

TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

TRAINING PROGRAMME

SEPTEMBER 2017 - FEBRUARY 2018

SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072

WWW.TYROTRAINING.CO.UK

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There is funding available for many of our courses, look out for this sign:



ENGLISH & MATHS

We're offering **FREE** English & maths courses for adults who want to achieve Level 2 in numeracy and literacy - the equivalent of a grade C at GCSE (subject to eligibility), as well as free training in other areas for those on eligible benefits. [SEE PAGE 9](#)

DISTANCE LEARNING COURSES

Remember, Tyro Training can help with your training in the work place through flexible learning. Plus, much of our training is fully funded. [SEE PAGE 8](#)



Thanks to funding from the [European Social Fund](#), we have a number of FREE* courses available to SMEs to train your staff and grow your business. The Skills Support for the Workforce is an initiative by the [European Social Fund](#), and Tyro Training has been engaged to supply training in the [York, North Yorkshire and East Riding Local Enterprise Partnership \(LEP\)](#) area.

COURSES WE CAN OFFER

Dozens of businesses in the area have already benefited from fully funded courses with us. We can tailor courses to your needs, and offer courses such as:

- [Delivering World Class Customer Service](#)
- [Essential HR for Managers](#)
- [Leadership and Management \(ILM Level 3\)](#)
- [Food Allergens](#)
- [Using Social Media Effectively](#)
- [Assertiveness and Time Management](#)
- [Managing Performance](#)
- [Excel courses](#)
- [Health and Social Care](#)

* Contact us to discuss whether your company meets the eligibility criteria



Education & Skills
Funding Agency



FIRST AID

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

EMERGENCY FIRST AID AT WORK | 1 DAY | £85

Calendar Icon	Alarm Icon	Location Pin Icon
20 September	09:30 - 17:00	Skip
4 October	09:30 - 17:00	Skip
27 October	09:30 - 17:00	Skip
22 November	09:30 - 17:00	Skip
1 December	09:30 - 17:00	Skip
10 January	09:30 - 17:00	Skip
31 January	09:30 - 17:00	Skip
5 February	09:30 - 17:00	Skip
28 February	09:30 - 17:00	Skip
13 September	09:00 - 17:00	Scarb
18 October	09:00 - 17:00	Scarb
20 November	09:00 - 17:00	Scarb
18 December	09:00 - 17:00	Scarb
22 January	09:00 - 17:00	Scarb
28 February	09:00 - 17:00	Scarb

PAEDIATRIC FIRST AID | 2 DAYS | £110

Calendar Icon	Alarm Icon	Location Pin Icon
14, 15 September	09:30 - 16:30	Skip
12, 13 October	09:30 - 16:30	Skip
2, 3 November	09:30 - 16:30	Skip
20, 21 November	09:30 - 16:30	Skip
14, 15 December	09:30 - 16:30	Skip
11, 12 January	09:30 - 16:30	Skip
29, 30 January	09:30 - 16:30	Skip
22, 23 February	09:30 - 16:30	Skip
20, 21 September	09:00 - 16:00	Scarb
20, 21 February	09:00 - 16:00	Scarb

EMERGENCY PAEDIATRIC FIRST AID | 1 DAYS | £85

Calendar Icon	Alarm Icon	Location Pin Icon
21 September	09:30 - 17:00	Skip
16 October	09:30 - 17:00	Skip
1 November	09:30 - 17:00	Skip
11 November	09:30 - 17:00	Skip
27 November	09:30 - 17:00	Skip
8 December	09:30 - 17:00	Skip
22 January	09:30 - 17:00	Skip
2 February	09:30 - 17:00	Skip
26 February	09:30 - 17:00	Skip

FOR MORE DETAILS ON OUR COURSES VISIT WWW.TYROTRAINING.CO.UK

ALSO AVAILABLE ON REQUEST:

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



EXPERIENCE COUNTS

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

FIRST AID AT WORK | 3 DAYS | £195

Calendar Icon	Alarm Icon	Location Pin Icon
11, 12, 13 September	09:30 - 17:00	Skip
9, 10, 11 October	09:30 - 17:00	Skip
13, 14, 15 November	09:30 - 17:00	Skip
11, 12, 13 December	09:30 - 17:00	Skip
15, 16, 17 January	09:30 - 17:00	Skip
19, 20, 21 February	09:30 - 17:00	Skip
6, 7, 8 September	09:00 - 16:30	Scarb
27, 28, 29 November	09:00 - 16:30	Scarb
5, 6, 7 February	09:00 - 16:30	Scarb

