

# TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

## TRAINING PROGRAMME

JANUARY 2017 - JUNE 2017

SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072

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WWW.TYROTRAINING.CO.UK

# WELCOME TO OUR JANUARY TO JUNE 2017 PROGRAMME

Welcome to our first programme of 2017, detailing our courses from January to June.

We've extended our range of courses and have added some **NEW** Accounting & Finance courses specifically designed to help small businesses and the self employed.

Our **FREE** English & Maths courses have been very popular, and we'll be continuing to offer them for any adult who wants to achieve Level 2 in numeracy and literacy - the equivalent of a grade C at GCSE. Individuals can attend them at our training centre in Skipton, or we can send our trainer out directly to businesses.

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 IN 2017

### OUR FUNDING AND PARTNERS:






# WWW.TYROTRAINING.CO.UK

# CONTENTS

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

 <b>FIRST AID</b> .....	4
 <b>HEALTH &amp; SAFETY</b> .....	6
 <b>FOOD SAFETY</b> .....	7
 <b>DISTANCE LEARNING &amp; NVQ/DIPLOMAS</b> .....	8
 <b>LAND-BASED &amp; RURAL</b> .....	10
 <b>HEALTH &amp; SOCIAL CARE</b> .....	14
 <b>BUSINESS SKILLS &amp; MANAGEMENT</b> .....	16
 <b>ACCOUNTING &amp; FINANCE</b> .....	19
 <b>DRIVER CPC</b> .....	20
 <b>IT &amp; COMPUTING</b> .....	21
 <b>BOOKKEEPING &amp; PAYROLL USING SAGE</b> .....	22
 <b>ENGLISH &amp; MATHS</b> .....	23

## LOOK OUT FOR THESE MONEY-SAVING ICONS

-  These courses have been part-funded for all learners by the Skills Funding Agency
-  These courses are free for eligible benefits claimants
-  This course may be fully funded for SMEs depending on eligibility – please contact your local tyro team for more details



# FIRST AID

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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

📅	🕒	📍
13 January	09:30 - 17:00	Skip
26 January	09:30 - 17:00	Skip
6 February	09:30 - 17:00	Skip
22 February	09:30 - 17:00	Skip
6 March	09:30 - 17:00	Skip
31 March	09:30 - 17:00	Skip
7 April	09:30 - 17:00	Skip
28 April	09:30 - 17:00	Skip
8 May	09:30 - 17:00	Skip
24 May	09:30 - 17:00	Skip
7 June	09:30 - 17:00	Skip
30 June	09:30 - 17:00	Skip
19 January	09:00 - 17:00	Scarb
28 February	09:00 - 17:00	Scarb
23 March	09:00 - 17:00	Scarb
26 April	09:00 - 17:00	Scarb
24 May	09:00 - 17:00	Scarb
29 June	09:00 - 17:00	Scarb

## PAEDIATRIC FIRST AID | 2 DAYS | £110

📅	🕒	📍
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
2, 3 March	09:30 - 16:30	Skip
5, 6 April	09:30 - 16:30	Skip
4, 5 May	09:30 - 16:30	Skip
25, 26 May	09:30 - 16:30	Skip
5, 6 June	09:30 - 16:30	Skip
1, 2 February	09:00 - 16:00	Scarb
3, 4 April	09:00 - 16:00	Scarb

### ALSO AVAILABLE ON REQUEST:

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



### EXPERIENCE COUNTS

Our trainers have used all the skills they'll teach in real life workplace situations



## FIRST AID AT WORK | 3 DAYS | £185

📅	🕒	📍
16, 17, 18 January	09:30 - 17:00	Skip
13, 14, 15 February	09:30 - 17:00	Skip
13, 14, 15 March	09:30 - 17:00	Skip
25, 26, 27 April	09:30 - 17:00	Skip
15, 16, 17 May	09:30 - 17:00	Skip
12, 13, 14 June	09:30 - 17:00	Skip
25, 26, 27 January	09:00 - 16:30	Scarb
8, 9, 10 March	09:00 - 16:30	Scarb
10, 11, 12 May	09:00 - 16:30	Scarb

