

TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

TRAINING PROGRAMME

SEPTEMBER 2016 - FEBRUARY 2017

SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072

WWW.TYROTRAINING.CO.UK

WELCOME TO OUR WINTER 2016/2017 PROGRAMME

It's the final training programme of 2016, and we're most excited about our **FREE** adult courses in English and maths, supported by the Skills Funding Agency.

The courses are available for anyone over 19, who wants to achieve Level 2 in English and maths – the equivalent of a grade C at GCSE. Individuals can attend our training centre in Skipton, or we can send our trainer directly to your business.

Other courses range from landbased training such as chainsaw proficiency, through to first aid and food safety. We also have evening classes offering the flexibility for you to pursue training at a time convenient to you.

So whether you are looking for industry recognised qualifications, distance learning, bespoke training tailored to meet your individual requirements or advice on funding...

MAKE TYRO YOUR TRAINING PROVIDER OF CHOICE

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:



WWW.TYROTRAINING.CO.UK

CONTENTS

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

FIRST AID	4
HEALTH & SAFETY	6
FOOD SAFETY	7
DISTANCE LEARNING & NVQ/DIPLOMAS	8
LAND-BASED & RURAL	10
HEALTH & SOCIAL CARE	12
BUSINESS SKILLS & MANAGEMENT	14
DRIVER CPC	16
ENGLISH AND MATHS	17
IT & COMPUTING	18
BOOKKEEPING & PAYROLL USING SAGE	19

YOUR PLACE OR OURS?

WANT TO SAVE MONEY? HAVE TRAINING ON YOUR OWN PREMISES!



If you have a group of 8 or more people who require training, it may be more cost effective and convenient to have private training delivered on your own premises

YOU COULD SAVE £340

BY TRAINING 12 PEOPLE ON EMERGENCY FIRST AID AT WORK

Call **01756 797266 (SKIP)** / **01723 588072 (SCARB)** for a free quote



FIRST AID

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

EMERGENCY FIRST AID AT WORK | 1 DAY | £80

📅	🕒	📍
22 September	09:30 - 17:00	Skip
12 October	09:30 - 21:00	Skip
28 October	09:30 - 17:00	Skip
2 November	09:30 - 17:00	Skip
17 November	09:30 - 17:00	Skip
2 December	09:30 - 17:00	Skip
21 December	09:30 - 17:00	Skip
13 January	09:30 - 17:00	Skip
26 January	09:30 - 17:00	Skip
31 January, 1 February	17:30 - 21:00	Skip
6 February	09:30 - 17:00	Skip
22 February	09:30 - 17:00	Skip
22 September	09:00 - 17:00	Scarb
13 October	09:00 - 17:00	Scarb
14 November	09:00 - 17:00	Scarb
5 December	09:00 - 17:00	Scarb
19 January	09:00 - 17:00	Scarb
28 February	09:00 - 17:00	Scarb

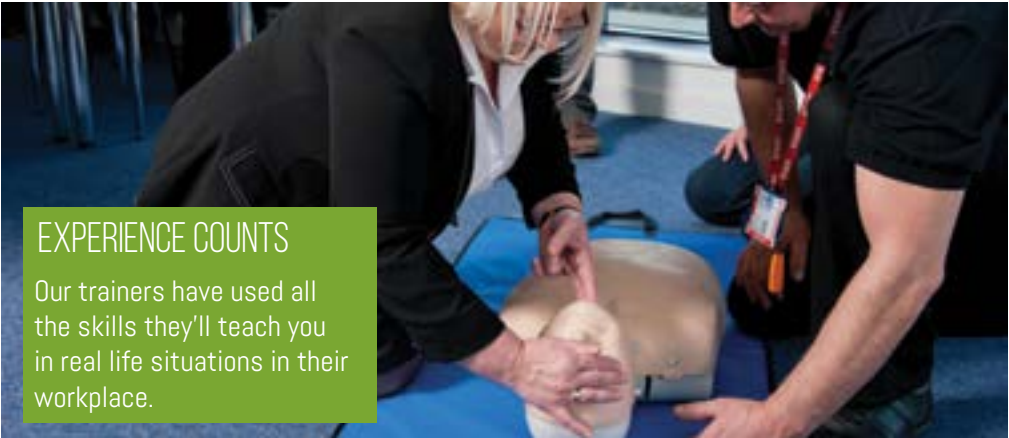
NO DATES AT YOUR LOCAL TYRO? CALL US TO DISCUSS