FIRST AID AT WORK REQUALIFICATION | 2 DAYS | £155

Calendar Icon	Alarm Icon	Location Pin Icon
18, 19 September	09:30 - 17:00	Skip
30, 31 October	09:30 - 17:00	Skip
6, 7 December	09:30 - 17:00	Skip
8, 9 February	09:30 - 17:00	Skip
11, 12 October	09:00 - 16:30	Scarb
17, 18 January	09:00 - 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 | £70

📅	🕒	📍
1 November	09:00 - 16:00	Skip
4 December	09:00 - 16:00	Skip
26 January	09:00 - 16:00	Skip
18 September	09:00 - 16:00	Scarb
19 October	09:00 - 16:00	Scarb
14 December	09:00 - 16:00	Scarb
29 January	09:00 - 16:00	Scarb

BAD WEATHER DRIVING | ½ DAY | £50

📅	🕒	📍
26 October	09:00 - 12:30	Skip
28 November	09:00 - 12:30	Skip
19 December	09:00 - 12:30	Skip
23 January	09:00 - 12:30	Skip
27 February	09:00 - 12:30	Skip
29 September	09:00 - 12:30	Scarb
13 November	09:00 - 12:30	Scarb

FIRE MARSHAL | ½ DAY | £70

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25 September	09:00 - 13:00	Skip
30 October	09:00 - 13:00	Skip
17 November	09:00 - 13:00	Skip
15 December	09:00 - 13:00	Skip
26 January	09:00 - 13:00	Skip
26 February	09:00 - 13:00	Skip
25 October	09:00 - 13:00	Scarb

ROLO - HEALTH & SAFETY AWARENESS AWARENESS | 1 DAY | £110

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17 October	09:00 - 17:00	Skip
27 November	09:00 - 17:00	Skip
25 January	09:00 - 17:00	Skip
28 February	09:00 - 17:00	Skip

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

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23, 24, 25 October	09:00 - 17:00	Skip
17, 18, 19 January	09:00 - 17:00	Skip

ALSO AVAILABLE ON REQUEST:

- Level 3 Risk Management
- Working at Heights
- COSHH
- Legionella Awareness
- Asbestos Awareness
- Abrasive Wheels

FOR UP TO DATE COURSE CHANGES
VISIT WWW.TYROTRAINING.CO.UK



FOOD SAFETY

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE



LEVEL 2 AWARD IN FOOD SAFETY | 1 DAY | £70

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9 October	09:00 - 17:00	Skip
8 November	09:00 - 17:00	Skip
6 December	09:00 - 17:00	Skip
8 February	09:00 - 17:00	Skip
17 October	09:00 - 17:00	Scarb
30 November	09:00 - 17:00	Scarb
15 January	09:00 - 17:00	Scarb
22 February	09:00 - 17:00	Scarb

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

📅	🕒	📍
2, 3, 4 October	09:00 - 17:00	Skip

FOOD ALLERGENS | ½ DAY | £50

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11 October	09:00 - 12:30	Skip
23 November	09:00 - 12:30	Skip
8 January	09:00 - 12:30	Skip

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

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5 September	09:00 - 17:00	Skip
20 November	09:00 - 17:00	Skip
21 February	09:00 - 17:00	Skip

ALSO AVAILABLE ON REQUEST:

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

 **NO DATES AVAILABLE?**
CALL US TO DISCUSS

DISTANCE LEARNING

Distance Learning courses are perfect for people with busy home/working lives who want to gain a FREE* accredited qualification. The courses begin with a one hour tutor led induction where you will receive all of the learning materials and workbooks, with deadlines tailored specifically to fit around your lifestyle.