## FIRST AID AT WORK REQUALIFICATION | 2 DAYS | £145

📅	🕒	📍
28 February	09:30 - 17:00	Skip
1 March		
3, 4 April	09:30 - 17:00	Skip
22, 23 May	09:30 - 17:00	Skip
26, 27 June	09:30 - 17:00	Skip
12, 13 January	09:00 - 16:30	Scarb
30, 31 March	09:30 - 16:30	Scarb



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



# HEALTH & SAFETY

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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

Calendar	Alarm	Location
23 January	09:00 - 17:00	Skip
24 February	09:00 - 17:00	Skip
7 April	09:00 - 17:00	Skip
19 May	09:00 - 17:00	Skip
30 June	09:00 - 17:00	Skip
30 January	09:00 - 17:00	Scarb
27 February	09:00 - 17:00	Scarb
3 May	09:00 - 17:00	Scarb
5 June	09:00 - 17:00	Scarb

## CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH | ½ DAY | £60

Calendar	Alarm	Location
27 April	09:00 - 12:00	Scarb

## BASIC MANUAL HANDLING | ½ DAY | £50

Calendar	Alarm	Location
27 April	13:00 - 16:00	Scarb

### ALSO AVAILABLE ON REQUEST:

- Fire Marshal
- Health & Safety Awareness
- Risk Management L3
- Working at Height
- Legionella Awareness
- Asbestos Awareness
- Abrasive Wheels

## LEVEL 3 AWARD IN HEALTH & SAFETY | 3 DAYS | £275

Calendar	Alarm	Location
16, 17, 18 January	09:00 - 17:00	Skip
27, 28, 29 March	09:00 - 17:00	Skip
6, 7, 8 June	09:00 - 17:00	Skip

## FIRE SAFETY AWARENESS | ½ DAY | £70

Calendar	Alarm	Location
24 April	09:00 - 13:00	Skip
11 January	09:00 - 13:00	Scarb
28 April	09:00 - 13:00	Scarb

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

Calendar	Alarm	Location
6 February	09:00 - 17:00	Scarb
7 February	09:00 - 12:00	Scarb
4 May	09:00 - 17:00	Scarb
5 May	09:00 - 12:00	Scarb

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

Calendar	Alarm	Location
10 February	09:00 - 17:00	Skip
16 March	09:00 - 17:00	Skip
10 May	09:00 - 17:00	Skip



# FOOD SAFETY

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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

Calendar	Alarm	Location
11 January	09:00 - 17:00	Skip
13 February	09:00 - 17:00	Skip
27 March	09:00 - 17:00	Skip
17 May	09:00 - 17:00	Skip
28 June	09:00 - 17:00	Skip
26 January	09:00 - 17:00	Scarb
15 February	09:00 - 17:00	Scarb
13 March	09:00 - 17:00	Scarb
5 May	09:00 - 17:00	Scarb
14 June	09:00 - 17:00	Scarb

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

Calendar	Alarm	Location
15, 16, 17 February	09:00 - 17:00	Skip
22, 23, 24 March	09:00 - 17:00	Skip
21, 22, 23 June	09:00 - 17:00	Skip
18, 19, 20 January	09:00 - 17:00	Scarb
23, 24, 27 March	09:00 - 17:00	Scarb

### ALSO AVAILABLE ON REQUEST:

- Food Safety Refresher
- Basic Food Safety
- Nutrition for Schools
- Healthy Foods & Special Diets
- Level 3 HACCP in Catering



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

Calendar	Alarm	Location
7 February	09:00 - 17:00	Skip
20 March	09:00 - 17:00	Skip
24 April	09:00 - 17:00	Skip
23 May	09:00 - 17:00	Skip