PAEDIATRIC FIRST AID | 2 DAYS | £95

📅	🕒	📍
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
11, 12, 18, 19 October	17:30 - 21:00	Skip
19, 20 October	09:30 - 16:30	Skip
10, 11 November	09:30 - 16:30	Skip
24, 25 November	09:30 - 16:30	Skip
7, 8 December	09:30 - 16:30	Skip
5, 6 January	09:30 - 16:30	Skip
23, 24 January	09:30 - 16:30	Skip
7, 8, 14, 15 February	17:30 - 21:00	Skip
9, 10 February	09:30 - 16:30	Skip
10, 11 October	09:00 - 16:00	Scarb
1, 2 February	09:00 - 16:00	Scarb

ALSO AVAILABLE ON REQUEST:

- Basic First Aid
- Basic First Aid for Parents
- First Aid At Work Annual Update
- Asthma Awareness
- Automated External Defibrillation (AED)
- First Aid with Forestry Unit (+F)



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

FIRST AID AT WORK | 3 DAYS | £185

📅	🕒	📍
26, 27, 28 September	09:30 - 17:00	Skip
24, 25, 26 October	09:30 - 17:00	Skip
21, 22, 23 November	09:30 - 17:00	Skip
12, 13, 14 December	09:30 - 17:00	Skip
16, 17, 18 January	09:30 - 17:00	Skip
13, 14, 15 February	09:30 - 17:00	Skip
19, 20, 21 September	09:00 - 16:30	Scarb
7, 8, 9 November	09:00 - 16:30	Scarb
25, 26, 27 January	09:00 - 16:30	Scarb

FIRST AID AT WORK REQUALIFICATION | 2 DAYS | £130

📅	🕒	📍
3, 4 October	09:30 - 17:00	Skip
28, 29 November	09:30 - 17:00	Skip
9, 10 January	09:30 - 17:00	Skip
28 February, 1 March	09:30 - 17:00	Skip
12, 13 January	09:00 - 16:30	Scarb





HEALTH & SAFETY

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

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



Calendar	Alarm	Location
12 October	09:00 - 17:00	Skip
10 November	09:00 - 17:00	Skip
8 December	09:00 - 17:00	Skip
23 January	09:00 - 17:00	Skip
24 February	09:00 - 17:00	Skip
20 October	09:00 - 17:00	Scarb
24 November	09:00 - 17:00	Scarb
30 January	09:00 - 17:00	Scarb
27 February	09:00 - 17:00	Scarb

FIRE SAFETY AWARENESS | ½ DAY | £70

Calendar	Alarm	Location
11 October	09:00 - 13:00	Skip
11 January	09:00 - 13:00	Scarb

ENVIRONMENTAL PRINCIPLES AND BEST PRACTICE CIEH LEVEL 2 AWARD | 1 DAY | £95

Calendar	Alarm	Location
7 November	09:00 - 17:00	Skip
16 February	09:00 - 17:00	Skip

SEE PAGE 10 FOR ROLO HEALTH AND SAFETY AWARENESS

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

Calendar	Alarm	Location
12, 13 October	09:00 - 17:00	Scarb
6, 7 February	09:00 - 17:00	Scarb

BASIC MANUAL HANDLING | ½ DAY | £50

Calendar	Alarm	Location
1 November	13:00 - 16:00	Scarb

CONTROL OF SUBSTANCES HARMFUL TO HEALTH (COSHH) | ½ DAY | £60

Calendar	Alarm	Location
1 November	09:00 - 12:00	Scarb

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

Calendar	Alarm	Location
24, 25, 26 October	09:00 - 17:00	Skip
16, 17, 18 January	09:00 - 17:00	Skip

