

## Royal Borough of Kensington and Chelsea: 2012 COURSE DATES

**COURSE DATES:** *Examples* of dates are below for open courses scheduled to be run in the Council's premises near Earl's Court. Additional course dates may be made available depending upon demand. Waiting lists are kept for certain courses so please ask to go on a list.

**TRAINING IN YOUR PREMISES:** Courses can be run in your premises (fees are based on eight or more candidates attending) across London. You must provide a laptop, digital projector, screen, flipchart, television, DVD player, tables and chairs, and a wall mounted clock.

**COURSE FEES:** See over the page.

**COURSE BOOKINGS, PAYMENT AND ENQUIRES:** ☎ 020 7361 3002 **WEB:** [www.rbkc.gov.uk/publichealthtraining](http://www.rbkc.gov.uk/publichealthtraining)

**GENERAL INFORMATION:** Courses are only run when there are eight or more candidates per course. The Council reserves the right to cancel, postpone, or re-schedule the courses and examination dates at short notice. In addition, it holds the right to offer the examinations set by any of the approved awarding bodies at equivalent levels where qualifications and syllabuses hold equal status.

**EXAMINATIONS:** Level 1 and 2 exams are held on the same day of the courses. Level 3 and 4 exam dates depend upon the awarding body used for the course. See over the page for the course fees, in-house equipment needs, duration, attendance and the small print.

**SYLLABUSES FOR LEVEL 1 TO 4 QUALIFICATIONS:** Go to either **The Chartered Institute of Environmental Health** at [www.cieh.org.uk/training/qualifications](http://www.cieh.org.uk/training/qualifications) or **Highfield Awarding Body for Compliance** at [www.highfieldabc.com](http://www.highfieldabc.com). Both are Ofqual ([www.ofqual.gov.uk](http://www.ofqual.gov.uk)) approved awarding examination bodies. Similar subject levels offered by both bodies hold equal status.

**IDENTIFICATION:** Photographic ID with photograph is required for all candidates sitting Level 1 to 4 course exams. NO ID - NO EXAM.

**COURSE WAITING LISTS:** Waiting lists are kept for courses shown with a ☎ so please telephone us.

**GUIDED LEARNING (or Distance Learning):** Available for some Level 1 to 3 courses learners can carry out guided self study with their supervisor and then attend a revision and exam in training room. Subject to a minimum of four learners per booking. ☎ telephone us.

### HEALTH AND SAFETY IN THE WORKPLACE:

**LEVEL 1: NEW OR EXISTING EMPLOYEES, AND HEALTH AND SOCIAL CARE STAFF IN LOW RISK ACTIVITIES**

**LEVEL 2: EMPLOYEES IN WORKPLACES AND HOSPITALITY, EDUCATION OR HEALTH AND SOCIAL CARE STAFF, AND A RISK ASSESSMENT**

**COURSE PRE-REQUISITE FOR THE PERSON IN THE WORKPLACE RESPONSIBLE FOR RISK ASSESSMENT**

**LEVEL 3: SUPERVISORS, MANAGERS AND POTENTIAL TRAINERS** **LEVEL 4: MANAGERS AND POTENTIAL TRAINERS**

- **Level 1** Award in Health and Safety Awareness (half day) 14 March; 31 May; 28 September; 13 December
- **Level 1** Award in Fire Safety Awareness (half day) 27 January; 17 April; 6 September;
- **Level 2** Award in Fire Safety (one day) 2 March; 3 July; 4 October;
- **Level 2** Award in Hygiene in Health and Social Care (half-day) ☎
- **Level 2** National Award in Infection Control (one day) 16 April; 13 November
- **Level 2** Award in Safe Moving and Handling (one day) ☎
- **Level 2** Award in Health and Safety in the Workplace (one day) 25 January; 29 February; 26 April; 29 May; 29 June; 7 September; 14 November;
- **Level 2** Award in Health and Safety in the Workplace (on-line learning conversion, or by guided learning and followed by one day including exam) ☎
- **Level 2** Award Environmental Principles and Best Practice 28 February; 26 June;
- **Level 2** in Principles of Risk Assessment (one day) 7 March; 26 October
- **Level 3** Award in Health and Safety in the Workplace (three days) 1, 6, 12 Mar; 11, 18, 25 June; 1, 2, 5 November
- **Level 3** Award in Health and Safety in the Workplace (by guided learning followed by one day including exam) ☎
- **Level 4** Award in Health and Safety in the Workplace (five days) 2, 3, 11, 12, 13 April (exam 23 Apr); 6, 7, 8, 9, 16 November (exam 23 Nov)

