, 6, 7, 8 July	08:30 - 17:00	Skip
8, 9, 10, 11, 12 August	08:30 - 17:00	Skip
5, 6, 7, 8, 9 September	08:30 - 17:00	Skip
10, 11, 12, 13, 14 October	08:30 - 17:00	Skip

## CS32 FELLING & PROCESSING TREES OVER 380MM | 3 DAYS | £390

28, 29, 30 June	08:30 - 17:00	Skip
6, 7, 8 September	08:30 - 17:00	Skip

## CS38 TREE CLIMBING AND RESCUE | 5 DAYS | £490

23, 24, 25, 26, 27 May	08:30 - 17:00	Skip
18, 19, 20, 21, 22 July	08:30 - 17:00	Skip
8, 9, 10, 11, 12 August	08:30 - 17:00	Skip
19, 20, 21, 22, 23 September	08:30 - 17:00	Skip

## CS39 AERIAL CUTTING OF TREES WITH A CHAINSAW USING FREE-FALL TECHNIQUES | 3 DAYS | £330

20, 21, 22 June	08:30 - 17:00	Skip
22, 23, 24 August	08:30 - 17:00	Skip
24, 25, 26 October	08:30 - 17:00	Skip

## CS40/41 AERIAL TREE PRUNING AND RIGGING | 5 DAYS | £660

3, 4, 5, 6, 7 October	08:30 - 17:00	Skip

## SAFE USE OF BRUSHCUTTERS AND STRIMMERS | 1 DAY | £195

24 August	08:30 - 17:00	Skip
26 October	08:30 - 17:00	Skip

## ALSO AVAILABLE:

- CS34/35
- CS50
- First Aid with Forestry Unit (+F)
- Mobile Elevated Working Platform (MEWP)



# HEALTH & SOCIAL CARE

SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## INTRODUCTION TO ADULT SAFEGUARDING | ½ DAY | £50



16 September 13:30 - 16:30 Scarb

## PERSON-CENTRED CARE PLANNING | ½ DAY | £50



6 October 09:00 - 12:00 Scarb

## INTRODUCTION TO DEMENTIA AWARENESS | ½ DAY | £50



13 May 13:00 - 16:00 Scarb

9 August 09:00 - 12:00 Scarb

## SAFE HANDLING OF MEDICATIONS | ½ DAY | £50



5 May 13:00 - 16:00 Scarb

9 August 13:00 - 16:00 Scarb

## INTRODUCTION TO INFECTION CONTROL | ½ DAY | £50



24 June 13:00 - 16:00 Scarb

5 September 13:00 - 16:00 Scarb

## AUTISM AWARENESS | ½ DAY | £50



29 September 09:00 - 12:00 Scarb

## DIABETES AWARENESS | ½ DAY | £50



21 October 13:00 - 16:00 Scarb

## TISSUE VIABILITY | ½ DAY | £50



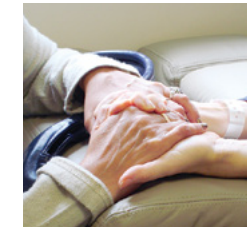
3 October 13:00 - 16:00 Scarb

 **NO DATES AT YOUR LOCAL TYRO?**  
CALL US TO DISCUSS

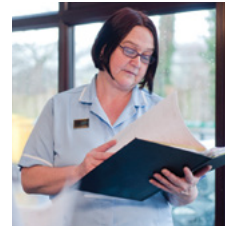
**CAWD**  
The Care Alliance for Workforce Development (CAWD) is a helpful organisation, providing information and advice for health & social care providers across North Yorkshire. For more information visit: [www.cawd.org.uk](http://www.cawd.org.uk)



SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072



**YOUR PLACE, OR OURS?**  
We can deliver any of our courses either in one of our training centres, at your work premises or elsewhere!



**GIVE THE CARE YOU'D WISH TO RECEIVE**

**ALSO AVAILABLE:**

- Anxiety Management
- Continence Management
- Epilepsy Awareness
- Intro to Adult Safeguarding
- Intro to Dementia Awareness
- Intro to Deprivation of Liberty Safeguards
- Intro to Mental Capacity Act (MCA)
- Intro to Mental Health Awareness
- Nutrition for Carers
- Principles and Practices of Assessment
- Safe Moving & Handling of People
- Safe Moving & Handling of People: Update



# BUSINESS SKILLS & MANAGEMENT

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## LEADERSHIP & TEAM SKILLS ILM LEVEL 2 | 3 DAYS | £375

8, 15, 22 June	09:00 - 17:00	Skip
3, 10, 17 October	09:00 - 17:00	Skip
1, 8, 15 June	09:00 - 17:00	Scarb
15, 22, 29 September	09:00 - 17:00	Scarb