## LEVEL 3 HACCP IN FOOD MANUFACTURING | 2 DAYS | £195

Calendar	Alarm	Location
24, 25 May	09:00 - 16:00	Skip
12, 13 June	09:00 - 16:00	Skip

## FOOD ALLERGENS | ½ DAY | £50

Calendar	Alarm	Location
30 March	09:00 - 12:00	Skip
8 June	09:00 - 12:00	Skip



# 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
- 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 fully funded 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    ★ HEALTH & SOCIAL CARE    ★ HOSPITALITY    ★

## ELIGIBILITY FOR FUNDING OF WORKPLACE LEARNING HAS CHANGED

From August 2016, learners aged 19 and over who would like to study to Level 3 and above 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 and learner loans

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

# ADVANCED LEARNER LOANS

GET SUPPORT TO STUDY AND IMPROVE YOUR CAREER PROSPECTS

The Advanced Learner Loan is a government loan designed to help people get into education or to retrain. It isn't means tested and no credit checks are required.

visit [www.tyrotraining.co.uk/adult-learner-loan/](http://www.tyrotraining.co.uk/adult-learner-loan/) for more details



# LANDBASED & RURAL

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

## PA1/PA6 SAFE USE & HANDLING OF PESTICIDES USING A KNAPSACK | 3 DAYS | £420

Calendar	Alarm	Location
13, 14, 15 February	08:30 - 17:00	Skip
27, 28, 29 March	08:30 - 17:00	Skip
24, 25, 26 April	08:30 - 17:00	Skip
22, 23, 24 May	08:30 - 17:00	Skip
12, 13, 14 June	08:30 - 17:00	Skip

THIS COURSE IS ALSO AVAILABLE IN SCARBOROUGH

## BASIC TREE SURVEY AND INSPECTION | 1 DAY | £120

Calendar	Alarm	Location
27 March	08:30 - 16:30	Skip

### ALSO AVAILABLE ON REQUEST:

- (CS34 /CS35) Severing Uprooted or Windblown Trees Using a Chainsaw
- (CS50) Emergency Treework Operations
- First Aid with Forestry Unit
- Safe use of Plant Machinery
- Stump Grinder
- MEWP
- Chainsaw from a MEWP
- Chainsaw Refreshers



10% OFF LANDBASED COURSES FOR ALL BALI MEMBERS

## PA2 SAFE APPLICATION OF PESTICIDES USING HORIZONTAL BOOM SPRAYERS | 2 DAYS | £225

Calendar	Alarm	Location
16, 17 February	08:30 - 17:00	Skip
27, 28, April	08:30 - 17:00	Skip
15, 16 June	08:30 - 17:00	Skip



# LANDBASED & RURAL

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

Calendar	Alarm	Location
9, 10, 11, 12, 13 January	08:30 - 17:00	Skip
6, 7, 8, 9, 10 February	08:30 - 17:00	Skip
6, 7, 8, 9, 10 March	08:30 - 17:00	Skip
13, 14, 15, 16, 17 March	08:30 - 17:00	Skip
3, 4, 5, 6, 7 April	08:30 - 17:00	Skip
8, 9, 10, 11, 12 May	08:30 - 17:00	Skip
15, 16, 17, 18, 19 May	08:30 - 17:00	Skip
5, 6, 7, 8, 9 June	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
1, 2, 3 March	08:30 - 17:00	Skip
28, 29, 30 June	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
23, 24, 25, 26, 27 January	08:30 - 17:00	Skip
20, 21, 22, 23, 24 March	08:30 - 17:00	Skip
22, 23, 24, 25, 26 May	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
20, 21, 22 February	08:30 - 17:00	Skip
10, 11, 12 April	08:30 - 17:00	Skip
12, 13, 14 June	08:30 - 17:00	Skip

