

Health & Safety |

Food Safety |

First Aid |

Management |

Butchery |

Team Building |



Short Courses

Professional Short Courses

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Passionate about Training & People



Health & Safety |

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As training specialists, it is essential that we provide a range of learning opportunities that meet the needs of employers and learners as well as increasing participation. Key

to achieving this is ensuring that we are flexible and responsive without compromising quality. Ensuring fairness, equality and the safety of our learners is fundamental to our activities.

The high calibre of our team and the excellent resources we have developed at South Green Park have enabled us to build a reputation for quality and reliability, both locally and nationally. This reputation enables us to access funding for many of our courses. Our ability to impact positively on our learners as well as effectively meet the skills needs of employers resulted in a 'good' grade in our most recent Ofsted inspection.

We are committed to providing high quality training with high quality resources. We have developed a dedicated automotive and mechanical engineering training facility at the Henderson Business Centre in Norwich enabling us to further expand our delivery. Cutting edge resources at the Engineering Centre and South Green Park create a great learning environment for our learners.

This course list will give you a taste of the range of programmes that we provide. More information is provided on our website. If you have any further queries on availability, suitability or content of any of our courses, please feel free to contact any member of the Poultec team who will gladly assist you.

ED BATES

Managing Director, Poultec Training Limited

ShortCourses

Contents

Food Safety	4-13
Health & Safety	14-20
First Aid	21-22
Management	23-26
Team Building	27



CIEH Level 1 Award in Food Safety

Our CIEH Level 1 award in Food Safety is run as a half – day course. The course is designed to make candidates aware of key food safety issues and provides an induction to food hygiene to give employees the knowledge essential to their role.

Who needs this qualification?

The course is suitable for a variety of candidates, including:

- New employees with minimal or no prior food safety knowledge
- Employees handling low – risk or wrapped food
- Front of house employees, such as waiting or check out staff
- Back of house employees, such as kitchen porters or warehouse staff

Learning Aims and Objectives

The course covers:

- Food Safety - such as food hygiene, hazards and responsibilities,
- Personal Hygiene,
- Cleaning and Contamination.

On successfully completing this course, learners gain a nationally recognised qualification and can progress to the CIEH Level 2 Award in Food Safety.

For more information or to book a course, please contact our administration team.

CIEH Level 2 Award in Food Safety

Our CIEH Level 2 Award in Food Safety is run as a 1 day course. The course is specifically designed to address National Occupational Standards reflecting sector – specific needs and has been designed to address the food safety needs of the catering, manufacturing and retail sectors.

Who needs this qualification?

The course is ideal for anyone working in a catering, manufacturing or retail setting where food is prepared, cooked and handled.

Environments such as pubs, hotels, supermarkets, hospitals, care homes, schools or prisons require the type of knowledge covered in this course.

Learning Aims and Objectives

The course covers the following areas:

- Legislation
 - Food safety hazards
 - Temperature control
 - Refrigeration
 - Chilling and cold holding
 - Cooking
 - Hot holding and reheating
 - Food Handling
 - Principles of safe food storage
 - Cleaning food premises and equipment
- On successfully completing this course, learners gain a nationally recognised qualification and can progress to CIEH Level 3 in Food Safety Supervision.

For more information or to book a course, please contact our administration team.



CIEH Level 3 Award in Food Safety Supervision

Our CIEH Level 3 Award in Food Safety Supervision is run as a 3 day course. The course provides a thorough understanding of food safety methods emphasising the importance of checking staff and actions.

Who needs this qualification?

This course has been developed for managers and supervisors in small, medium and large manufacturing, catering or retail businesses.

Learning Aims and Objectives

The course covers:

- Legislation
- Supervisory management temperature control
- Cleaning
- Contamination control
- Applying and monitoring good hygiene practices
- Implementing good food safety procedures
- Contributing to the safety training of others

On successfully completing this course, learners gain a nationally recognised qualification and can progress to CIEH Level 4 Award in Food Safety.

For more information or to book a course, please contact our administration team.

CIEH Level 4 Award in Food Safety

Our CIEH Level 4 Award in Food Safety is run as a five - day course. The course meets the food industry's need for a high level practical qualification with external accreditation. The course provides an in-depth understanding of food safety with an emphasis on the importance of the management of systems and staff.

