

Royal Borough of Kensington and Chelsea:

2013 COURSES

Examples of courses, dates and fees are below for open courses scheduled to be run in the Council's premises near Earl's Court. Extra dates may be made available depending upon demand. Courses can be run anywhere in London subject to certain criteria. Where no date is given please telephone to discuss. Waiting lists are kept for certain courses so please ask to go on a list. Please see **OTHER INFORMATION** over the page. Visit www.rbkc.gov.uk/publichealthtraining. If in doubt please ask.

LEVEL	COURSE	DATES	FEES	NOTES
Examples of potential learners are shown below.	Examples of courses shown. Please visit our website for details.	Examples of dates shown. Training in your premises may be arranged subject to conditions.	Standard/concessionary open course fees are shown as examples. In-house distance learning fees are available too. Fees not subject to VAT. Fees subject to change. Please visit our website for details.	If you are booking colleagues on to a course do not forget to tell them why they are going, and what supervised help you will be providing to help them turn the theory into practice. Certificates on their own do not prevent accidents or illness. Courses and materials are delivered in English. Please contact us if learners do not have English as a first language or have educational learning needs.
1 (Half day) <i>For those new to the workplace who require a simple training course in a subject to keep them and those around them safe, when starting work or as part of an induction programme.</i>	Health and Safety Food Safety in Catering Fire Safety Awareness	<i>To be advised</i> <i>1 Mar; 21 Jun; 30 Sep; 25 Nov;</i> <i>24 Jun; 25 Sep; 1 Oct;</i>	£49/£45 In-house £49/£42 Distance learning £45/£42	Certain Level 1 qualifications can be offered by distance learning for organisations with six or more learners. Workbooks will be sent after courses have been booked and an examination date agreed. Assessment by multiple choice questions. Pass mark 10/15.
2 (Half day) <i>Safety training for people in the workplace who participate in activities related to the subject area. Formerly 'foundation' or 'basic' qualifications.</i>	Hygiene in Health and Social Care Level 2 Award in Food Safety in Catering (Refresher)	<i>(For employees and volunteers working in health and social care sector.)</i> <i>Learners must have their original accredited Level 2 Award in Food Safety in Catering qualification certificates issued within last three years by CIEH, HABC, RSPH, BIIAB, EDI Ltd, or City and Guilds. Course involves self-study using workbook, plus invigilated exam.</i>	£49/£42 In-house £49/£42 £45/£35	Assessment by multiple choice questions. Pass mark 10/15. Please ask for details. Courses only delivered when there are six or more learners. Multiple choice exam questions at an agreed venue. Pass mark 20/30.
2 (One day) <i>These are intended for candidates already engaged in activities in the particular subject matter area and those who are preparing to enter the industry. Formerly 'foundation' or 'basic' qualifications.</i>	Food Safety in Catering HACCP in Catering Health and Safety in the Workplace Environmental Principles and Best Practices Award for Personal Licence Holders	<i>10, 14, 15, 22, 31 Jan; 11, 12, 27 Feb; 12, 18, 19, 25, 28 Mar; 8, 15, 24, 29, 30 Apr; 8, 9, 13, 21, 29 May; 5, 6, 11, 19, 25, 26 Jun; 8, 17, 18, 24, 29 Jul; 1, 2, 6, 7, 28, 29 Aug; 6, 11, 17, 26 Sep; 2, 9, 22, 28, 29, 31 Oct; 18, 20, 26, 28 Nov; 3, 11, 16, 17 Dec;</i> <i>28 Feb; 16 Mar; 17 Jun; 24 Sep; 27 Nov;</i> <i>21 Jan; 26 Feb; 9 Apr; 2 May; 7 Jun; 23 Jul; 5 Sep; 8 Oct; 2 Dec;</i> <i>21 Feb; 27 May; 2 Sep;</i> <i>30 Jan; 6 Feb; 25 Apr; 8 May; 18 Jun; 30 Jul; 10 Sep; 10 Oct; 19 Nov; 12 Dec;</i>	£65/£56 In-house £60/£56 Distance learning £45/£45	Certain Level 2 qualifications can be offered by distance learning for organisations with six or more learners. Workbooks will be sent after courses have been booked and an examination date agreed. Assessment by multiple choice exam questions. Pass mark 20/30. (Assessment by multiple choice questions. Pass mark 28/40.)
3 (Three days) <i>Training courses in activities related to the subject area for those who also have related managerial/supervisory roles. Formerly called 'intermediate' qualification. Suitable for potential trainers.</i>	Supervising Food Safety in Catering Health and Safety in the Workplace	<i>1, 4, 5 Feb; 12, 16, 17 Apr; 16, 17, 20 May; 13, 14, 20 June; 12, 13, 16 Sep; 17, 18, 21 Oct; 5, 6, 9 Dec;</i> <i>13, 15, 20 Mar (Exam 22); 18, 19, 22 April (Exam 26); 10, 11, 12 Jul (Exam 25); 13, 14, 15 Nov (Exam 22);</i>	£320/£260 In-house £320/£260 Distance learning £183/£157	Certain Level 3 qualifications can be offered by distance learning for six or more learners. Workbooks to be sent after courses have been booked and an examination date agreed. Self study time will be required before multiple choice examination. Pass mark 40/60.
4 (Five days) <i>Managers/ potential trainers. Formerly 'advanced'.</i>	Managing Food Safety in Catering	<i>4, 5, 6, 7, 8 Mar (Exam 22); 1, 2, 3, 4, 5 Jul (Exam 25); 4, 5, 6, 7, 8 Nov (Exam 22);</i>	£520	Self-study time necessary for 2.5 hours examination (30% multiple choice and 70% written questions). Pass mark 60/100.