## LEADERSHIP & MANAGEMENT ILM LEVEL 3 | 3 DAYS | £375

9, 16, 23 May	09:00 - 17:00	Skip
14, 21, 28 September	09:00 - 17:00	Skip
12, 19, 26 May	09:00 - 17:00	Scarb
20, 27 October, 3 November	09:00 - 17:00	Scarb

## LEADERSHIP & MANAGEMENT ILM LEVEL 5 | 7 DAYS | £975

29 June, 6, 13, 20 July 24, 31 August, 7 September	09:00 - 17:00	Skip
20, 27 September, 4, 12 October, 16, 23, 29 November	09:00 - 17:00	Scarb

## TRAINING PRINCIPLES & PRACTICE CIEH LEVEL 3 | 3 DAYS | £325

20, 27 June, 18 July	09:00 - 17:00	Skip
4, 11, 25 October	09:00 - 17:00	Skip
19, 26 September, 17 October	09:00 - 17:00	Scarb

## COACHING ILM LEVEL 3 | 4 DAYS | £450

7, 14, 21, 28 June	09:00 - 17:00	Skip

## DELIVERING WORLD CLASS CUSTOMER SERVICE | 1 DAY | £95

19 May	09:00 - 17:00	Skip
10 October	09:00 - 17:00	Skip
6 July	09:00 - 17:00	Scarb
27 October	09:00 - 17:00	Scarb

**NO DATES AT YOUR LOCAL TYRO?**  
CALL US TO DISCUSS



## APPRAISALS | ½ DAY | £50

26 May	09:00 - 12:00	Skip
11 July	09:00 - 12:00	Skip
13 October	09:00 - 12:00	Skip
1 July	09:00 - 12:00	Scarb
8 September	09:00 - 12:00	Scarb

## MANAGING STRESS IN THE WORKPLACE | ½ DAY | £50

11 July	13:00 - 16:00	Skip
15 September	09:00 - 12:00	Skip
21 June	13:30 - 16:30	Scarb
6 September	13:30 - 16:30	Scarb

## COMMUNICATION SKILLS | ½ DAY | £50

30 June	09:00 - 12:00	Skip
26 September	09:00 - 12:00	Skip
14 June	09:00 - 12:00	Scarb
10 August	09:00 - 12:00	Scarb

## ASSERTIVENESS | ½ DAY | £50

18 May	09:00 - 12:00	Skip
12 July	13:30 - 16:30	Skip
12 October	09:00 - 12:00	Skip
12 July	13:30 - 16:30	Scarb
30 August	13:30 - 16:30	Scarb

## RECRUITMENT AND INTERVIEW SKILLS | ½ DAY | £50

7 June	09:00 - 12:00	Skip
19 September	09:00 - 12:00	Skip
4 May	09:00 - 12:00	Scarb
22 September	09:00 - 12:00	Scarb

## PRESENTATION SKILLS | ½ DAY | £50

5 July	09:00 - 12:00	Skip
29 September	09:00 - 12:00	Skip
27 May	09:00 - 12:00	Scarb
8 September	09:00 - 12:00	Scarb





**“10% OF CONFLICTS ARE DUE TO DIFFERENCE IN OPINION. 90% ARE DUE TO WRONG TONE OF VOICE.”**

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**POSITIVE THINKING IN THE WORKPLACE | ½ DAY | £50**

Calendar	Alarm	Location
17 May	09:00 - 12:00	Skip
19 July	09:00 - 12:00	Skip
18 October	09:00 - 12:00	Skip
7 June	13:30 - 16:30	Scarb
23 August	13:30 - 16:30	Scarb

**PROBLEM SOLVING AND DECISION MAKING | 1 DAY | £95**

Calendar	Alarm	Location
25 May	09:00 - 17:00	Skip
21 July	09:00 - 17:00	Skip
26 October	09:00 - 17:00	Skip
28 June	09:00 - 17:00	Scarb
1 September	09:00 - 17:00	Scarb

**MANAGING CONFLICT | ½ DAY | £50**

Calendar	Alarm	Location
12 July	09:00 - 12:00	Skip
11 October	09:00 - 12:00	Skip
1 July	13:30 - 16:30	Scarb
6 October	09:00 - 12:00	Scarb

**USING SOCIAL MEDIA EFFECTIVELY | ½ DAY | £65**

Calendar	Alarm	Location
23 June	09:00 - 13:00	Skip
6 October	09:00 - 13:00	Skip
24 October	09:00 - 13:00	Scarb

Train people well enough so they can leave, treat them well enough so they don't want to - **RICHARD BRANSON**

**ALSO AVAILABLE:**  
 - Conducting Effective Meetings  
 - Developing a Marketing Plan

The AAT Certificate in Accounting (Level 2) and Diploma in Accounting (Level 3 & 4) are delivered at the Craven College Campus. Daytime and evening programmes are available to meet your business and individual needs  
**START DATE: 5 SEPTEMBER 2016**