ALSO AVAILABLE ON REQUEST:

- Manual Handling CIEH Level 2
- Fire Marshall
- Health & Safety Awareness
- Environmental Management CIEH Level 3
- Risk Management CIEH Level 3



FOOD SAFETY

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

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



Calendar	Alarm	Location
20 September	09:00 - 17:00	Skip
20 October	09:00 - 17:00	Skip
18 November	09:00 - 17:00	Skip
12 December	09:00 - 17:00	Skip
11 January	09:00 - 17:00	Skip
13 February	09:00 - 17:00	Skip
14 September	09:00 - 17:00	Scarb
18 October	09:00 - 17:00	Scarb
17 November	09:00 - 17:00	Scarb
6 December	09:00 - 17:00	Scarb
26 January	09:00 - 17:00	Scarb
15 February	09:00 - 17:00	Scarb

FOOD ALLERGENS | ½ DAY | £50

Calendar	Alarm	Location
11 October	13:30 - 16:30	Scarb
31 January	13:30 - 16:30	Scarb

HACCP CIEH LEVEL 3 AWARD | 2 DAYS | £195

Calendar	Alarm	Location
5, 6 January	09:00 - 16:00	Skip

NO DATES AT YOUR LOCAL TYRO? CALL US TO DISCUSS



BIIB PERSONAL LICENCE HOLDERS LEVEL 2 AWARD | 1 DAY | £150

Calendar	Alarm	Location
19 September	09:00 - 17:00	Skip
18 November	09:00 - 17:00	Skip
7 February	09:00 - 17:00	Skip

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

Calendar	Alarm	Location
17, 18, 19 October	09:00 - 17:00	Skip
15, 16, 17 February	09:00 - 17:00	Skip
24, 25, 26 October	09:00 - 17:00	Scarb
16, 19, 20 January	09:00 - 17:00	Scarb

ALSO AVAILABLE ON REQUEST:

- Nutrition for Schools
- Healthy Foods Special Diets
- Food Safety Update
- Basic Food Safety



DISTANCE LEARNING

Distance Learning courses are absolutely perfect for people with busy home/working 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
- **Principles of Customer Service**
- Principles of Dementia Care
- **Principles of End of Life Care**
- Principles of Working with Individuals with Learning Disabilities
- **Principles of Team Leading**
- 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
- **NCFE Level 2 Certificate in Principles of Business Administration**

FREE*

SUBJECT TO ELIGIBILITY

FOR MORE COURSE INFORMATION VISIT:
WWW.TYROTRAINING.CO.UK

*AM I ELIGIBLE TO GET THIS FOR FREE?

- ✓ You must have been aged 19 or over on 31 August 2016
- ✓ 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 contracting the training

GET A FREE QUALIFICATION FROM HOME



NVQ/DIPLOMAS

THE BENEFITS OF WORKPLACE TRAINING

- Workplace training offers the opportunity to improve skills and gain recognised qualifications
- Empower your staff, building confidence and capability to enable 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 improved staff performance

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

ELIGIBILITY FOR FUNDING OF WORKPLACE LEARNING HAS CHANGED

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.

For more information on NVQ/Diplomas, or to enquire about eligibility or learner loans

GIVE US A CALL ON: 01756 797266 (SKIPTON) OR 01723 588072 (SCARBOROUGH)

YOUR PLACE, OR OURS?