- | | | | |
|--|---|---|---|
| PRINCIPLES OF BUSINESS ADMINISTRATION | PREVENTION & CONTROL OF INFECTION | | |
| AWARENESS OF MENTAL HEALTH PROBLEMS | PRINCIPLES OF CARE PLANNING | | |
| UNDERSTANDING DIGNITY AND SAFEGUARDING IN ADULT HEALTH & SOCIAL CARE | PRINCIPLES OF TEAM LEADING | | |
| UNDERSTANDING AUTISM | UNDERSTANDING THE CARE AND MANAGEMENT OF DIABETES | PRINCIPLES OF CUSTOMER SERVICE | UNDERSTANDING THE SAFE HANDLING OF MEDICATION IN HEALTH & SOCIAL CARE |
| COMMON HEALTH CONDITIONS INFORMATION, ADVICE OR GUIDANCE | PRINCIPLES OF WORKING WITH INDIVIDUALS WITH LEARNING DISABILITIES | PRINCIPLES OF DEMENTIA CARE | UNDERSTANDING NUTRITION AND HEALTH |
| | | LEAN ORGANISATION MANAGEMENT TECHNIQUES | |

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

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



FUNCTIONAL SKILLS ENGLISH & MATHS



FREE* ADULT COURSES IN MATHS AND ENGLISH

Thanks to an Education & Skills Funding Agency initiative we can now offer **FREE** English and maths courses to **ANY** adult* who wants to achieve the equivalent of a grade C at GCSE.

SESSIONS - SKIPTON ONLY

- | | |
|-------------------|---------------|
| Monday Afternoons | 13:00 - 15:00 |
| Tuesday Evenings | 17:15 - 19:15 |
| Thursday Mornings | 09:30 - 11:30 |

ELIGIBILITY

*The course is open to adults aged 19 and over (as of 31 August 2017) 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

GET HIRED

WITH APPRENTICESHIPS

WE OFFER APPRENTICESHIPS IN THE FOLLOWING AREAS. ALL AVAILABLE TO START NOW:

Business Administration | Customer Services | IT & Networking | Leadership & Management | Team Leading
Hospitality | Care of the Elderly | Childcare | Agriculture | Horticulture | Environmental Conservation

CRAVEN COLLEGE & TYRO HAS BEEN GRADED **OUTSTANDING** BY OFSTED FOR ITS APPRENTICESHIP PROVISION

APPLY NOW

*Skills Funding Agency 2013/14 success rates data



LANDBASED & RURAL

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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



10% OFF ALL LANDBASED COURSES FOR BALI MEMBERS

Calendar Icon	Alarm Icon	Location Pin Icon
11, 12, 13 September	08:30 - 17:00	Skip
23, 24, 25 October	08:30 - 17:00	Skip
13, 14, 15 November	08:30 - 17:00	Skip
11, 12, 13 December	08:30 - 17:00	Skip
22, 23, 24 January	08:30 - 17:00	Skip
12, 13, 14 February	08:30 - 17:00	Skip
25, 26, 27 September	08:30 - 17:00	Scarb
27, 28, 29 November	08:30 - 17:00	Scarb
26, 27, 28 February	08:30 - 17:00	Scarb

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

Calendar Icon	Alarm Icon	Location Pin Icon
14, 15 September	08:30 - 17:00	Skip
26, 27 October	08:30 - 17:00	Skip
15, 16 February	08:30 - 17:00	Skip

SIT ASTRIDE ATV HANDLING | 2 DAYS | £250

Calendar Icon	Alarm Icon	Location Pin Icon
19, 20 October	08:30 - 16:30	Skip
23, 24 November	08:30 - 16:30	Skip
22, 23 February	08:30 - 16:30	Skip

USE OF BRUSHCUTTERS & STRIMMERS | 1 DAY | £195

Calendar Icon	Alarm Icon	Location Pin Icon
25 October	08:30 - 17:00	Skip

ALSO AVAILABLE ON REQUEST:

- (CS32) Felling and Processing Trees over 388mm
- (CS34 /CS35) Severing Uprooted or Windblown Trees Using a Chainsaw
- First Aid with Forestry Unit
- Safe use of Plant Machinery
- Stump Grinder
- MEWP (Mobile Elevating Work Platform)
- Chainsaw from a MEWP
- Chainsaw Refreshers
- Dry Stone Walling - Taster, Initial Certificate, Intermediate Certificate
- Stem Injection
- Stump Treatment



LANDBASED & RURAL

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

Calendar Icon	Alarm Icon	Location Pin Icon
4, 5, 6, 7, 8, September	08:30 - 17:00	Skip
9, 10, 11, 12, 13 October	08:30 - 17:00	Skip
27, 28, 29, 30 November 1 December	08:30 - 17:00	Skip
4, 5, 6, 7, 8 December	08:30 - 17:00	Skip

