

# TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

TRAINING PROGRAMME  
MAY 2018 - OCTOBER 2018

SKIPTON: 01756 797 266 | SCARBOROUGH: 01723 588 072

[WWW.TYROTRAINING.CO.UK](http://WWW.TYROTRAINING.CO.UK)

# WELCOME TO THE SECOND PROGRAMME OF 2018 DETAILING COURSES FROM MAY TO OCTOBER.

This booklet is packed full of training options and opportunities, be it First Aid, Health & Safety or Business Skills and Management, we have a full schedule to assist with your training needs.

You may notice we have been adding to our portfolio of subjects, for instance we have developed NEW courses on Event Planning, Selling Online and Risk Assessment.

We continue to assist businesses by identifying and securing funding towards training where possible – see page 22. In 2017/18 we have assisted over 200 employers to access free training for themselves and their staff to help grow the business.

We also have a great range of courses which support individuals with their own personal training and development requirements. From Maths and English to legislative or industry recognised qualifications. Our flexible models of delivery, such as our extensive Distance Learning range, make gaining that qualification just a little more practical.



# CONTENTS

FIRST AID	4
HEALTH & SAFETY	6
FOOD SAFETY	8
BOOKKEEPING & PAYROLL USING SAGE	9
BUSINESS SKILLS & MANAGEMENT	10
LAND-BASED & RURAL	14
DRIVER CPC	16
IT & COMPUTING	18
ENGLISH & MATHS FUNCTIONAL SKILLS	19
HEALTH & SOCIAL CARE	20
DISTANCE LEARNING	21
FREE COURSES - DIPLOMAS & SKILLS SUPPORT FOR THE WORKFORCE	22



# FIRST AID

## EMERGENCY FIRST AID AT WORK 1 DAY | £85

Calendar	Clock	Location
18 May	09:30 - 17:00	Skip
04 June	09:30 - 17:00	Skip
27 June	09:30 - 17:00	Skip
06 July	09:30 - 17:00	Skip
27 July	09:30 - 17:00	Skip
13 August	09:30 - 17:00	Skip
31 August	09:30 - 17:00	Skip
03 September	09:30 - 17:00	Skip
28 September	09:30 - 17:00	Skip
08 October	09:30 - 17:00	Skip
29 October	09:30 - 17:00	Skip
Calendar	Clock	Location
21 May	09:00 - 17:00	Scarb
28 June	09:00 - 17:00	Scarb
19 July	09:00 - 17:00	Scarb
15 August	09:00 - 17:00	Scarb
19 September	09:00 - 17:00	Scarb
23 October	09:00 - 17:00	Scarb

## FIRST AID AT WORK 3 DAYS | £195

Calendar	Clock	Location
18, 19 & 20 June	09:30 - 17:00	Skip
16, 17 & 18 July	09:30 - 17:00	Skip
06, 07 & 08 August	09:30 - 17:00	Skip
10, 11 & 12 September	09:30 - 17:00	Skip
15, 16 & 17 October	09:30 - 17:00	Skip
Calendar	Clock	Location
20, 21 & 22 June	09:00 - 16:30	Scarb
21, 22, & 23 August	09:00 - 16:30	Scarb
03, 04 & 05 October	09:00 - 16:30	Scarb

## FIRST AID AT WORK REQUALIFICATION 2 DAYS | £155

Calendar	Clock	Location
21 & 22 June	09:30 - 17:00	Skip
30 & 31 July	09:30 - 17:00	Skip
20 & 21 September	09:30 - 17:00	Skip
23 & 24 October	09:30 - 17:00	Skip
Calendar	Clock	Location
06 & 07 June	09:00 - 16:30	Scarb
06 & 07 September	09:00 - 16:30	Scarb

**i** WE CAN SEND OUR TRAINER TO DELIVER COURSES AT YOUR PLACE OF WORK



## PAEDIATRIC FIRST AID 2 DAYS | £110

Calendar	Clock	Location
24 & 25 May	09:30 - 16:30	Skip
11 & 12 June	09:30 - 16:30	Skip
02 & 03 July	09:30 - 16:30	Skip
04 & 05 September	09:30 - 16:30	Skip
01 & 02 October	09:30 - 16:30	Skip
Calendar	Clock	Location
23 & 24 May	09:00 - 16:00	Scarb
24 & 25 October	09:00 - 16:00	Scarb

