

CORE ACADEMY

BESPOKE
TRAINING SOLUTIONS

OUR TRAINING **COURSES >**

CALL: 01133 867 515
EMAIL: booking@coreacademy.co.uk

ADDRESS: 5 Carlton Court, Brown Ln West, Leeds, LS12 6LT

CLASSROOM BASED COURSES

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COURSE	DURATION
Level 1 Food Safety	**The course is facilitated over 3 hours**
Level 1 Healthy and Safety in the workplace	**The course is facilitated over 3 hours**
Level 1 Fire Safety	**The course is facilitated over 3 hours**
Level 2 Food Safety	**The course is facilitated over 1 day**
Level 2 Customer Service	**The course is facilitated over 1 day**
Level 2 Substance Misuse	**The course is facilitated over 1 day**
Level 2 Health and Safety	**The course is facilitated over 1 day**
Level 2 HACCP	**The course is facilitated over 1 day**
Level 2 Coshh	**The course is facilitated over 6 hours**
Level 2 Safe Moving and Handling	**The course is facilitated over 1day Max 12 per course**
Level 2 Fire Safety	**The course is facilitated over 5 hours**
Level 3 Emergency First Aid	**The course is facilitated over 1 day Max 12 per course**
Level 2 CRP & AED	**The course is facilitated over 5 hours**

CLASSROOM BASED COURSES

CLASSROOM BASED COURSES

COURSE		DURATION
Level 3 Food Safety		**The course is facilitated over 3 days**
Level 3 Effective Auditing and Inspection		**The course is facilitated over 1 day**
Level 3 HACCP		**The course is facilitated over 2 days**
Level 3 Health and Safety		**The course is facilitated over 2 days**
Education and Training		**The course is facilitated over 4 days Minimum of 4 people max 10 people per course**
Level 4 Food Safety		**The course is facilitated over 5 days**
Lean Six Sigma Yellow Green and Black belt		**The course is facilitated over a 3 to 10 days**

OTHER TRAINING COURSES

COURSE		DURATION
Level 2 Performance Management (Manage Team Performance L3)		**The course is facilitated over 1 day**
Level 3 Recruitment and Selection – Strategies and Skills		**The course is facilitated over 1 day**
Level 2 Conducting Staff Appraisals		**The course is facilitated over ½ day**
Equal Opportunities (Principles of Equality and Diversity in the Workplace L2)		**The course is facilitated over 1 day and is assessed (minimum 4 delegates, maximum 12 delegates)**
Discrimination in the Workplace		**The course is facilitated over 1 day**
Forklift Training All MHE covered		**Novice, Experienced and Refreshers Course length dependant on delegate experience. All prices are plus £5.50 registrations**

OTHER TRAINING COURSES

COURSE		DURATION
Level 3 Management & Supervisory Skills (Level 2 Lead and Manage a Team)		**The course is facilitated over 2 days**
Level 3 Team Leadership		**The course is facilitated over ½ day**
Level 2 Time Management		**The course is facilitated over ½ day**
Level 2 Assertiveness and Confidence Building		**The course is facilitated over ½ day**
Level 2 Motivating for Success (Encourage Innovation L3)		**The course is facilitated over ½ day**

ONLINE TRAINING COURSES

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PRICES ON REQUEST

Level 2 Conducting Staff Appraisals	**This e-learning course is suitable for those learners requiring an insight into food allergens and the importance of managing them effectively. It is ideal for anyone in a role that involves the production, storage or service of food.** **This course is available through the Highfield Learning.**
Food Safety level 1,2, and 3	**This innovative, multi-device e-learning course provides learners with the knowledge they need to go on to achieve a level 2 food safety qualification in a fun and interactive way.**
Health and Safety Level 1,2, and 3	**This innovative, multi-device e-learning course provides learners with the knowledge they need to go on to achieve a level 2 health and safety qualification in a fun and interactive way.**