OTHER INFORMATION

BOOKINGS, PAYMENT AND ENQUIRES:

☎ 020 7361 3002

WEB: www.rbkc.gov.uk/publichealthtraining



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

OTHER COURSES: Food Hygiene Talk, Safer Food Better Business, Allergy Awareness (all 2 hours); Level 1 Award in Substance Misuse Awareness; Level 2 Awards in Infection Control, Safe Moving and Handling, COSHH, Under-Age Sales. Details at www.rbkc.gov.uk/publichealthtraining.

OPEN COURSES: These are held in the Council Offices, Pembroke Road, London W8 6PW (near Earl's Court).

TRAINING IN YOUR PREMISES: Courses can be run in your premises across London. You must provide a laptop, digital projector, screen, flipchart (2 or more are useful), television, DVD player and speakers, tables and chairs, and a wall mounted clock. Duration of courses cannot be shortened to meet your operational needs.

DISTANCE LEARNING: Available for some Level 1 to 3 courses. Learners can carry out guided self study with their supervisor and then attend revision and exam in a training room. Subject to a minimum of six learners per booking. ☎ telephone 020 7341 5606 to discuss.

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. Delivery and materials are in English (see Pre-Requisites below).

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. Please attend at least 10 minutes before start time. Candidates who are more than 20 minutes late will be turned away with no refund given.

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. **DELIVERY:** Course delivery and examinations are in English. Level 1 or 2 literacy or numeracy skills are advised. **NO ID - NO EXAM:** 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. **RE-SITS:** Ask about our exam re-sit fees. **ATTENDANCE CERTIFICATES:** These can be issued after attendance or for exam fails.

SYLLABUSES FOR LEVEL 1 TO 4 QUALIFICATIONS: Go to either **The Chartered Institute of Environmental Health** at www.cieh.org.uk/training/qualifications or **Highfield Awarding Body for Compliance** at www.highfieldabc.com. Both are Ofqual (www.ofqual.gov.uk) approved awarding examination bodies. Similar subject levels offered by both bodies hold equal status. **REFRESHER TRAINING:** You should be able to demonstrate how you and your learners are keeping your/their knowledge current.

COURSE FEES: These are per person and are subject to change from 1st April 2013. 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 number per course attending. **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. **VAT:** Course fees do not attract VAT. **TELEPHONE:** 020 7361 3002.

GENERAL INFORMATION: The Royal Borough of Kensington and Chelsea 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.

PRE-REQUISITES: There are generally no prerequisites for qualifications up to Level 3. It is strongly advised that learners already hold a Level 2 Award in the subject area that they will be studying, or equivalent. All our courses are delivered in English, and the materials and examinations are in English. It is also advised that learners have a minimum of Level 1 or Level 2 in English literacy or numeracy or equivalent if attending Level 1 to 3 qualifications' courses. For Level 4 courses it is advised that learners already hold the Level 3 Award in the subject area, or equivalent. It is also advised that learners have a minimum of Level 2 in literacy or numeracy or equivalent. Help for learners who do not read or speak English as a first or other language can be obtained from organisations such as www.hflas.co.uk or www.novanew.org.uk.

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.