## EMERGENCY PAEDIATRIC FIRST AID 1 DAY | £85

Calendar	Clock	Location
04 July	09:30 - 17:00	Skip
07 September	09:30 - 17:00	Skip
22 October	09:30 - 17:00	Skip

## MENTAL HEALTH FIRST AID 2 DAYS | £80

Calendar	Clock	Location
27 & 28 September	09:00 - 16:00	Scarb



**ALSO AVAILABLE ON REQUEST:**

- BASIC FIRST AID FOR PARENTS
- AED
- BASIC FIRST AID
- EPI - PEN
- ASTHMA AWARENESS



# HEALTH & SAFETY

**FUNDING MAY BE AVAILABLE ON SOME OF THESE COURSES FOR SME'S TO TRAIN YOUR STAFF & GROW YOUR BUSINESS. CALL US TO DISCUSS WHETHER YOUR COMPANY MEETS THE ELIGIBILITY CRITERIA.**

## HEALTH & SAFETY LEVEL 2 AWARD 1 DAY | £70

Calendar	Clock	Location
31 May	09:00 - 16:00	Skip
09 July	09:00 - 16:00	Skip
30 August	09:00 - 16:00	Skip
29 October	09:00 - 16:00	Skip

Calendar	Clock	Location
15 May	09:00 - 16:00	Scarb
09 July	09:00 - 16:00	Scarb
18 September	09:00 - 16:00	Scarb

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

Calendar	Clock	Location
11, 12 & 13 July	09:00 - 17:00	Skip

Calendar	Clock	Location
14, 16 & 17 May	09:00 - 17:00	Scarb
23, 24 & 25 October	09:00 - 17:00	Scarb

## RISK ASSESSMENT & LEAN PRINCIPLES FOR A SAFER WORKPLACE 2 DAYS | £140

Calendar	Clock	Location
15 & 16 May	09:00 - 17:00	Skip
17 & 18 October	09:00 - 17:00	Skip

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

Calendar	Clock	Location
17 May	09:00 - 17:00	Skip
26 June	09:00 - 17:00	Skip
30 July	09:00 - 17:00	Skip
29 August	09:00 - 17:00	Skip
11 September	09:00 - 17:00	Skip
22 October	09:00 - 17:00	Skip



## FIRE MARSHAL ½ DAY | £70

Calendar	Clock	Location
25 May	09:00 - 13:00	Skip

22 June	09:00 - 13:00	Skip
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20 July	09:00 - 13:00	Skip
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06 August	09:00 - 13:00	Skip
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30 October	09:00 - 13:00	Skip
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Calendar	Clock	Location
02 July	09:00 - 13:00	Scarb

03 October	09:00 - 13:00	Scarb
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## ASBESTOS AWARENESS ½ DAY | £50

Calendar	Clock	Location
25 June	09:00 - 13:00	Scarb

## LEGIONELLA AWARENESS ½ DAY | £50

Calendar	Clock	Location
25 June	13:30 - 17:00	Scarb



**ALSO AVAILABLE ON REQUEST:**

- WORKING AT HEIGHTS
- COSHH (NON-ACCREDITED)
- BASIC MANUAL HANDLING
- RISK MANAGEMENT
- ABRASIVE WHEELS
- BAD WEATHER DRIVING





# FOOD SAFETY



## NEED A DIFFERENT DATE?

WE CAN SEND OUR TRAINER TO DELIVER COURSES AT YOUR PLACE OF WORK.

### FOOD SAFETY LEVEL 2 AWARD

1 DAY | £70

Calendar	Clock	Location
24 May	09:00 - 16:00	Skip
14 June	09:00 - 16:00	Skip
19 July	09:00 - 16:00	Skip
31 August	09:00 - 16:00	Skip
03 October	09:00 - 16:00	Skip
Calendar	Clock	Location
24 May	09:00 - 16:00	Scarb
02 July	09:00 - 16:00	Scarb
09 August	09:00 - 16:00	Scarb
24 September	09:00 - 16:00	Scarb

### FOOD SAFETY LEVEL 3 AWARD

3 DAY | £275

Calendar	Clock	Location
25, 26 & 27 July	09:00 - 17:00	Skip
24, 25 & 26 October	09:00 - 17:00	Skip