### FOOD SAFETY:

**LEVEL 1: NEW FOOD HANDLERS OR HANDLERS OF LOW RISK FOODS, HEALTH AND SOCIAL CARE OR EDUCATION STAFF**

**LEVEL 2: FOOD HANDLERS IN KITCHENS, HEALTH AND SOCIAL CARE STAFF, AND AS A HACCP COURSE PRE-REQUISITE FOR THE PERSON IN THE WORKPLACE RESPONSIBLE FOR THE DOCUMENTED FOOD SAFETY MANAGEMENT PROCEDURE**

**LEVEL 3: SUPERVISORS, MANAGERS AND POTENTIAL TRAINERS** **LEVEL 4: MANAGERS AND POTENTIAL TRAINERS**

- **Level 1** Award in Food Safety Awareness (half day) 27 February; 27 June; 24 September; 28 November
- **Level 2** Award in Food Safety in Catering (one day) 19, 26, 30 January; 3, 9, 16, 24 February; 8, 9, 15, 19, 23 March; 18, 25, 30 April; 16, 23, 30 May; 12, 21, 28 June; 4, 12, 19 July; 16, 23, 30 August; 12, 19, 26 September; 11, 19, 25 October; 15, 22, 29 November; 4, 10, 12 December
- **Level 2** E-learning conversion course to accredited Level 2 Award ☎
- **Level 2** Award in Food Safety in Catering (Refresher) (Self study followed by 2 hours in a training room including revision and exam) ☎
- **Level 2** Award in Food Safety in Catering (on-line learning conversion, or by guided learning and followed by one day including exam) ☎
- **Level 2** Award in HACCP in Catering (one day) 29 March; 31 October
- **Level 2** Award for Personal Licence Holders: 10 October; 21 November; 11 December
- **Level 3** Award in Supervising Food Safety in Catering (three days) 1, 2, 6 February; 1, 2, 14 May; 9, 10, 16 July; 8, 9, 15 October; 19, 20, 27 November
- **Level 3** Award in Supervising Food Safety in Catering (by guided learning followed by one day including exam) ☎
- **Level 3** Award in Effective Auditing and Inspection Skills 28 March; 3 October
- **Level 3** E-learning conversion course to accredited Level 3 Award ☎
- **Level 4** Award in Managing Food Safety in Catering (five days) 20, 21, 22, 23 Feb and 5 Mar (exam 13 Mar); 2, 12, 22, 23, 29 October (Exam 23 Nov)
- Allergy Awareness (half day) ☎
- Food Hygiene Awareness Workshops (two hours/in-house only) ☎
- Safer Food Better Business Workshops ☎

### TRAINING SKILLS:

Potential trainers planning to deliver approved Level 1 and 2 courses need a recognised training skills qualification and a Level 3 qualification (as a minimum) in the subject to be delivered. To deliver Level 3 you will need a Level 4, etc. Contact Chartered Institute of Environmental Health ([www.cieh.org](http://www.cieh.org)) or Highfield Awarding Body for Compliance ([www.highfieldabc.com](http://www.highfieldabc.com)) for details.

- **Level 3** Award in Training Skills and Practice (three days) 21, 22, 30 March; 17, 18, 30 October

**ON-LINE LEARNING:** Visit [www.rbkc-thirdforce.com](http://www.rbkc-thirdforce.com) for on-line courses in food safety, health and safety, personal licence holders, licensing laws for bar persons, DDA, COSHH, customer services, food intolerance and allergies.

**NB:** This is only available to businesses employing less than 15 people, or individuals using private emails.

## Royal Borough of Kensington and Chelsea: COURSE FEES 2011-12

**COURSE FEES:** These are shown below and are per person and are subject to change from 1<sup>st</sup> April 2012. The Council reserves the right to change any fees advertised at an earlier date depending upon external factors such as examination bodies increasing their fees, materials or training room costs. Courses may be run in your premises, and these fees per person are based on a minimum of eight per course attending.

**COURSE DATES:** See over the page

**STANDARD FEES:** These apply to businesses or commercial organisations. Reduced fees exist for courses run in your premises.

**CONCESSIONARY FEES:** These are offered only to local authorities, housing associations, voluntary organisations, residents, unemployed, health and social care organisations, and the education sector.

**PAYMENT:** This is made at the time of booking by credit or debit card, BACS or cheque before attending a course. Invoices will be issued to medium or large public or private sector organisations. Fees do not attract VAT. Telephone 020 7361 3002.

**COURSE DURATION:** The examination bodies set minimum training times for Level 1 to 4 courses. This excludes breaks, revision and examinations. The courses cannot be shortened to suit personal or operational activities.

