

## General information

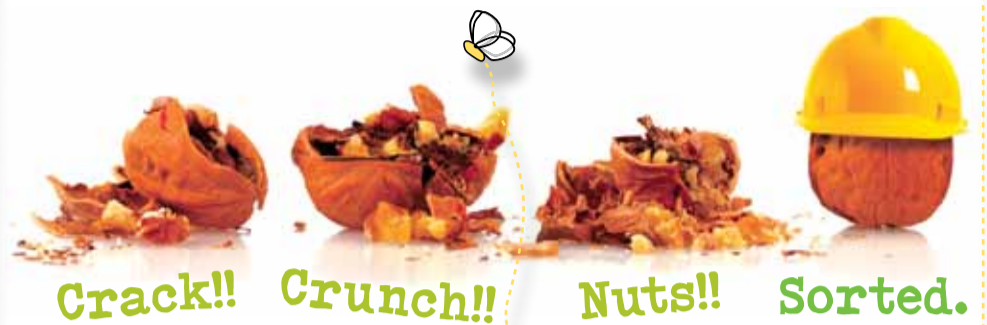
Our courses are open to public and private sectors, all businesses, voluntary and community organisations, health and social care providers, employment, education and training services, and individuals. They may be run in our training centre near Earl's Court or in your premises anywhere in London subject to certain criteria.

## Do you manage or supervise a business?

Why not attend one of our courses and make sure your knowledge and practices are up-to-date? Lead by example and support your employees to turn the theory they are taught into practice.



## A guide to training



## Options from The Royal Borough of Kensington and Chelsea's Public Health Training Service



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### Guided learning

Guided learning options are available for some Level 1 to 3 qualifications. This involves self-study and reduced attendance time for revision and an exam. This is available for businesses that have four or more learners.

### Short workshops

Short workshops are available in Food Hygiene Awareness, Safer Food Better Business and Food Allergy Awareness. Please see our website for more details, fees, dates and new courses, or call the booking number over the page. Extra courses can be arranged if the demand exists.

### Online learning

Online learning is available at [www.rbkc-thirdforce.com](http://www.rbkc-thirdforce.com) for individuals or businesses with less than 15 employees.

### Payment

Payment is to be made at time of booking or before course starts. Credit or debit cards are accepted. Invoices issued on request. Fees for training room or guided learning do not attract VAT.

**Please Note:** The Council reserves the right to cancel or re-arrange advertised courses or modes of learning at short notice. See our website for full details about terms and conditions, advice and support for learners and their managers, expected level of English ability, other languages and special needs.



## Contact

Environmental Health Department  
Council Offices  
37 Pembroke Road  
London W8 6PW

### Bookings, payments and enquiries:

020 7361 3002

#### Email:

[publichealth.training@rbkc.gov.uk](mailto:publichealth.training@rbkc.gov.uk)

#### Web:

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



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# Available courses and award levels

The Royal Borough runs courses leading to accredited qualifications awarded by the Chartered Institute of Environmental Health or Highfield Awarding Body for Compliance. These qualifications are relevant and fully in line with industry and regulatory standards. Visit the websites of [www.cieh.org](http://www.cieh.org) or [www.highfieldabc.com](http://www.highfieldabc.com) for syllabus details.

Level of Award	1	2	3	4
<b>Who for?</b>	New staff, front of house, bar staff, waiting staff, kitchen porters, cleaning, reception, shop floor, first job. Education, health and social care staff.	Staff working in the subject area, shop floor, front line in production or services. Food handlers working with open and high risk food. Education, health and social care staff.	Owners, managers, supervisors, team leaders, and potential trainers	Owners, managers and trainers
<b>Half day (including exam)</b> <b>Guided learning possible for food safety, health and safety, and fire safety.</b>	<ul style="list-style-type: none"> <li>• Food Safety in Catering Awareness</li> <li>• Health and Safety Awareness</li> <li>• Fire Safety Awareness</li> </ul>	<ul style="list-style-type: none"> <li>• Hygiene in Health and Social Care</li> <li>• Level 2 Award in Food Safety in Catering (Refresher)</li> <li>• Food Safety in Catering. Guided learning only</li> <li>• Health and Safety in the Workplace. Guided learning only</li> <li>• Online learning Food Safety or Health and Safety certificate conversion to accredited qualifications (see online courses below).</li> </ul>		
<b>One day (including exam)</b> <b>Guided learning possible for food safety, health and safety, fire safety, and infection control.</b>		<ul style="list-style-type: none"> <li>• Food Safety in Catering</li> <li>• HACCP in Catering</li> <li>• Health and Safety in the Workplace</li> <li>• Principles of Risk Assessment</li> <li>• COSHH</li> <li>• Fire Safety</li> <li>• Safe Moving and Handling</li> <li>• National Award in Infection Control</li> <li>• Environmental Principles and Best Practice</li> <li>• Award for Personal Licence Holders</li> </ul>		
<b>One day (including exam)</b> <b>Guided learning possible too.</b>			<ul style="list-style-type: none"> <li>• Effective Auditing and Essential Inspection Skills (Food businesses)</li> </ul>	
<b>Three days (exam at end of course)</b> <b>Guided learning possible for food safety and health and safety.</b>			<ul style="list-style-type: none"> <li>• Supervising Food Safety in Catering</li> <li>• Health and Safety in the Workplace</li> <li>• Award in Training Skills and Practice</li> </ul>	
<b>Five days (exams at end of course)</b> <b>Guided learning under development</b>				<ul style="list-style-type: none"> <li>• Managing Food Safety in Catering</li> <li>• Health and Safety in the Workplace</li> </ul>
<b>Online learning for businesses with less than 15 employees, or for individuals using private email addresses</b>	<ul style="list-style-type: none"> <li>• Amusements and Prizes</li> <li>• Disability Discrimination</li> <li>• Food Allergy and Intolerance</li> <li>• Control of Substances Hazardous to Health</li> <li>• Customer Service Skills</li> <li>• Licensing Laws for Bar Persons</li> </ul>	<ul style="list-style-type: none"> <li>• Award for Personal Licence Holders</li> <li>• Health and Safety (generic, care, catering) in English</li> <li>• Health and Safety (English, Polish or Portuguese)</li> <li>• Food Safety in Catering (English, Polish or Portuguese)</li> </ul> <p>On completion of the Food Safety and Health and Safety courses (and production of certificates) you can convert your certificates to accredited certificates by attending a conversion course.</p>		