Who needs this qualification?

This course is specifically designed for production managers, supervisors, trainers, owners, senior hygiene staff or auditors of food businesses.

It is important for everyone in a managing or supervising position to have mastered the principles of good practice in food safety, gaining the ability to guide and advise on the management of food hygiene in a food business.

Learning Aims and Objectives

This course covers:

- Legal compliance
- Improvement plans
- Delivering the CIEH Level 3 Award in Food Safety (with appropriate training)

On successfully completing this course, learners gain a nationally recognised qualification.

For more information or to book a course, please contact our administration team.



CIEH Level 3 Award HACCP in Food Manufacturing

Our CIEH Level 3 Award HACCP in Food Manufacturing is run as a 1 and a half day course. The course is designed to ensure candidates develop the required knowledge and practical skills to implement a HACCP plan in the workplace. Candidates are assessed by assignment that requires the development of a HACCP plan.

Who needs this qualification?

The main people that would benefit from this qualification are any members of a company's HACCP team, managers and supervisors of all food manufacturing environments.

Learning Aims and Objectives

This course covers areas including:

- Understanding the importance of HACCP based food safety management procedures
- Appreciating the need to analyse potential food hazards
- Identifying the preliminary processes for HACCP based procedures
- Developing a HACCP based procedure
- Understanding how critical control points can be monitored and the actions that must be carried out
- Understanding the need for accurate documentation and record keeping
- How to acquire the practical skills to implement a HACCP plan in a food manufacturing setting
- Understanding national and European regulations

On successfully completing this course, learners gain a nationally recognised qualification and can progress to CIEH Level 3 Award in Food Safety Supervision.

For more information or to book a course, please contact our administration team.



HACCP Awareness

HACCP Awareness is run as a 1 day training programme, where the syllabus areas must be covered over at least 6 hours. The training programme is designed to enable candidates to adopt preventative strategies in the preparation of food to ensure its safety has increasingly become the focus of good practice and regulatory requirements.

This training programme includes an assessment in the form of a question paper.

Who needs this qualification?

This training programme is ideal for people who deal with food in a food manufacturing environment, such as managers and supervisors.

Note: Participants should have a basic understanding of food safety issues prior to attending this programme. It is therefore strongly recommended that prospective candidates have previously successfully completed a Level 2 Food Safety course as a minimum.

Learning Aims and Objectives

One of the main objectives of our HACCP Awareness training programme is to assist proprietors of food businesses to operate more safely and meet the requirements of current, and new, legislation by introducing a rational and realistic system of analysis.

The training programme also covers:

- Understand the principles
- Have experience of the working environment or activity
- Appreciate the need to develop realistic controls
- Understand the importance of monitoring and periodic review

For more information or to book a course, please contact our administration team.



Intermediate HACCP

Intermediate HACCP is run as a 1 ½ - 2 days training programme, where the syllabus areas must be covered over at least 9 hours. The training programme is designed to adopt preventative strategies in the preparation of food to ensure its safety has increasingly become the focus of good practice and regulatory requirements.

The candidates will undertake a formal exam containing both multiple choice and essay style questions.

Who needs this qualification?

The main people who would benefit from this training programme are:

- Owners, managers and sole proprietors
- Supervisors
- Team leaders
- Trainers

Learning Aims and Objectives

One of the main objectives of our HACCP Awareness training programme is to assist proprietors of food businesses to operate more safely and meet the requirements of current, and new, legislation by introducing a rational and realistic system of analysis.

The training programme also covers:

- Understand the principles
- Have experience of the working environment or activity
- Appreciate the need to develop realistic controls
- Understand the importance of monitoring and periodic review

On successfully completing the programme will enable delegates to:

- Play an active part in the design of hazard analysis systems
- Take responsibility for all, or elements of hazard analysis systems depending on the size, nature and complexity of the business
- Manage the monitoring of controls and their periodic review
- Assist in the formulation of more effective work practices
- Identify the need for further advice and guidance in specialised food industry sectors or processes

For more information or to book a course, please contact our administration team.

CIEH Level 2 Award in Principles of HACCP

CIEH Level 2 Award in Principles of HACCP is a ½ day course and introduces candidates to substances, the risks, the controls available and outlines what to expect from a control of substances hazardous to health (COSHH) assessment.