## CS40/41 C&G NPTC LEVEL 3 AWARD IN AERIAL TREE PRUNING & RIGGING | 5 DAYS | £660

Calendar	Alarm	Location
24, 25, 26, 27, 28 April	08:30 - 17:00	Skip

## USE OF BRUSHCUTTERS & STRIMMERS | 1 DAY | £195

Calendar	Alarm	Location
12 April	08:30 - 17:00	Skip
24 March	08:30 - 17:00	Skip

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

Calendar	Alarm	Location
22 February	08:30 - 17:00	Skip
31 March	08:30 - 17:00	Skip
14 June	08:30 - 17:00	Skip

ROLO HEALTH & SAFETY COURSE - SEE PAGE 6



# LANDBASED & RURAL

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

## DRY STONE WALLING TASTER | 2 DAYS | £60



8, 22 April



09:00 - 16:00



Skip

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



6, 13, 20 May  
3, 10, 17, 24 June  
1, 8, 15, 22 July



09:00 - 16:00



Skip

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



6, 13, 20 May  
3, 10, 17, 24 June  
1, 8, 15, 22 July



09:00 - 16:00



Skip

## SIT ASTRIDE ATV HANDLING | 2 DAYS | £250



23, 24 February  
5, 6 April  
1, 2 June



08:30 - 17:00



Skip



# YOUR PLACE OR OURS?



Need training for a number of employees?

We can send our experienced trainers to your place of work

### OUR TRAINER WILL TRAVEL

We deliver training direct to companies right across the North of England.

### SAVE MONEY

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

### COMPANY SPECIFIC

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

### BESPOKE COURSES

Can't see the course you're looking for? Talk to us about putting together a training course to suit your needs.

01756 797266 (SKIPTON) OR  
01723 588072 (SCARBOROUGH)

**TYRO TRAINING**  
TRAINING | CONSULTANCY | SUPPORT

WWW.TYROTRAINING.CO.UK



# HEALTH & SOCIAL CARE

📍 SKIP = SKIPTON VENUE    SCARB = SCARBOROUGH VENUE

## SAFE MOVING & HANDLING OF PEOPLE | 1 DAY | £110



7 April



09:00 - 16:00



Scarb

## SAFE MOVING & HANDLING OF PEOPLE UPDATE | 1 DAY | £60



24 April



13:00 - 16:00



Scarb

## SAFE MOVING & HANDLING OF PEOPLE (TRAIN THE TRAINER) | 3 DAYS | £295



5, 12, 19 May



09:00 - 17:00



Skip

16, 17, 21 March

09:00 - 17:00

Scarb

## DEPRIVATION OF LIBERTY SAFEGUARDING | 3 HOURS | £50



9 March



10:00 - 13:00



Skip

9 January

13:30 - 16:30

Scarb

## INTRODUCTION TO ADULT SAFEGUARDING | 3 HOURS | £50



26 April



10:00 - 13:00



Skip

1 December

13:30 - 16:30

Scarb

9 January

09:00 - 12:00

Scarb

## DIABETES AWARENESS | 3 HOURS | £



3 February



13:00 - 16:00



Scarb

### ALSO AVAILABLE ON REQUEST:

- Continence Management
- Epilepsy Awareness
- Anxiety Management
- Nutrition for Carers
- Person-centred Care Planning
- Tissue Viability
- Infection Control
- Introduction to Mental Health Awareness



## UNDERSTANDING THE PRINCIPLES AND PRACTICES OF ASSESSMENT | 2 DAYS | £195



2, 3 March



10:00 - 17:00



Skip

18, 19 May

10:00 - 17:00

Scarb

## AUTISM AWARENESS | 3 HOURS | £50



3 February



09:00 - 12:00



Scarb

## INTRODUCTION TO DEMENTIA AWARENESS | 3 HOURS | £50



16 February



09:00 - 12:00



Scarb

## SAFE HANDLING OF MEDICATIONS | 3 HOURS | £50



16 February



13:00 - 16:00



Scarb

## MENTAL CAPACITY ACT & DEPRIVATION OF LIBERTY | 1 DAY | £95



3 March



09:00 - 16:00



Scarb

## 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 turn to page 16 for more information [Business Skills & Management]