CS38 TREE CLIMBING & RESCUE | 5 DAYS | £490

Calendar Icon	Alarm Icon	Location Pin Icon
18, 19, 20, 21, 22 September	08:30 - 17:00	Skip
20, 21, 22, 23, 24 November	08:30 - 17:00	Skip
15, 16, 17, 18, 19 January	08:30 - 17:00	Skip

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

Calendar Icon	Alarm Icon	Location Pin Icon
23, 24, 25 October	08:30 - 17:00	Skip
11, 12, 13 December	08:30 - 17:00	Skip
12, 13, 14 February	08:30 - 17:00	Skip

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

Calendar Icon	Alarm Icon	Location Pin Icon
2, 3, 4, 5, 6 October	08:30 - 17:00	Skip

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

Calendar Icon	Alarm Icon	Location Pin Icon
24 November	08:30 - 17:00	Skip
14 February	08:30 - 17:00	Skip

NEW INTRODUCTION TO WELDING - MIG, TIG, MMA OR OXY-ACETYLENE | 20 WEEKS | £400

Calendar Icon	Alarm Icon	Location Pin Icon
13 September	08:30 - 17:00	Skip

Levels 1 and 2 available for all welding disciplines.

Exams are optional:
Level 1 exam cost: £83
Level 2 exam cost: £96

Candidates unable to join the first session can call us on 01756 797266 to discuss further options

ROLO HEALTH & SAFETY COURSE - SEE PAGE 6



HEALTH & SOCIAL CARE

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

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



2 November	09:00 - 17:00	Skip
15 December	09:00 - 17:00	Skip
21 February	09:00 - 17:00	Skip
28 September	09:00 - 16:00	Scarb

INTRODUCTION TO END OF LIFE CARE | 1 DAY | £110



15 October	13:30 - 17:00	Skip
6 February	13:30 - 17:00	Skip

INTRODUCTION TO AUTISM AWARENESS | ½ DAY | £50



18 September	09:00 - 12:30	Skip
26 January	09:00 - 12:30	Skip

NEW HEALTH & SAFETY FOR CARE STAFF | 1 DAY | £75



7 February	09:30 - 16:00	Skip
25 January	09:30 - 16:00	Scarb

ALSO AVAILABLE ON REQUEST:

- Continence Management
- Epilepsy Awareness
- Anxiety Management
- Nutrition for Carers
- Person-centred Care Planning
- Tissue Viability
- Understanding Principles & Practices of Assessment (Care Certificate)
- Introduction to Mental Health Awareness
- Diabetes Awareness
- Managing Challenging Behaviour

SAFE MOVING & HANDLING OF PEOPLE UPDATE | ½ DAY | £60



2 October	09:00 - 12:30	Skip
22 November	09:00 - 12:30	Skip
18 December	09:00 - 12:30	Skip
31 January	09:00 - 12:30	Skip
2 February	09:00 - 12:30	Skip

INTRODUCTION TO SAFE HANDLING OF MEDICATIONS | ½ DAY | £50



20 October	09:00 - 12:30	Skip
24 January	09:00 - 12:30	Skip
25 October	13:00 - 16:30	Scarb



HEALTH & SOCIAL CARE

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

INTRODUCTION TO DEMENTIA AWARENESS | ½ DAY | £50



15 October	09:00 - 12:30	Skip
6 February	09:00 - 12:30	Skip
22 November	09:00 - 12:30	Scarb

INTRODUCTION TO ADULT SAFEGUARDING | ½ DAY | £50



11 October	09:00 - 12:30	Skip
22 November	09:00 - 12:30	Scarb

INTRODUCTION TO INFECTION CONTROL | ½ DAY | £50



20 October	13:30 - 17:00	Skip
24 January	13:30 - 17:00	Skip
25 October	09:00 - 12:30	Scarb

INTRODUCTION TO MENTAL HEALTH AWARENESS | ½ DAY | £50



18 September	13:30 - 17:00	Skip
26 January	13:30 - 17:00	Skip

DID YOU KNOW

WE HAVE FUNDING AVAILABLE FOR SOME OF THESE COURSES. SEE PAGE 3 FOR DETAILS OR CALL US ON 01756 797266 TO FIND OUT IF YOUR ORGANISATION COULD BE ELIGIBLE