Who needs this qualification?

The course is designed for those who use substances hazardous to health at work and will prepare employees to contribute to the safer use of hazardous substances in their workplace.

Learning Aims and Objectives

The areas covered in the course include:

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessment and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health

On successfully completing this course, learners gain a nationally recognised qualification and can progress on to CIEH Level 3 in HACCP for Food Manufacturing.

For more information or to book a course, please contact our administration team.

Allergen Awareness

Allergen Awareness is run as a 1 hour course. It provides best practice advice to help food producers understand the risks of cross – contamination of a food product with an allergenic food or ingredient. The workshop contains both interactive activities as well as theory based learning.

Who needs this qualification?

The course is aimed at anyone working in the food industry.

Learning Aims and Objectives

The course covers areas including:

- Advice to help food producers
- Understanding the risks of cross - contamination of a food product with an allergenic food or ingredient
- Understanding the importance of reducing the risk of cross - contamination and its overall impact on the industry
- Understanding how operatives can reduce the opportunity of allergen contamination

For more information or to book a course, please contact our administration team.



Managing Allergens

Managing Allergens is run as a 4 hour course. The course is intended to give a generic overview of the best approach to take in managing allergens and provides practical ways of managing allergens. This workshop both interactive activities as well as theory based learning. All learners are given comprehensive notes in the form of a workbook.

Who needs this qualification?

This course is aimed at those in a technical, quality auditing, product development, management or supervisory position.

Learning Aims and Objectives

The course provides best practice advice to help Food Producers assess the risks of cross – contamination of a food product with an allergenic food or ingredient and then determine whether or not advisory labelling is appropriate.

For more information or to book a course, please contact our administration team.

IOSH Managing Safety

The IOSH Managing Safety course can be delivered flexibly one day a week or over four or five days and offers health and safety management basics. The course is full of step - by - step guidance, and with a sharp business focus, highly innovative format and content to inspire delegates - critical to getting essential health and safety messages across. This course will include using high quality animated graphics and presentation materials and interactive training, such as, a board game, DVDs and quizzes.

Who needs this qualification?

This course is designed for managers and supervisors, of any organisation or sector, and any organisation. It is designed to get managers up to speed of the practical actions they need to take to handle health and safety in their teams.

Learning Aims and Objectives

This course covers areas including:

- An introduction to managing safely, assessing risks, controlling risks
- Understanding your responsibilities
- Identifying hazards (including - entrances and exits, work traffic, fire, chemicals, electricity, physical and verbal abuse, bullying, stress, noise, housekeeping and manual handling)
- Investigating accidents and incidents
- Measuring performance protecting our environment

For more information or to book a course, please contact our administration team.

CIEH Level 2 Award in Principles of COSHH

CIEH Level 2 Award in Principles of COSHH is run as a ½ day course. It introduces candidates to risks in substances and the controls available. It also outlines what to expect from a control of substances hazardous to health (COSHH) assessment. It will prepare employees to contribute to the safer use of hazardous substances in their workplace.

Who needs this qualification?

This qualification is designed for those who use substances hazardous to health at work, including employees who use hazardous substances in manufacturing, cleaning, healthcare, transport, utilities and offices.

Learning Aims and Objectives

This course covers areas including:

- Definition and types of substances hazardous to health in the workplace
- Health effects of hazardous substances and their causes
- COSHH assessment and control options
- Responsibilities imposed by the Control of Substances Hazardous to Health legislation

For more information or to book a course, please contact our administration team.

CIEH Level 2 Award in Principles of Manual Handling

CIEH Level 2 Award in Principles of Manual Handling is run as a ½ day course. The course is designed to introduce candidates to the hazards and risks involved in the lifting and moving of loads and will enable employees to develop safer manual handling techniques in the workplace.

Who needs this qualification?

All employees who handle materials, boxes, mail and packages, including both industrial and office workers.

Learning Aims and Objectives

This course covers areas including:

- The process of manual handling in the workplace
- Manual handling injuries and the activities which cause them
- Manual handling assessment and control options
- Responsibilities imposed by the Manual Handling Operations Regulations

For more information or to book a course, please contact our administration team.



CIEH Level 2 Award in Health and Safety in the Workplace

CIEH Level 2 Award in Health and Safety in the Workplace is run as a 1 day course. The course can be tailored to business and individual needs to make the learning experience relevant and fit for purpose.