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







# BUSINESS SKILLS & MANAGEMENT

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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

25 January 1, 8 February	09:00 - 17:00	Skip
25 April 2, 9 May	09:00 - 17:00	Skip
2, 9, 6 June	09:00 - 17:00	Skip
18 January 1, 8 February	09:00 - 17:00	Scarb
3, 10, 17 May	09:00 - 17:00	Scarb

## ILM LEVEL 5 CERTIFICATE IN LEADERSHIP & MANAGEMENT | 7 DAYS | £980

27 April 4, 11, 18 May 22, 29 June 6 July	09:00 - 17:00	Skip
9, 16 February 2, 9, 16, 30 March 6 April	09:00 - 17:00	Scarb

## ILM LEVEL 3 AWARD IN COACHING | 4 DAYS | £455

1, 8, 15, 22 March	09:00 - 17:00	Skip

## ILM LEVEL 3 AWARD IN LEADERSHIP & MANAGEMENT | 3 OR 5 DAYS | £380

ALL LEARNERS ATTEND A MINIMUM OF THREE DAYS. FUNDED LEARNERS ATTEND FIVE OF THE SIX DAYS. PLEASE CONTACT US FOR MORE DETAILS.

9, 14, 23, 27 February 6, 13 March	09:00 - 17:00	Skip
6, 13, 20 April 8, 15, 22 May	09:00 - 17:00	Skip
7, 14, 28 February 7, 14, 21 March	09:00 - 17:00	Scarb
9, 16, 23 May 6, 13, 20 June	09:00 - 17:00	Scarb

## ILM LEVEL 3 CERTIFICATE IN LEADERSHIP & MANAGEMENT | 9 OR 12 DAYS | £855

ALL LEARNERS ATTEND A MINIMUM OF NINE DAYS. FUNDED LEARNERS ATTEND 11 OF THE 12 DAYS. PLEASE CONTACT US FOR MORE DETAILS.

7, 14, 28 February 7, 14, 21, 28 March 4, 11, 25 April 2, 9 May	09:00 - 17:00	Scarb

NO DATES AT YOUR LOCAL TYRO? CALL US TO DISCUSS



# BUSINESS SKILLS & MANAGEMENT

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

## ESSENTIAL HR FOR MANAGERS | 1 DAY | £95

17 February	09:00 - 17:00	Skip
19 June	09:00 - 17:00	Skip

## MANAGING CONFLICT | 3 HOURS | £50

22 February	09:00 - 12:00	Skip
31 May	09:00 - 12:00	Skip

## APPRAISALS | 3 HOURS | £50

5 April	09:00 - 12:00	Skip
23 June	09:00 - 12:00	Skip
27 March	13:00 - 16:00	Scarb

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

6 February	09:00 - 17:00	Skip
28 April	09:00 - 17:00	Skip
31 January	09:00 - 17:00	Scarb
2 March	09:00 - 17:00	Scarb



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

24 January	09:00 - 13:00	Skip
4 April	09:00 - 13:00	Skip
27 June	09:00 - 13:00	Skip
30 January	09:00 - 13:00	Scarb
6 March	09:00 - 13:00	Scarb





# DRIVER CPC

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

## DRIVER HOURS & WORKING TIME LAWS; DRIVERS RECORDS & TACHOGRAPHS | 1 DAY | £70

Calendar	Alarm	Location
3 February	08:30 - 17:00	Skip
9 February	08:30 - 17:00	Scarb
4 May	08:30 - 17:00	Scarb

## DEFENSIVE DRIVING TECHNIQUES; FUEL SAVING DRIVING | 1 DAY | £70

Calendar	Alarm	Location
3 April	08:30 - 17:00	Skip

## URBAN & MOTORWAY DRIVING | 1 DAY | £70

Calendar	Alarm	Location
1 June	08:30 - 17:00	Skip
25 February	08:30 - 17:00	Scarb
10 June	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)