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 pages 14 to 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

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30 October 6, 13 November	09:00 - 17:00	Skip
7, 14, 21 September	09:00 - 17:00	Scarb

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

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7, 14, 21 November	09:00 - 17:00	Skip
12, 19, 26 February	09:00 - 17:00	Skip
1, 8, 15 November	09:00 - 17:00	Scarb

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

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16, 23, 30 January 6, 27 February 6, 13 March	09:00 - 17:00	Skip
19, 26 October 2, 9, 23, 30 November 7 December	09:00 - 17:00	Scarb

FUNDED ILM LEVEL 3 AWARD IN LEADERSHIP & MANAGEMENT | 5 DAYS | FREE*

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17, 24, 31 October 7, 14 November	09:00 - 17:00	Skip
22, 29 January 5, 12, 19 February	09:00 - 17:00	Skip
4, 11, 18 October 1, 8, 15 November	09:00 - 17:00	Scarb

*contact us for eligibility details

ESSENTIAL HR FOR MANAGERS | 1 DAY | £95

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25 September	09:00 - 17:00	Skip
30 November	09:00 - 17:00	Skip
24 January	09:00 - 17:00	Skip
27 February	09:00 - 17:00	Scarb

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

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1, 8, 15, 22, 29 November 6, 13, 20 December 10 January	09:00 - 17:00	Scarb

FOR MORE INFORMATION ON ANY OF OUR COURSES, VISIT WWW.TYROTRAINING.CO.UK



BUSINESS SKILLS & MANAGEMENT

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

COMMUNICATION SKILLS | ½ DAY | £50

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7 September	09:00 - 12:30	Skip
18 December	09:00 - 12:30	Skip

DELIVERING WORLD CLASS CUSTOMER SERVICE | 1 DAY | £95

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8 September	09:00 - 17:00	Skip
18 October	09:00 - 17:00	Skip
29 November	09:00 - 17:00	Skip
7 February	09:00 - 17:00	Skip
12 September	09:00 - 17:00	Scarb
11 January	09:00 - 17:00	Scarb

USING SOCIAL MEDIA EFFECTIVELY | 1 DAY | £95

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21 September	09:00 - 17:00	Skip
19 October	09:00 - 17:00	Skip
21 November	09:00 - 17:00	Skip
15 January	09:00 - 17:00	Skip
20 February	09:00 - 17:00	Skip
23 October	09:00 - 17:00	Scarb



NO DATES AT YOUR LOCAL TYRO?
CALL US TO DISCUSS



BUSINESS SKILLS & MANAGEMENT

📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

MANAGING VOLUNTEERS | 2 DAYS | £195

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14, 15 September	09:00 - 17:00	Scarb

ASSERTIVENESS AND TIME MANAGEMENT | 1 DAY | £95

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1 February	09:00 - 17:00	Skip
16 October	09:00 - 17:00	Scarb

APPRAISALS | ½ DAY | £50

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7 September	13:30 - 17:00	Skip
18 December	13:30 - 17:00	Skip
20 November	13:00 - 16:30	Scarb

ALSO AVAILABLE ON REQUEST:

- Conducting Effective Meetings
- Developing a Marketing Plan
- Managing Stress in the Workplace
- Presentation Skills
- Assessor Award
- Positive Thinking In The Workplace
- Level 3 Award in Education & Training



MANAGING PERFORMANCE | 1 DAY | £95

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3 November	09:00 - 17:00	Skip
8 December	09:00 - 17:00	Skip
1 February	09:00 - 17:00	Skip
24 January	09:00 - 17:00	Scarb

PROBLEM SOLVING & DECISION MAKING | 1 DAY | £95

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10 October	09:00 - 17:00	Skip
25 January	09:00 - 17:00	Skip
12 December	09:00 - 17:00	Scarb

RECRUITMENT & INTERVIEW SKILLS | ½ DAY | £50

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20 November	09:00 - 12:30	Scarb



DRIVER CPC



📍 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE

DRIVER HOURS & WORKING TIME LAWS; DRIVERS RECORDS & TACHOGRAPHS | 1 DAY | £75

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4 September	08:30 - 17:00	Skip
28 October SATURDAY	08:30 - 17:00	Scarb
19 February	08:30 - 17:00	Scarb