E-LEARNING TRAINING COURSES

E-LEARNING COURSES

We can also offer the following short e-Learning courses

Communication in the Workplace	**This e-learning course covers the subject area of communication in the workplace. This is the process of exchanging information, both verbally and non-verbally, within an organisation. It can support the delivery of several qualifications that are available from Highfield as well as several of the new apprenticeship's standards**
Equality Diversity	**This e-learning course focuses on the subject area of equality and diversity. It can be used to effectively support the off-the-job training delivery of several of the new apprenticeship standards, as well as also being able to support the delivery of several regulated qualifications....**
Self-Awareness and Personal Development	**This e-learning course addresses a wide variety of aspects of self-awareness and personal development. It can be used to effectively support the off-the-job training delivery of several of the new apprenticeship standards, as well as also being able to support the delivery of several regulated**
Team Working	**This e-learning course addresses a wide variety of the aspects of teamwork in the workplace, and as a result supports many courses designed to cover the topic of working effectively with colleagues. It can be used to effectively support the off-the-job training delivery.**
GDPR	**Tied up with GDPR? Let us unravel it for you. Nobody likes red tape. Especially red tape that's hard to understand. Or has the potential to be time consuming and costly. 25 May 2018 is D-Day for the GDPR, when the General Data Protection Regulation comes into**

OUR FULL E-LEARNING PORTFOLIO

COURSES

- An Awareness of Spectator Safety
- An Awareness of Understanding Stewarding at Spectator Events
- An Awareness of Warehousing and Storage
- Asbestos Awareness
- Care Certificate
- Customer Service Level 2
- Emergency First Aid at Work
- First Aid at Work
- Principles of the Role of a Fire Marshal Level 2
- Food Safety in Manufacturing Level 2
- Food Safety Level 1, 2 & 3
- HACCP Level 3 Catering
- HACCP Level 3 Manufacturing
- Health and Safety Level 1, 2 & 3
- Health and Safety Management in Health Care Level 3
- Information and Data Security
- Introduction to Allergens
- Introduction to Environmental Awareness
- Introduction to HACCP
- Introduction to Working at Height
- Manual Handling
- Paediatric First Aid
- Personal Licence Holders Level 2
- Regulated First-Aid Qualifications Assessor and Internal Quality Assurance CPD Training
- Scottish Personal Licence Holders Level 6
- Welfare and Vulnerability Engagement - WAVE

SHORT COURSES / MICRO-LEARNING

- Anaphylaxis and Autoinjectors
- Awareness of Home Working
- Awareness of Lone Working
- Awareness of Menopause in the Workplace
- Awareness of Modern Slavery
- Awareness of Sexual Harassment in the Workplace for Employees
- Awareness of Sexual Harassment in the Workplace for Managers
- Communication
- Challenge - Responsible Sales in Hospitality and Retail
- Display Screen Equipment (DSE)
- Effective Writing in the Workplace
- Equality and Diversity
- General Data Protection Regulation (GDPR)
- Infection Prevention and Control
- Introduction to the Bribery Act 2010
- Introduction to Fire Safety in the Workplace
- Introduction to the Prevention of Money Laundering
- Introduction to Neurodiversity Awareness
- Managing Conflict
- Mental Health Awareness for Managers
- Safeguarding Children
- Self-Awareness and Personal Development
- Stamp Out Spiking
- STARS - Scottish Training for Alcohol Retailers and Servers
- Stress Management
- Team working

*Putting people at the **core** of operational success.*

The courses will be held at your premises. Our Trainer will need to carry out a site assessment a number of days prior to the first batch of training taking place.

- Please note the above fees include costs of all Workbooks/Exam Papers and Certificates.
- It is normal practice to provide refreshments for the delegates on the day and a comfort breaks will be scheduled.
- The above course fees are excluding VAT at 20%.
- All courses are delivered by fully qualified trainers.
- All quotations are valid for 30 days from the date of issue
- Cancellations (in working days):

7+ days	No Fee
5 - 6 days	50% booked training value invoiced
4 days or less	100% booked training value invoiced

I trust the above information will be of interest to yourself. Should you wish to secure course bookings, or if you have any queries, require any additional information or if I can be of further assistance please do not hesitate to contact me directly on my mobile: **07754 755 176** or please feel free to email: **booking@coreacademy.co.uk**

Yours sincerely,
for and on behalf of Core Academy,

Maria Hancock



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