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

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

Calendar	Alarm	Location
20 January	08:30 - 17:00	Scarb
29 April	08:30 - 17:00	Scarb

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

Calendar	Alarm	Location
1 March	08:30 - 17:00	Scarb
27 May	08:30 - 17:00	Scarb

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

Calendar	Alarm	Location
14 January	08:30 - 17:00	Scarb
18 March	08:30 - 17:00	Scarb



# IT & COMPUTING

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

## EXCEL STARTER | 3.5 HOURS X 4 | £115

Calendar	Alarm	Location
11, 18, 25 January 1 February	17:30 - 21:00	Skip
24, 31 January 7, 14 February	09:00 - 12:30	Skip
15, 22, 29 March 5 April	17:30 - 21:00	Skip
28 March 4, 11, 25 April	09:00 - 12:30	Skip
17, 24, 31 January 7 February	13:00 - 16:30	Scarb

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

Calendar	Alarm	Location
31 January 7, 14 February	13:30 - 16:30	Skip
1, 8, 15 June	09:00 - 12:00	Skip

## BASIC COMPUTER SKILLS | 4 HOURS | £30

Calendar	Alarm	Location
17 January	09:00 - 13:00	Skip
2 May	09:00 - 13:00	Skip

### ALSO AVAILABLE ON REQUEST:

- How to get the most out of your iPad/iPhone
- Using Email and the Internet

## EXCEL IMPROVER | 3.5 HOURS X 4 | £115

Calendar	Alarm	Location
8, 15 February 1, 8 March	17:30 - 21:00	Skip
28 February 7, 14, 21 March	09:00 - 12:30	Skip
12, 26 April 3, 10 May	17:30 - 21:00	Skip
6, 13, 20, 27 June	09:00 - 12:30	Skip
10, 17, 24 February 3 March	09:00 - 12:30	Scarb

## EXCEL ADVANCED | 14 HOURS | £115

Calendar	Alarm	Location
6, 13, 20, 27 March	09:00 - 12:30	Skip
5, 12, 19, 26 June	09:00 - 12:30	Skip
9, 16 May	09:00 - 17:00	Scarb

## INTRODUCTION TO POWERPOINT | 14 HOURS | £195

Calendar	Alarm	Location
13, 20 March	09:00 - 17:00	Scarb

## POWERPOINT IMPROVER | 14 HOURS | £195

Calendar	Alarm	Location
8, 15 May	09:00 - 17:00	Scarb



# 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



📅 10 Weeks

£ £160 Training | Exam N/A

📍 Skip

### INTRODUCTION TO COMPUTERISED BOOKKEEPING



📅 10 Weeks

£ £160 Training | Exam £60

📍 Skip

### INTERMEDIATE COMPUTERISED PAYROLL



📅 14 Weeks

£ £200 Training | Exam £80

📍 Skip

### INTERMEDIATE COMPUTERISED BOOKKEEPING



📅 14 Weeks

£ £200 Training | Exam £65

📍 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



📅 20 Weeks

£ £265 Training | Exam £70

📍 Skip

SESSION MUST BE CONSISTENT FOR THE DURATION OF YOUR COURSE



# FUNCTIONAL SKILLS ENGLISH & MATHS

## BOOST YOUR CONFIDENCE WITH A FREE\* NUMERACY OR LITERACY COURSE

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

📅 Monday Afternoons ⌚ 13:00 - 15:00

📅 Monday Evenings ⌚ 17:15 - 19:15

📅 Tuesday Evenings ⌚ 18:00 - 20:00

📅 Thursday Mornings ⌚ 09:30 - 11:30

### 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 in your workplace.

### ELIGIBILITY

\*The course is open to adults aged 19 and over (as of 31 August 2016) 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

## SKIPTON

CRESCENT HOUSE  
KEIGHLEY ROAD  
SKIPTON  
NORTH YORKSHIRE  
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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