URBAN & MOTORWAY DRIVING | 1 DAY | £75

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11 November SATURDAY	08:30 - 17:00	Skip
25 November SATURDAY	08:30 - 17:00	Scarb
31 January	08:30 - 17:00	Scarb

YOUR JOB, YOUR VEHICLE, YOUR SAFETY; FUEL SAVING DRIVING | 1 DAY | £75

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5 October	08:30 - 17:00	Scarb
4 November SATURDAY	08:30 - 17:00	Scarb
11 November SATURDAY	08:30 - 17:00	Scarb
13 January SATURDAY	08:30 - 17:00	Scarb

DEFENSIVE DRIVING TECHNIQUES; FUEL SAVING DRIVING | 1 DAY | £75

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1 December	08:30 - 17:00	Skip

It is a legal requirement for PCV and LGV drivers to attend 35 hours of training every five years.
Our JAUPT accredited courses are just £75 per person

BAD WEATHER DRIVING; DEFENSIVE DRIVING TECHNIQUES | 1 DAY | £75

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25 October	08:30 - 17:00	Skip
9 February	08:30 - 17:00	Skip
16 September SATURDAY	08:30 - 17:00	Scarb
8 November	08:30 - 17:00	Scarb

FIRST AID; MANUAL HANDLING | 1 DAY | £75


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22 September	08:30 - 17:00	Scarb
13 December	08:30 - 17:00	Scarb

ALSO AVAILABLE ON REQUEST:

- Daily Vehicle Inspections
- Keeping Your Passengers Happy
- Access for All
- Fit to Drive?



IT & COMPUTING

 Funded training available

 SKIP = SKIPTON VENUE SCARB = SCARBOROUGH VENUE




EXCEL STARTER | 14 HOURS | £115

		
12, 19, 26 September 3 October	09:00 - 12:30	Skip
12, 19, 26 September 3 October	17:30 - 21:00	Skip
16, 23, 30 January 6 February	09:00 - 12:30	Skip
16, 23, 30 January 6 February	17:30 - 21:00	Skip
7, 14 November	09:00 - 17:00	Scarb




EXCEL IMPROVER | 14 HOURS | £115

		
10, 17, 31 October 7 November	09:00 - 12:30	Skip
31 October 7, 14, 21 November	17:30 - 21:00	Skip
20, 27 February 6, 13 March	09:00 - 12:30	Skip
20, 27 February 6, 13 March	17:30 - 21:00	Skip
19, 26 September	09:00 - 17:00	Scarb

BASIC COMPUTER SKILLS | 4 HOURS | £30

		
21 November	09:00 - 13:00	Skip

EXCEL ADVANCED | 14 HOURS | £115

		
11, 18 January	09:00 - 17:00	Skip
9, 16 October	09:00 - 17:00	Scarb
1, 8 February	09:00 - 17:00	Scarb




ALSO AVAILABLE ON REQUEST:

- Introduction to Powerpoint
- Powerpoint Improver
- Producing Professional Documents



BOOKKEEPING & PAYROLL USING SAGE




 Funded training available

 ONLY AVAILABLE IN SKIPTON




SPACES AVAILABLE ALL YEAR ROUND

The SAGE software is widely used for company finance and payroll systems. Due to our roll-on, roll-off system, we can be more flexible in offering a start date which suits you.







INTRODUCTION TO COMPUTERISED PAYROLL | £160

	10 Weeks
	Exam N/A
	Skip




INTERMEDIATE COMPUTERISED PAYROLL | £200

	14 Weeks
	Optional Exam £80
	Skip




SESSIONS

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




INTRODUCTION TO COMPUTERISED BOOKKEEPING

	10 Weeks
	Optional Exam £60
	Skip

INTERMEDIATE COMPUTERISED BOOKKEEPING | £200

	14 Weeks
	Optional Exam £65
	Skip

ADVANCED COMPUTERISED BOOKKEEPING | £265

	20 Weeks
	Optional Exam £70
	Skip

Sessions must be consistent for the duration of your course. Please note, only the courses (not the optional IAB exams) are offered free to eligible claimants

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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



OUR FUNDING AND PARTNERS:



**Education & Skills
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