### FOOD ALLERGENS

½ DAY | £50

Calendar	Clock	Location
11 October	09:00 - 12:30	Skip

### PERSONAL LICENCE HOLDERS LEVEL 2 AWARD

1 DAY | £150

Calendar	Clock	Location
31 May	09:00 - 17:00	Skip
31 July	09:00 - 17:00	Skip
24 August	09:00 - 17:00	Skip
31 October	09:00 - 17:00	Skip
Calendar	Clock	Location
29 June	09:00 - 17:00	Scarb

### ALSO AVAILABLE ON REQUEST:

- HEALTHY FOODS SPECIAL DIETS
- HACCP LEVEL 3 AWARD
- FOOD SAFETY REFRESHER
- NUTRITION FOR SCHOOLS



# BOOKKEEPING & PAYROLL USING SAGE

### 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 (SAGE)

10 WEEKS | £160

Calendar	Clock	Location
Tuesday	13:30 - 17:00	Skip
Tuesday	17:30 - 21:00	Skip
Wednesday	13:30 - 17:00	Skip

### INTERMEDIATE COMPUTERISED PAYROLL (SAGE)

14 WEEKS | £200 | EXAM £80\*

Calendar	Clock	Location
Tuesday	13:30 - 17:00	Skip
Tuesday	17:30 - 21:00	Skip
Wednesday	13:30 - 17:00	Skip

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

\*Exams are optional.

Funding may be available. See page 23

### INTRODUCTION TO COMPUTERISED BOOKKEEPING (SAGE)

10 WEEKS | £160 | EXAM £80\*

Calendar	Clock	Location
Tuesday	13:30 - 17:00	Skip
Tuesday	17:30 - 21:00	Skip
Wednesday	13:30 - 17:00	Skip

### INTERMEDIATE COMPUTERISED BOOKKEEPING (SAGE)

14 WEEKS | £200 | EXAM £80\*

Calendar	Clock	Location
Tuesday	13:30 - 17:00	Skip
Tuesday	17:30 - 21:00	Skip
Wednesday	13:30 - 17:00	Skip

### ADVANCED COMPUTERISED BOOKKEEPING (SAGE)

20 WEEKS | £265 | EXAM £80\*

Calendar	Clock	Location
Tuesday	13:30 - 17:00	Skip
Tuesday	17:30 - 21:00	Skip
Wednesday	13:30 - 17:00	Skip



# BUSINESS SKILLS & MANAGEMENT

## ILM LEADERSHIP & MANAGEMENT LEVEL 3 AWARD (FUNDED)

5 DAYS | £FREE\*

Calendar	Clock	Location
06, 14, 20, 27 June & 04 July	09:00 - 17:00	Skip
03, 10, 17, 24 September & 01 October	09:00 - 17:00	Skip

## ILM LEADERSHIP & MANAGEMENT LEVEL 3 AWARD

3 DAYS | £380

Calendar	Clock	Location
27 June, 04 & 11 July	09:00 - 17:00	Skip
24 September, 01 & 08 October	09:00 - 17:00	Skip

## ILM LEADERSHIP & MANAGEMENT LEVEL 3 CERTIFICATE

9 DAYS | £855

Calendar	Clock	Location
31 May, 06, 13, 20 June, 04, 11 July, 22, 29 August & 05 September	09:00 - 17:00	Scarb

## ILM LEADERSHIP & MANAGEMENT LEVEL 5 CERTIFICATE

7 DAYS | £980


Calendar	Clock	Location
19, 26 September, 02, 09, 16, 23 & 30 October	09:00 - 17:00	Skip
04, 11, 18, 25 October, 08, 15 & 29 November	09:00 - 17:00	Scarb

## EVENT PLANNING LEVEL 2 CERTIFICATE

6 DAYS | £399

Calendar	Clock	Location
27 September, 04, 11, 18, 25 October & 01 November	09:00 - 17:00	Skip

Calendar	Clock	Location
10, 17, 24 May, 07, 14 & 21 June	09:00 - 17:00	Scarb

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## COMPLAINT HANDLING MASTERCLASS

1 DAY | £95

Calendar	Clock	Location
10 July	09:00 - 17:00	Skip
15 October	09:00 - 17:00	Skip
14 May	09:00 - 17:00	Scarb