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

OUR TRAINER 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 VENUE | SCARB = SCARBOROUGH VENUE

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

Calendar	Alarm	Location
12, 13, 14 September	08:30 - 17:00	Skip
17, 18, 19 October	08:30 - 17:00	Skip
14, 15, 16 November	08:30 - 17:00	Skip
12, 13, 14 December	08:30 - 17:00	Skip
13, 14, 15 February	08:30 - 17:00	Skip

PA2 SAFE APPLICATION OF PESTICIDES USING HORIZONTAL BOOM SPRAYERS (NPTC) | 2 DAYS | £225

Calendar	Alarm	Location
16, 17 February	08:30 - 17:00	Skip

SIT ASTRIDE ALL TERRAIN VEHICLE HANDLING | 2 DAYS | £225

Calendar	Alarm	Location
24, 25 October	08:30 - 17:00	Skip
23, 24 February	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
26 October	08:30 - 17:00	Skip
8 December	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
26 September	08:30 - 17:00	Skip
14 December	08:30 - 17:00	Skip
22 February	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
2 November	09:00 - 17:00	Skip
20 December	09:00 - 17:00	Skip



ALSO AVAILABLE:

- Working at Heights
- Asbestos Awareness
- Abrasive Wheels
- CS34/CS35 Severing Uprooted or Windblown Trees Using a Chainsaw



10% OFF LANDBASED COURSES FOR ALL BALI MEMBERS

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

Calendar	Alarm	Location
5, 6, 7, 8, 9 September	08:30 - 17:00	Skip
10, 11, 12, 13, 14 October	08:30 - 17:00	Skip
7, 8, 9, 10, 11 November	08:30 - 17:00	Skip
28, 29, 30 November	08:30 - 17:00	Skip
1, 2 December	08:30 - 17:00	Skip
9, 10, 11, 12, 13 January	08:30 - 17:00	Skip
6, 7, 8, 9, 10 February	08:30 - 17:00	Skip

CS32 FELLING AND PROCESSING OF TREES OVER 380MM | 3 DAYS | £390

Calendar	Alarm	Location
1, 2, 3 November	08:30 - 17:00	Skip

CS38 TREE CLIMBING AND RESCUE | 5 DAYS | £490

Calendar	Alarm	Location
19, 20, 21, 22, 23 September	08:30 - 17:00	Skip
7, 8, 9, 10, 11 November	08:30 - 17:00	Skip
21, 22, 23, 24, 25 November	08:30 - 17:00	Skip
23, 24, 25, 26, 27 January	08:30 - 17:00	Skip

CS39 AERIAL CUTTING OF TREES WITH A CHAINSAW USING FREE-FALL TECHNIQUES | 3 DAYS | £350

Calendar	Alarm	Location
24, 25, 26 October	08:30 - 17:00	Skip
12, 13, 14 December	08:30 - 17:00	Skip
20, 21, 22 February	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
28, 29, 30 November	08:30 - 17:00	Skip
1, 2 December	08:30 - 17:00	Skip



Farm and forestry workers are 33% more likely to suffer an accident than other workers. Of those accidents 24% involve vehicles, and 10% other machinery "All too often these accidents would not have occurred if the worker had been properly trained, the job carefully planned, and the right equipment used."

Rick Brunt, Chief Inspector for the Health and Safety Executive



HEALTH & SOCIAL CARE

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

INTRODUCTION TO ADULT SAFEGUARDING | ½ DAY | £50

16 September	13:30 - 16:30	Scarb
1 December	13:30 - 16:30	Scarb

INTRODUCTION TO DEMENTIA AWARENESS | ½ DAY | £50

2 November	09:00 - 12:00	Scarb
16 February	09:00 - 12:00	Scarb

INTRODUCTION TO INFECTION CONTROL | ½ DAY | £50

1 December	09:00 - 12:00	Scarb

SAFE HANDLING OF MEDICATIONS | ½ DAY | £50

2 November	13:00 - 16:00	Scarb
16 February	13:00 - 16:00	Scarb

TISSUE VIABILITY | ½ DAY | £50

3 October	13:00 - 16:00	Scarb
7 December	13:00 - 16:00	Scarb



ALSO AVAILABLE ON REQUEST:

- Introduction to Mental Capacity Act (MCA)
- Introduction to the Deprivation of Liberty Safeguards (DOLS)
- Continence Management
- Epilepsy Awareness
- Anxiety Management
- Nutrition for Carers
- Safe Moving & Handling of People
- Safe Moving & Handling of People Update
- Introduction to Dementia Awareness

DID YOU KNOW?