Who needs this qualification?

This course is suitable for anyone in a work environment.

Learning Aims and Objectives

The course covers areas including:

- Legislation
- Welfare
- The workplace and workplace equipment
- Risk Assessment
- Manual Handling
- Hazardous substances
- Transport and vehicles
- Noise and Vibration

On successfully completing this course, learners can progress to CIEH Level 3 Award in Health and Safety in the Workplace.

For more information or to book a course, please contact our administration team.



CIEH Level 3 Award in Health and Safety in the Workplace

CIEH Level 3 Award in Health and Safety in the Workplace is run as a 3 day course. The course enables managers and supervisors to improve the health and safety culture of their organisation, whatever its size or activity.

Who needs this qualification?

Everyone working in a supervisory position.

Learning Aims and Objectives

The course covers areas including:

- Concept of health and safety
- Accidents in the workplace
- Ill health in the workplace
- Legal provisions (UK only)
- Health and Safety organisation and management
- Supervising health and safety

On successfully completing this course, learners can progress to CIEH Level 4 in Health and Safety in the Workplace.

For more information or to book a course, please contact our administration team.

Level 2 Risk Assessment Principles and Practice

Level 2 Risk Assessment Principles and Practice is run as a 1 ½ day course. The course is taught through interactive and practical activities, where the candidates complete the risk assessment process systematically throughout the first day and follow it up with a practical assessment on the morning of the second day.

Candidates should have completed a Level Health and Safety qualification as a minimum and should be able to progress to Level 3 after this course.

Who needs this qualification?

This course is aimed at those in a health and safety, management or supervisory position.

Learning Aims and Objectives

The course provides best practice advice to assess the risks of hazards common in the workplace.

The assessment will be through observation and completion of risk assessment documents including a written report.

For more information or to book a course, please contact our administration team.

Ladder Safety

Ladder safety is run as a ½ day course. The course is designed to give employees the knowledge of correct ladder use, to raise awareness of risks and how accidents can be prevented.

Who needs this qualification?

Any employee who uses a ladder within the workplace.

Learning Aims and Objectives

The course covers areas including:

- Identifying the right ladder
- Personal Protective Equipment (PPE)
- The laws relating to ladder safety
- The do's and don'ts when using a ladder

For more information or to book a course, please contact our administration team.



CIEH Level 2 Award in Emergency First Aid at Work

Level 2 Emergency First Aid at Work is run as a 1 day course. The course includes a practical assessment and an examination consisting of 15 multiple choice questions.

Who needs this qualification?

The CIEH Level 2 Award in Emergency First Aid at Work may be more suitable for lower-risk work environments, such as offices and shops and/or organisations with fewer than 100 employees. For regulatory purposes, successfully completing the CIEH Level 2 Award in Emergency First Aid at Work will enable the candidate to act as a first aider in the workplace.

Learning Aims and Objectives

This course introduces candidates to:

- The roles and responsibilities of a first aider
- The legal requirements for first aid provision
- The importance of accurate incident reporting
- First aid equipment and its safe use
- The need to minimise the risk of infection
- The importance of assessing an incident
- Undertaking a primary survey
- When and how to call for help
- Treatments include:
 - Unconscious casualties
 - Cardiopulmonary resuscitation
 - Choking
 - External bleeding
 - Shock
 - Minor injuries

For more information or to book a course, please contact our administration team.

Candidates must:

- Participate in all three assessment activities
- Complete a test paper
- Demonstrate competence in first-aid procedures for the management of a casualty



CIEH Level 3 Award in First Aid at Work

The course is ideal for small organisations that require one First Aider or larger organisations that require a team of First Aiders.

The CIEH Level 3 Award in First Aid at Work is a two-unit, three-day course that will enable successful candidates to act as a first aider in their workplace.

- Unit 1: Emergency First aid in the Workplace
- Unit 2: Recognition and Management of Illness and Injury in the Workplace

Who needs this qualification?

This course is ideal for the person chosen to be the nominated First Aider, whether the company is big or small, high or low risk.

For more information or to book a course, please contact our administration team.