## DELIVERING WORLD CLASS CUSTOMER SERVICE

1 DAY | £95

Calendar	Clock	Location
12 June	09:00 - 17:00	Skip
25 July	09:00 - 17:00	Skip
16 July	09:00 - 17:00	Scarb
01 October	09:00 - 17:00	Scarb

## USING SOCIAL MEDIA FOR BUSINESS

1 DAY | £95

Calendar	Clock	Location
21 May	09:00 - 17:00	Skip
03 July	09:00 - 17:00	Skip
25 September	09:00 - 17:00	Skip
17 October	09:00 - 17:00	Scarb

## MANAGING PERFORMANCE

1 DAY | £95

Calendar	Clock	Location
19 June	09:00 - 17:00	Skip
06 September	09:00 - 17:00	Skip
05 July	09:00 - 17:00	Scarb

## HOW TO START SELLING ONLINE

1 DAY | £95

Calendar	Clock	Location
13 June	09:00 - 17:00	Skip
13 September	09:00 - 17:00	Skip

## TAKING YOUR ONLINE SALES TO THE NEXT LEVEL

1 DAY | £95

Calendar	Clock	Location
25 June	09:00 - 17:00	Skip
09 October	09:00 - 17:00	Skip

## HR FOR MANAGERS

1 DAY | £95

Calendar	Clock	Location
05 June	09:00 - 17:00	Skip
27 September	09:00 - 17:00	Skip
15 June	09:00 - 17:00	Scarb



### PROBLEM SOLVING & DECISION MAKING

1 DAY | £95

28 June	09:00 - 17:00	Skip

23 July	09:00 - 17:00	Scarb

### ASSERTIVENESS & TIME MANAGEMENT

1 DAY | £95

07 June	09:00 - 17:00	Skip

28 June	09:00 - 17:00	Scarb

### APPRAISALS

½ DAY | £50

25 May	09:00 - 12:30	Skip

20 July	13:30 - 17:00	Skip
04 September	13:30 - 17:00	Skip

11 June	13:00 - 16:30	Scarb

### MOTIVATIONAL INTERVIEWING

1 DAY | £95

11 October	09:00 - 17:00	Scarb

### COMMUNICATION SKILLS

½ DAY | £50

30 May	09:00 - 12:30	Skip

04 September	09:00 - 12:30	Skip

1 DAY | £95

11 June	09:00 - 17:00	Scarb

### RECRUITMENT & INTERVIEW SKILLS

½ DAY | £50

11 June	09:00 - 12:30	Scarb

### MANAGING VOLUNTEERS

2 DAYS | £195

12 & 13 July	09:00 - 17:00	Scarb

### THE BASICS OF RUNNING A BUSINESS

2 DAYS | £195

04 & 11 June	09:00 - 17:00	Skip

04 & 11 July	09:00 - 17:00	Scarb



### ATTENTION MANAGEMENT

1 DAY | £95

12 September	09:00 - 17:00	Scarb

### EDUCATION & TRAINING LEVEL 3 AWARD

13 WEEKS / 6 DAYS | £399

18, 25 September, 02, 09, 16, 23, 30 October, 06, 13, 20, 27 November, 04 & 11 December	13:00 - 16:30	Skip

01, 08, 15, 22, 29 June & 06 July	09:00 - 16:30	Scarb

### ASSESSING VOCATIONAL ACHIEVEMENT

LEVEL 3 CERTIFICATE (UNIT 1)

4 DAYS / 1½ DAYS | £195

05, 12, 19 & 26 June	17:30 - 20:00	Skip

24 & 25 September	09:00 - 17:00 & 09:00 - 13:00	Skip

09 & 10 July	09:00 - 17:00 & 09:00 - 12:00	Scarb



### ALSO AVAILABLE ON REQUEST:

- DEVELOPING A MARKETING PLAN
- CONDUCTING EFFECTIVE MEETINGS
- MANAGING CONFLICT
- MANAGING STRESS
- POSITIVE THINKING IN THE WORKPLACE
- PRESENTATION SKILLS
- ASSERTIVENESS
- ILM LEVEL 2 AWARD