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



NO DATES AT YOUR LOCAL TYRO? CALL US TO DISCUSS

DIABETES AWARENESS | ½ DAY | £50

21 October	13:00 - 16:00	Scarb

AUTISM AWARENESS | ½ DAY | £50

29 September	09:00 - 12:00	Scarb

PERSON-CENTRED CARE PLANNING | ½ DAY | £50

6 October	09:00 - 12:00	Scarb
7 December	09:00 - 12:00	Scarb

UNDERSTANDING THE PRINCIPLES AND PRACTICES OF ASSESSMENT (CARE CERTIFICATE) | 1 DAY | £95

9 November	09:00 - 17:00	Skip

TRAINING FOR INDIVIDUAL EMPLOYERS AND PERSONAL ASSISTANTS

If you are in receipt of a personal health budget and employ your own staff, we can provide support and training to help you recruit, train and manage your Personal Assistants. Please see our Business Skills and Management section on pages 14-15, or contact us for more information



BUSINESS SKILLS & MANAGEMENT

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

LEADERSHIP & TEAM SKILLS ILM LEVEL 2 | 3 DAYS | £380

3, 10, 17 October	09:00 - 17:00	Skip
25 January		
1, 8 February	09:00 - 17:00	Skip
15, 22, 29 September	09:00 - 17:00	Scarb
18 January		
1, 8, February	09:00 - 17:00	Scarb

LEADERSHIP & MANAGEMENT ILM LEVEL 3 | 3 DAYS | £380

14, 21, 28 September	09:00 - 17:00	Skip
19, 20, 21 December	09:00 - 17:00	Skip
27 February		
6, 13, March	09:00 - 17:00	Skip
20, 27 October		
3 November	09:00 - 17:00	Scarb
7, 14, 28 February	09:00 - 17:00	Scarb

COACHING ILM LEVEL 3 | 4 DAYS | £455

22, 29 November		
6, 13 December	09:00 - 17:00	Skip

LEADERSHIP & MANAGEMENT ILM LEVEL 5 | 7 DAYS | £980

19, 26 January		
2, 9 February		
16, 23, 30 March	09:00 - 17:00	Skip
20, 27 September		
4, 12 October		
16, 23, 29 November	09:00 - 17:00	Scarb

COMMUNICATION SKILLS | ½ DAY | £50

26 September	09:00 - 12:00	Skip
4 November	09:00 - 12:00	Scarb

PROBLEM SOLVING & DECISION MAKING | 1 DAY | £95

26 October	09:00 - 17:00	Skip

NO DATES AT YOUR LOCAL TYRO?
CALL US TO DISCUSS



APPRAISALS | ½ DAY | £50

13 October	09:00 - 12:00	Skip
2 December	09:00 - 12:00	Scarb

ASSERTIVENESS | ½ DAY | £50

12 October	09:00 - 12:00	Skip
15 November	13:30 - 16:30	Scarb

PRESENTATION SKILLS | ½ DAY | £50

9 December	09:00 - 12:00	Scarb

USING SOCIAL MEDIA EFFECTIVELY | ½ DAY | £65

6 October	09:00 - 13:00	Skip
24 January	09:00 - 13:00	Skip
24 October	09:00 - 13:00	Scarb

TRAINING SKILLS - PRINCIPLES & PRACTICE CIEH LEVEL 3 | 3 DAYS | £325

4, 11, 25 October	09:00 - 17:00	Skip
28 February		
7, 28 March	09:00 - 17:00	Skip
19, 26 September		
17 October	09:00 - 17:00	Scarb