# DRIVER CPC

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

**FIRST AID; MANUAL HANDLING | 1 DAY | £70**

Calendar	Alarm	Location
7 May	08:30 - 17:00	Scarb
8 July	08:30 - 17:00	Skip



**BAD WEATHER DRIVING; DEFENSIVE DRIVING TECHNIQUES | 1 DAY | £70**

Calendar	Alarm	Location
17 June	08:30 - 17:00	Scarb
22 October	08:30 - 17:00	Scarb

**FIT TO DRIVE? (DRUG & ALCOHOL AWARENESS; TIREDNESS, DIET & LIFESTYLE) | 1 DAY | £70**

Calendar	Alarm	Location
2 August	08:30 - 17:00	Scarb

**URBAN AND MOTORWAY DRIVING | 1 DAY | £70**

Calendar	Alarm	Location
29 July	08:30 - 17:00	Scarb
12 September	09:30 - 17:00	Scarb

**WORKING SAFELY; DAILY VEHICLE INSPECTIONS | 1 DAY | £70**

Calendar	Alarm	Location
24 September	08:30 - 17:00	Scarb

**DRIVERS HOURS & WORKING TIME REGULATIONS; TACHOGRAPHS AND RECORD KEEPING | 1 DAY | £70**

Calendar	Alarm	Location
13 August	08:30 - 17:00	Scarb
19 October	08:30 - 17:00	Scarb
13 September	08:30 - 17:00	Skip



**NO DATES AT YOUR LOCAL TYRO? CALL US TO DISCUSS**



# IT & COMPUTING

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE

## EXCEL STARTER | 3 X ½ DAY | £75



8, 15, 22 June	18:00 - 21:00	Skip
13, 20, 27 September	09:00 - 12:00	Skip
5, 12, 19 October	18:00 - 21:00	Skip

## PRODUCING PROFESSIONAL DOCUMENTS FOR BUSINESS | 3 X ½ DAY | £75



6, 13, 20 June	13:30 - 16:30	Skip
3, 10, 17 October	13:30 - 16:30	Skip

## EXCEL IMPROVER | 3 X ½ DAY | £75



6, 13, 20 June	09:00 - 12:00	Skip
29 June, 6, 13 July	18:00 - 21:00	Skip
4, 11, 18 October	09:00 - 12:00	Skip
2, 9, 16 November	18:00 - 21:00	Skip

## BASIC COMPUTER SKILLS | 1 X ½ DAY | £30



6 September	09:00 - 13:00	Skip
28 September	17:00 - 21:00	Skip

## EXCEL ADVANCED | 3 X ½ DAY | £75



27 June, 4, 11 July	09:00 - 12:00	Skip
1, 8, 15 November	09:00 - 12:00	Skip

### EXCEL IN DEMAND!

Microsoft Excel was voted as 'the most demanded IT skill' in 2014/15 in a York and North Yorkshire survey



 **FREE USB FLASH DRIVE**  
ON OUR IT & COMPUTING COURSES

 **NO DATES AT YOUR LOCAL TYRO?**  
CALL US TO DISCUSS



# BOOKKEEPING & PAYROLL USING SAGE

📍 SKIP = SKIPTON TRAINING CENTRE | SCARB = SCARBOROUGH TRAINING CENTRE



### WORKSHOP DELIVERY:

The training is delivered through workshops where you can work independently through a comprehensive set of learning materials and have the benefit of support and guidance from an experienced tutor.

## INTRODUCTION TO COMPUTERISED PAYROLL

 9 Weeks  
 £ £155 Training  | Exam N/A  
 📍 Skip

## INTRODUCTION TO COMPUTERISED BOOKKEEPING

 9 Weeks  
 £ £155 Training  | £60 Exam  
 📍 Skip









## INTERMEDIATE COMPUTERISED PAYROLL

 13 Weeks  
 £ £195 Training  | £80 Exam  
 📍 Skip

## INTERMEDIATE COMPUTERISED BOOKKEEPING

 13 Weeks  
 £ £195 Training  | £65 Exam  
 📍 Skip

## SESSIONS

 Tuesday Afternoons	 13:30 - 17:00
 Tuesday Evenings	 17:30 - 21:00
 Wednesday Afternoons	 13:30 - 17:00
 Wednesday Evenings	 17:30 - 21:00

## ADVANCED COMPUTERISED BOOKKEEPING

 18 Weeks  
 £ £255 Training  | £70 Exam  
 📍 Skip

## SKIPTON

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## SCARBOROUGH

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FOR MORE INFORMATION AND ADDITIONAL COURSE DATES VISIT

**WWW.TYROTRAINING.CO.UK**

Tyro Training is the commercial training division of Craven College



We reserve the right to cancel courses and/or change any information contained in this programme