# LAND-BASED & RURAL

## CS30/31 - CHAINSAW MAINTENANCE/ OPERATIONS FELLING TREES UP TO 380MM

5 DAYS | £710

Calendar	Clock	Location
11, 12, 13, 14 & 15 June	08:30 - 17:00	Skip
02, 03, 04, 05 & 06 July	08:30 - 17:00	Skip
06, 07, 08, 09 & 10 August	08:30 - 17:00	Skip
03, 04, 05, 06 & 07 September	08:30 - 17:00	Skip
08, 09, 10, 11 & 12 October	08:30 - 17:00	Skip

## CS38 - TREE CLIMBING & RESCUE

5 DAYS | £550

Calendar	Clock	Location
21, 22, 23, 24 & 25 May	08:30 - 17:00	Skip
23, 24, 25, 26 & 27 July	08:30 - 17:00	Skip
17, 18, 19, 20 & 21 September	08:30 - 17:00	Skip

**WELDING COURSES STARTING SEPTEMBER 2018. CALL 01756 797 266 FOR FURTHER INFORMATION.**

## CS39 - AERIAL CUTTING OF TREES WITH A CHAINSAW USING FREE-FALL TECHNIQUES

3 DAYS | £380

Calendar	Clock	Location
04, 05 & 06 June	08:30 - 17:00	Skip
29, 30 & 31 August	08:30 - 17:00	Skip
15, 16 & 17 October	08:30 - 17:00	Skip

## CS32 - FELLING & PROCESSING TREES OVER 388MM

3 DAYS | £450

Calendar	Clock	Location
27, 28 & 29 June	08:30 - 17:00	Skip
22, 23 & 24 October	08:30 - 17:00	Skip

## CS40/41 - AERIAL TREE PRUNING & RIGGING

5 DAYS | £710

Calendar	Clock	Location
01, 02, 03, 04 & 05 October	08:30 - 17:00	Skip

## SAFE USE OF BRUSHCUTTERS & TRIMMERS

1 DAY | £195

Calendar	Clock	Location
13 July	08:30 - 17:00	Skip
17 October	08:30 - 17:00	Skip



## SAFE USE OF A MANUALLY FED WOODCHIPPER

1 DAY | £195

Calendar	Clock	Location
06 June	08:30 - 17:00	Skip
31 August	08:30 - 17:00	Skip

## PA1 - SAFE USE & HANDLING OF PESTICIDES

1 DAY | £195

Calendar	Clock	Location
30 May	08:30 - 17:00	Skip
16 July	08:30 - 17:00	Skip
13 August	08:30 - 17:00	Skip
10 September	08:30 - 17:00	Skip
22 October	08:30 - 17:00	Skip

Calendar	Clock	Location
18 June	08:30 - 17:00	Scarb
15 October	08:30 - 17:00	Scarb

## PA2 - SAFE APPLICATION OF PESTICIDES USING HORIZONTAL BOOM SPRAYER

2 DAYS | £225

Calendar	£50 for eligible candidates	Clock	Location
04 & 05 June		08:30 - 17:00	Skip
19 & 20 July		08:30 - 17:00	Skip
16 & 17 August		08:30 - 17:00	Skip
25 & 26 October		08:30 - 17:00	Skip

## PA6 - SAFE USE & HANDLING OF PESTICIDES USING A KNAPSACK

2 DAYS | £225

Calendar	Clock	Location
31 May & 01 June	08:30 - 17:00	Skip
17 & 18 July	08:30 - 17:00	Skip
14 & 15 August	08:30 - 17:00	Skip
11 & 12 September	08:30 - 17:00	Skip
23 & 24 October	08:30 - 17:00	Skip

Calendar	Clock	Location
19 & 20 June	08:30 - 17:00	Scarb
16 & 17 October	08:30 - 17:00	Scarb

## ATV HANDLING - SIT ASTRIDE

2 DAYS | £250

Calendar	Clock	Location
18 & 19 October	08:30 - 17:00	Skip

## RODENTICIDES SAFE USE OF PESTICIDES FOR VERTEBRATE PEST CONTROL FOR RATS & MICE

2 DAYS | £195

Calendar	£50 for eligible candidates	Clock	Location
06 & 07 June		08:30 - 17:00	Skip
11 & 12 July		08:30 - 17:00	Skip
13 & 14 September		08:30 - 17:00	Skip