**COURSE ATTENDANCE:** The examination bodies require the following minimum attendance on the courses if a candidate is to be entered for an examination - 100% for Levels 1 and 2, 80% for Levels 3 and 4. Candidates who are more than 20 minutes late will be turned away.

**IDENTIFICATION:** Candidates must bring photographic ID to all the courses otherwise they cannot sit the examinations at the end of the Level 1 to 4 courses. Candidates with no ID may be turned away and no refund given.

### ACCREDITED QUALIFICATIONS:

Awards studied in TRAINING ROOM (TR), and where available by Guided Learning plus attendance (GL): Food Safety (FS), Refresher Food Safety (RFS), Health and Safety (HS), Refresher Health and Safety (RHSW), HACCP in Catering (HACCP), Risk Assessment (RA), Training Skills and Practice (TSP), Fire Safety (FR), Hygiene in Health and Social Care (HHS), Infection Control (IC), Refresher in Food Safety (RFS), Effective Auditing and Inspection Skills (AIS).

LEVEL	Who for?	Subject and Duration	In COUNCIL Premises £ includes exam		In YOUR premises £ includes exam	
			STANDARD	CONCESSION	STANDARD	CONCESSION
1	New employees, low risk activities	FS, HS, FR – half day TR (GL- FS, HS, FR)	49.00 (45)	49.00 (33)	49.00 (45)	49.00 (33)
2	Employees	HHS – half day	49.00	49.00	49.00	49.00
2	Employees	FS, HS, FR, RA, HACCP, IC – one day TR (GL-FS, HACCP, HS, IC half day in TR)	65.00 (45)	56.00 (35)	65.00 (45)	56.00 (35)
2	Existing holders of an accredited L2 FS	RFS – GL & half day in TR	45.00 (45)	35.00 (35)	45.00 (45)	35.00 (35)
3	Supervisors, managers, potential trainers	AIS, RFS, RHSW – one day in TR (GL-FS, AIS, HS half to one day)	175.00 (175)	175.00 (150)	175.00 (175)	175.00 (150)
3	Supervisors, managers, potential trainers	FS, HS – two days plus self study plus exam	230.00	225.00	225.00	225.00
3	Supervisors, managers, potential trainers	FS, HS, TSP - three days plus exam	300.00	250.00	275.00	250.00
4	Owners, managers, potential trainers	FS, HS – five days plus exam	600.00	500.00	520.00	500.00

### EXAMINATION RE-SITS

LEVEL	In COUNCIL or in YOUR Premises £		Replacement certificate £50 for all levels.  Date of birth, course date, examination date, and full name of candidate will be required when applying for a replacement.	E-learning conversion to accredited qualification (includes revision and examination)		
	STANDARD	CONCESSION		LEVEL	STANDARD	CONCESSION
1	35.00	35.00		2	30.00	27.00
2	45.00	45.00		3	100.00	80.00
3	80.00	80.00				
4	110.00	110.00				

**WORKSHOPS:** Workshops are run as non-accredited qualification training. These include: Food Safety Culture, Safer Food Better Business, Food Hygiene Awareness, and Food Allergy Awareness. If you do not see a topic please ask.

Duration	Fees are per person and do not attract VAT	In COUNCIL Premises £		In YOUR premises £	
		STANDARD	CONCESSION	STANDARD	CONCESSION
Half day (one to three hours)		32.00	28.00	28.00	28.00

### THE SMALL PRINT

If you use the Council's training service it will not exempt you from being served with any legal notices in connection with current EC or UK food safety or health and safety legislation should contravention be identified in your business or by your staff. Nor will use of this specific service provide you with any guarantee that the Council or any enforcing authority will not take criminal prosecution action against you, should such action be considered necessary. Ensuring compliance with the legislation is wholly your responsibility. The Council may use either the Chartered Institute of Environmental Health (www.cieh.org) or Highfield Awarding Body for Compliance (www.highfieldabc.com) examination papers for a particular qualification at the same subject Level. The Council reserves the right to cancel or postpone its advertised courses at short notice.

**BOOKINGS, PAYMENT AND ENQUIRIES:** ☎ 020 7361 3002

**WEB:** [www.rbkc.gov.uk/publichealthtraining](http://www.rbkc.gov.uk/publichealthtraining)

**E-mail:** [publichealth.training@rbkc.gov.uk](mailto:publichealth.training@rbkc.gov.uk)

Correct at 24 June 2011 (dates and fees subject to change).



THE ROYAL BOROUGH OF  
KENSINGTON  
AND CHELSEA