DELIVERING WORLD CLASS CUSTOMER SERVICE | 1 DAY | £95

10 October	09:00 - 17:00	Skip
6 February	09:00 - 17:00	Skip
27 October	09:00 - 17:00	Scarb

RECRUITMENT & INTERVIEW SKILLS | ½ DAY | £50

19 September	09:00 - 12:00	Skip
22 September	09:00 - 12:00	Scarb

MANAGING CONFLICT | ½ DAY | £50

11 October	09:00 - 12:00	Skip
6 October	09:00 - 12:00	Scarb

ALSO AVAILABLE ON REQUEST:
- Developing a Marketing Plan
- Conducting Effective Meetings
- Assessor Award
- Internal Quality Assurer Award
- Managing Stress in the Workplace

POSITIVE THINKING IN THE WORKPLACE | ½ DAY | £65

18 October	09:00 - 13:00	Skip
5 January	09:00 - 13:00	Scarb



DRIVER CPC

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

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

Calendar Icon	Alarm Icon	Location Pin Icon
13 September	08:30 - 17:00	Skip
19 October	08:30 - 17:00	Scarb
9 February	08:30 - 17:00	Scarb

DAILY VEHICLE INSPECTIONS; FUEL SAVING DRIVING | 1 DAY | £70

Calendar Icon	Alarm Icon	Location Pin Icon
24 September	08:30 - 17:00	Scarb
14 January	08:30 - 17:00	Scarb

URBAN AND MOTORWAY DRIVING | 1 DAY | £70

Calendar Icon	Alarm Icon	Location Pin Icon
12 September	08:30 - 17:00	Scarb
10 December	08:30 - 17:00	Scarb

ALSO AVAILABLE ON REQUEST:

- Keeping Your Passengers Happy (The School Run; Customer Service for PCV Drivers)
- Access for All (Enhancing the Passenger Experience; Disability Awareness)
- Daily Vehicle Inspections



It is a legal requirement for PCV and LGV drivers to attend 35 hours of training every 5 years. Our accredited courses are just £70 per person

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

Calendar Icon	Alarm Icon	Location Pin Icon
22 October	08:30 - 17:00	Scarb
20 January	08:30 - 17:00	Scarb

FIRST AID; MANUAL HANDLING | 1 DAY | £70

Calendar Icon	Alarm Icon	Location Pin Icon
19 December	08:30 - 17:00	Skip
12 November	08:30 - 17:00	Scarb

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

Calendar Icon	Alarm Icon	Location Pin Icon
22 November	08:30 - 17:00	Scarb



FUNCTIONAL SKILLS ENGLISH & MATHS



A Skills Funding Agency initiative to improve core skills in the workplace means we can now offer **FREE** English and maths courses to **ANY** adult* who wants to achieve the equivalent of a grade C at GCSE.

Functional Skills qualifications are designed to equip people with the English and maths skills needed to operate confidently and independently in work, learning and everyday life. The skills can be used to solve day to day practical problems and challenges, whilst gaining a qualification at the same time.

SESSIONS

Calendar Icon	Alarm Icon
Monday Afternoons	13:00 - 15:00
Tuesday Evenings	18:00 - 20:00
Thursday Mornings	09:00 - 11:00

BENEFITS FOR INDIVIDUALS

Some people may have had negative experiences or encountered barriers to learning English and maths. Our pressure-free courses are designed to support, encourage and build confidence whilst helping candidates to gain an important qualification.

BENEFITS FOR EMPLOYERS

Improving the basic skills of your workforce will not only improve staff morale, it can also boost productivity. Staff will gain confidence in everyday tasks such as writing properly-worded emails or working out percentages, improving the quality of work. It won't cost you a penny, and what's more, we can even send our trainer to support your staff at your workplace.

ELIGIBILITY

*The course is open to adults aged over 19 who have been in the EU for the past three years and have not achieved the equivalent of a grade C at GCSE. Candidates can be eligible for one or both courses.