Calendar	Clock	Location
05 & 06 June	09:00 - 17:00	Scarb

£50 for eligible candidates

£129 for eligible candidates

£50 for eligible candidates





# DRIVER CPC

## DRIVERS' HOURS & WORKING TIME REGULATIONS; TACHOGRAPHS & RECORD KEEPING

1 DAY | £75



14 May 08:30 - 17:00 Skip

20 July 08:30 - 17:00 Skip



19 May **SATURDAY** 08:30 - 17:00 Scarb

## BAD WEATHER DRIVING; DEFENSIVE DRIVING TECHNIQUES

1 DAY | £75



11 October 08:30 - 17:00 Skip

## YOUR JOB, YOUR VEHICLE, YOUR SAFETY (HGV); MANUAL HANDLING

1 DAY | £75



04 June 08:30 - 17:00 Scarb

10 October 08:30 - 17:00 Scarb



It's a legal requirement for PCV/HGV drivers to attend 35 hours of training every 5 years.



### ALSO AVAILABLE ON REQUEST:

- DAILY VEHICLE INSPECTIONS
- FIT TO DRIVE? (DRUG & ALCOHOL AWARENESS; TIREDNESS, DIET & LIFESTYLE)
- DRIVERS' DAILY WALK ROUND CHECKS (HGV & PCV)



## YOUR JOB, YOUR VEHICLE, YOUR SAFETY (HGV); FUEL SAVING DRIVING

1 DAY | £75



30 June **SATURDAY** 08:30 - 17:00 Scarb

## \*NEW OPERATOR LICENCE AWARENESS FOR DRIVERS; BAD WEATHER DRIVING

1 DAY | £75



08 September **SATURDAY** 08:30 - 17:00 Scarb

## \*NEW URBAN DRIVING & MANOEUVRING; SECURITY FOR YOU & YOUR VEHICLE

1 DAY | £75



20 September 08:30 - 17:00 Skip



04 July 08:30 - 17:00 Scarb

20 October **SATURDAY** 08:30 - 17:00 Scarb

## DEFENSIVE DRIVING TECHNIQUES; FUEL SAVING DRIVING

1 DAY | £75



28 June 08:30 - 17:00 Skip

20 August 08:30 - 17:00 Skip

## FIRST AID; MANUAL HANDLING

1 DAY | £75



02 May 08:30 - 17:00 Scarb

## FIT TO DRIVE; BASIC FIRST AID

1 DAY | £75



20 September 08:30 - 17:00 Scarb

## ACCESS FOR ALL (DISABILITY AWARENESS); ENHANCING THE PASSENGER EXPERIENCE

1 DAY | £75



16 August 08:30 - 17:00 Scarb

29 October 08:30 - 17:00 Scarb

## \*NEW KEEPING YOUR PASSENGERS HAPPY; THE SCHOOL RUN (PCV)

1 DAY | £75



06 August 08:30 - 17:00 Scarb





# IT & COMPUTING

## EXCEL STARTER

4 DAYS (SKIP) / 2 DAYS (SCARB) | £115

Calendar	Clock	Location
17, 24, 31 July & 07 August	09:00 - 12:30	Skip
04, 11, 18 & 25 September	17:30 - 21:00	Skip
02, 09, 16 & 23 October	09:00 - 12:30	Skip

Calendar	Clock	Location
26 June & 03 July	09:00 - 17:00	Scarb
25 September & 02 October	09:00 - 17:00	Scarb

## EXCEL ADVANCED

2 DAYS | £115

Calendar	Clock	Location
12 & 19 June	09:00 - 17:00	Scarb
04 & 11 September	09:00 - 17:00	Scarb

## EXCEL IMPROVER

4 DAYS (SKIP) / 2 DAYS (SCARB) | £115

Calendar	Clock	Location
05, 12, 19 & 26 June	09:00 - 12:30	Skip
05, 12, 19 & 26 June	17:30 - 21:00	Skip
04, 11, 18 & 25 September	09:00 - 12:30	Skip
02, 09, 16 & 23 October	17:30 - 21:00	Skip

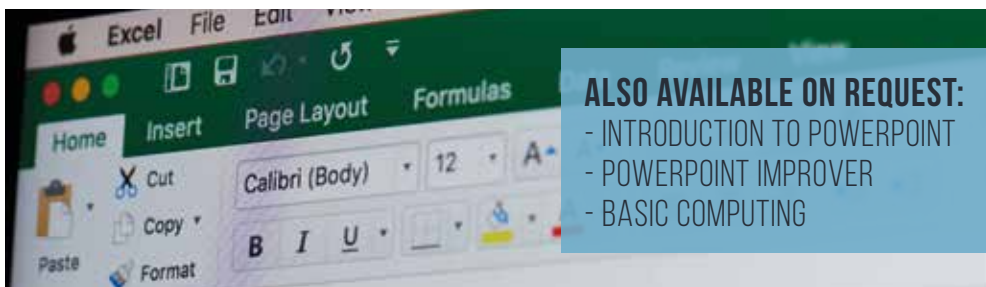
Calendar	Clock	Location
15 & 22 May	09:00 - 17:00	Scarb
10 & 17 July	09:00 - 17:00	Scarb
09 & 16 October	09:00 - 17:00	Scarb



FUNDING MAY BE AVAILABLE ON SOME OF THESE COURSES FOR SMEs TO TRAIN YOUR STAFF & GROW YOUR BUSINESS. CALL US TO DISCUSS IF YOUR COMPANY MEETS THE ELIGIBILITY CRITERIA.

### ALSO AVAILABLE ON REQUEST:

- INTRODUCTION TO POWERPOINT
- POWERPOINT IMPROVER
- BASIC COMPUTING



# ENGLISH & MATHS FUNCTIONAL SKILLS



## FREE \* ADULT COURSES IN MATHS & ENGLISH

Thanks to an Education and 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 (4) at GCSE.

Calendar	Clock	Location
Monday	13:00 - 15:00	Skip
Tuesday	18:00 - 20:00	Skip
Thursday	09:30 - 11:30	Skip



WE CAN SEND OUR TRAINER TO DELIVER COURSES AT YOUR PLACE OF WORK

\* Eligibility criteria applies. See page 23





# HEALTH & SOCIAL CARE

Tyro Training and Craven College have vast experience in delivering high quality Health and Social Care training in the workplace. Our team of experienced trainers and assessors hold a variety of subject specialisms, which means we can assist with the diverse range of training and development which the Health and Social Care sector demands.

Last year we supported over 600 individuals through Distance Learning courses, a flexible model of training delivery which is favoured within the Health and Social Care sector, see page 21 to see our extensive range of Distance Learning subjects.

Tyro Training and Craven College have built a strong reputation for delivering Apprenticeships and Diplomas in the workplace. The Apprenticeship department of the College have recently been awarded the status of 'Outstanding' by Ofsted.

Our team of advisors will assist you to source funding towards training where possible and due to having a centre based in Scarborough, we can deliver training/ Diplomas and Apprenticeships across the whole of North Yorkshire, South Yorkshire and Lancashire.



## AVAILABLE ON REQUEST:

- Epilepsy Awareness
- Understanding Principles & Practices of Assessment (Care Certificate)
- Nutrition for Carers
- Mental Capacity Act & DOLS
- Person-Centred Care Planning
- Safe Moving & Handling of People
- Autism Awareness
- Introduction to Dementia Awareness
- Introduction to Infection Control
- Introduction to Adult Safeguarding
- Introduction to the Safe Handling of Medicines

VISIT [WWW.TYROTRAINING.CO.UK](http://WWW.TYROTRAINING.CO.UK) FOR OUR FULL LIST OF COURSES



# DISTANCE LEARNING



## DISTANCE LEARNING IS A GREAT WAY TO GAIN A **FREE\*** QUALIFICATION!

Distance Learning is the perfect solution for those with busy work or home lives who would like to gain an NCFE accredited qualification. We will provide all the learning materials, a one hour tutor led induction and you will receive the highest level of support and guidance from our experienced professional tutors. Distance Learning courses are undertaken by completing a series of workbooks, which are marked and assessed.