WE CAN EVEN SEND OUR TRAINER TO YOUR PLACE OF WORK



IT & COMPUTING

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

EXCEL STARTER | 3 X 3 HOURS | £75



Calendar Icon	Alarm Icon	Location Pin Icon
13, 20, 27 September	09:00 - 12:00	Skip
5, 12, 19 October	18:00 - 21:00	Skip
11, 18, 25 January	18:00 - 21:00	Skip
31 January 7, 14 February	09:00 - 12:00	Skip

EXCEL IMPROVER | 3 X 3 HOURS | £75



Calendar Icon	Alarm Icon	Location Pin Icon
4, 11, 18 October	09:00 - 12:00	Skip
2, 9, 16 November	18:00 - 21:00	Skip
1, 8, 15 February	18:00 - 21:00	Skip
28 February 7, 14 March	09:00 - 12:00	Skip

EXCEL ADVANCED | 3 X 3 HOURS | £75



Calendar Icon	Alarm Icon	Location Pin Icon
8, 15, 22 November	09:00 - 12:00	Skip

PRODUCING PROFESSIONAL DOCUMENTS FOR BUSINESS | 3 X 3 HOURS | £75



Calendar Icon	Alarm Icon	Location Pin Icon
3, 10, 17 October	13:30 - 16:30	Skip
31 January 7, 14 February	13:30 - 16:30	Skip

BASIC COMPUTER SKILLS | ½ DAY | £30



Calendar Icon	Alarm Icon	Location Pin Icon
28 September	17:00 - 21:00	Skip
24 January	09:00 - 13:00	Skip

ALSO AVAILABLE ON REQUEST:

- Powerpoint

FREE TRAINING

All of our IT & Computing courses can be delivered FREE if you are claiming an eligible benefit!



BOOKKEEPING & PAYROLL USING SAGE

REQUIRE THE TRAINING BUT NOT THE EXAM?

These courses will give you the opportunity to learn the SAGE software to manage company finances or payroll systems. The IAB exams are optional. Only the training, not the exam, can be offered free to eligible claimants

📍 SKIP = SKIPTON VENUE | SCARB = SCARBOROUGH VENUE

INTRODUCTION TO COMPUTERISED PAYROLL

Calendar Icon	10 Weeks
£	£155 Training Exam N/A
Location Pin Icon	Skip

INTRODUCTION TO COMPUTERISED BOOKKEEPING

Calendar Icon	10 Weeks
£	£155 Training £60 Exam
Location Pin Icon	Skip

INTERMEDIATE COMPUTERISED PAYROLL

Calendar Icon	14 Weeks
£	£195 Training £80 Exam
Location Pin Icon	Skip

INTERMEDIATE COMPUTERISED BOOKKEEPING

Calendar Icon	14 Weeks
£	£195 Training £65 Exam
Location Pin Icon	Skip

SESSIONS

Calendar Icon	Tuesday Afternoons	Alarm Icon	13:30 - 17:00
Calendar Icon	Tuesday Evenings	Alarm Icon	17:30 - 21:00
Calendar Icon	Wednesday Afternoons	Alarm Icon	13:30 - 17:00
Calendar Icon	Wednesday Evenings	Alarm Icon	17:30 - 21:00

ADVANCED COMPUTERISED BOOKKEEPING

Calendar Icon	20 Weeks
£	£255 Training £70 Exam
Location Pin Icon	Skip

SESSION MUST BE CONSISTENT FOR THE DURATION OF YOUR COURSE

SKIPTON

CRESCENT HOUSE
KEIGHLEY ROAD
SKIPTON
NORTH YORKSHIRE
BD23 2LP



SCARBOROUGH

CAYLEY COURT
HOPPER HILL ROAD
SCARBOROUGH
NORTH YORKSHIRE
YO11 3YJ

TEL: 01756 797 266

TEL: 01723 588 072

INFO@TYROTRAINING.CO.UK

FOR MORE INFORMATION AND ADDITIONAL COURSE DATES VISIT

WWW.TYROTRAINING.CO.UK

Tyro Training is the commercial training division of Craven College