## WE OFFER THE FOLLOWING DISTANCE LEARNING COURSES:

### Health, Social Care & Wellbeing for Adults and Young People

- Understanding Dignity & Safeguarding in Adult Health & Social Care
- Understanding the Safe Handling of Medication in Health & Social Care
- Understanding Children & Young People's Mental Health
- Prevention & Control of Infection
- Awareness of Mental Health Problems
- Principles of Care Planning
- Principles of End of Life Care
- Principles of Dementia Care
- Understanding the Care & Management of Diabetes
- Understanding Specific Learning Difficulties
- Principles of Working with Individuals with Learning Disabilities
- Common Health Conditions
- Understanding Autism
- Understanding Safeguarding & Prevent
- Counselling Skills
- Falls Prevention Awareness
- Understanding Behaviour that Challenges
- Understanding Nutrition & Health

### Business & Management

- Principles of Business Administration
- Principles of Team Leading
- Lean Organisation Management Techniques
- Principles of Customer Service
- Information, Advice or Guidance

### Hospitality, Leisure & Service Industries

- Principles of Team Leading
- Understanding Excellence in Customer Service for Hospitality
- Principles of Customer Service
- Lean Organisational Management Techniques
- Cleaning Principles
- Understanding Nutrition & Health
- Improving Personal Exercise, Health & Nutrition
- Wine Services

VISIT [WWW.TYROTRAINING.CO.UK](http://WWW.TYROTRAINING.CO.UK) FOR FULL INFORMATION ON DISTANCE LEARNING COURSES.

\* Eligibility criteria applies. See page 23



# YOUR STAFF MAY BE ELIGIBLE FOR FREE<sup>‡</sup> QUALIFICATIONS...

WE ARE NOW ABLE TO OFFER FULLY FUNDED LEVEL 2 DIPLOMAS FOR YOUR EMPLOYEES, THANKS TO AN INITIATIVE BY THE EUROPEAN SOCIAL FUND.

We can offer funded Diplomas in the following areas:

- Business Administration
- Customer Service
- Health & Social Care
- Hospitality

**Hurry!** The funding comes to an end soon so you will need to start your learning journey as soon as possible to qualify for this fantastic offer.

<sup>‡</sup> For further details and to discuss eligibility, please contact one of our team on: 01756 797 266 (Skipton) or 01723 588 072 (Scarborough).



## SKILLS SUPPORT FOR THE WORKFORCE

GROW YOUR BUSINESS WITH FREE TRAINING COURSES FOR YOUR STAFF



## THE SMALL PRINT...

### Skills Support for the Workplace

Tyro Training, as part of Craven College, is delighted to commence delivery on a European Social Funded project to promote in-work training.

The Skills Funding Agency (SFA) and the European Social Fund (ESF) have engaged Calderdale College as prime contractors of the programme, with Calderdale College responsible for delivery of the project. It is working closely with the York, North Yorkshire and East Riding Local Enterprise Partnership (LEP).

One of the LEP's key aims is to support economic growth within the region via upskilling the workforce and creating sustainable business through improved education, skills and training.

Promoting in-work progression and providing support for employed individuals to undertake higher level training will enable businesses to grow.

As part of the partnership, Tyro Training can offer a range of funded training to businesses within the region until 31 July 2018.

### \* English & Maths

These courses are open to adults aged 19 and over (as of 31 August 2017) who have been in the EU for the past 3 years and have not achieved the equivalent of a grade C (4) at GCSE. Candidates can be eligible for one or both courses.

### Bookkeeping & Payroll

The fees for these courses are subsidised by the Government AEB funding, this means the price you see is already discounted and depending on your personal circumstance, for some individuals there may be no cost at all. Call your local Tyro Training centre for more information.

### • Distance Learning

Eligibility criteria apply as follows:

- Candidates must be aged 19 or over on 31 August 2017
- Candidates must be employed OR in receipt of benefits (evidence of this will be required)
- Candidates must have lived within the EU for the last 3 years
- Candidates should inform Tyro Training of any other course/ educational programme they may be currently studying

Providing the course and assessment is successfully completed within the agreed timescale. In the event of non completion or early withdrawal, a fee of £100 will be charged by Tyro Training.

### Land-based & Rural

Individuals age 19 or over as of 31 August 2017, not presently studying on any other government funded programme, candidates must have lived in the EU for the last 3 years. Prerequisite qualifications may be required, please refer to the course outline on [www.tyrotraining.co.uk](http://www.tyrotraining.co.uk)

## OUR FUNDING & PARTNERS



Education & Skills  
Funding Agency



SKILLS  
SUPPORT  
FOR THE WORKFORCE



LEEDS CITY REGION  
ENTERPRISE  
PARTNERSHIP



# TYRO TRAINING

TRAINING | CONSULTANCY | SUPPORT

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## SCARBOROUGH

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Tyro Training is the commercial training division of Craven College