Learning Aims and Objectives

The training programme for Unit 1 covers the following topics:

- Roles and responsibilities of a first aider
- Assessing an incident
- Unconscious casualties
- Cardiopulmonary resuscitation
- Choking
- External bleeding
- Shock
- Minor injuries

The training programme for Unit 2 covers the following topics:

- Secondary survey
- Injuries to bones, joints and muscles
- Suspected head and spinal injuries
- Chest injuries
- Burns and scalds
- Eye injuries
- Sudden poisoning
- Anaphylaxis
- Major illnesses

Candidates must:

- Participate in continuous assessment activities
- Complete a written assessment

ILM Level 2 Certificate in Team Leading

Level 2 Certificate in Team Leading is run over 8 weeks for 8 ½ days. The course gives learners the opportunity to develop the core competences needed by team leaders in today's dynamic business world. The course can be delivered in all business areas, as long as the individual has team leading responsibilities as part of their every-day tasks.

Who needs this qualification?

The course is aimed at those with a supervisory role within their business.

Learning Aims and Objectives

Learners will be improving their knowledge and skills about the responsibilities they will have as a team leader.

On successfully completing this course, learners gain a nationally recognised qualification.

For more information or to book a course, please contact our administration team.

ILM Level 3 Diploma in First Line Management

Level 3 Diploma in First Line Management is run over 12 weeks for 12 ½ days. The course will allow practising or potential first line managers to develop their management skills, gain the knowledge, skills and understanding required to demonstrate their occupational competence against the related areas of the national occupational standards for leadership and management.

Who needs this qualification?

This course is aimed at those with a middle-management role within their business and are looking at improving their knowledge and skills.

Learning Aims and Objectives

The course covers areas including:

- Developing management skills
- Gaining knowledge, skills and understanding required

On successfully completing this course, learners gain a nationally recognised qualification from the Institute of Leadership and Management.

For more information or to book a course, please contact our administration team.



ILM Level 5 NVQ Diploma in Management

The ILM Level 5 NVQ Diploma in Management is run over 12 weeks for 12 ½ days. It has been designed to help learners develop their knowledge within their organisation.

Who needs this qualification?

The course has been specifically designed for middle managers with a wide span of control and accountability for performance, in particular those with responsibility for determining resource allocation and operational methods in their department or organisation.

Learning Aims and Objectives

Learners take four mandatory units that include:

- Developing and implementing operational plans
- Working productively
- Providing leadership and direction
- Planning change

They then choose from a diverse range of optional units to complete the qualification, tailoring their learning to meet their individual and organisational needs.

On successfully completing this course, learners gain a nationally recognised qualification.

For more information or to book a course, please contact our administration team.

CIEH Level 3 Award in Training - Principles and Practice

CIEH Level 3 Award in Training - Principles and Practice is run as a 4 day course. The course encourages a flexible approach to training delivery that takes account of learners' needs and preferences.

The course includes an assessment in the form of a micro-teach session.

Who needs this qualification?

The course is ideal for first-time trainers who need to understand the basics of training skills and practice or those looking to refine their techniques.

Learning Aims and Objectives

The course covers areas including:

- Initial assessment
- Planning and preparation
- Training delivery
- Assessment and evaluation

On successfully completing this course, learners gain a nationally recognised qualification.

For more information or to book a course, please contact our administration team.



Team Building

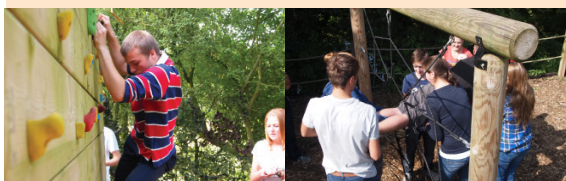
The Poultec Team Building courses are ideal for providing a developmental experience away from your normal environment. New surroundings bring new thinking, new motivation, new approaches and new commitment. Whether you are enriching the learning experiences of an existing group, developing the potential of a challenging department or asking more of a certain group of people, this course will challenge and develop the individual as well as the group as a whole.

With experienced leaders from the armed forces, industry, training and the world of learning, Poultec offers the structure and personnel to provide a programme which delivers the impact needed to challenge and develop cognitive skills. A one-day team building programme has been specifically developed to provide a perfect balance of mental and physical challenges. All activities have full risk assessments and have been specifically developed to comply with Health & Safety best practice.

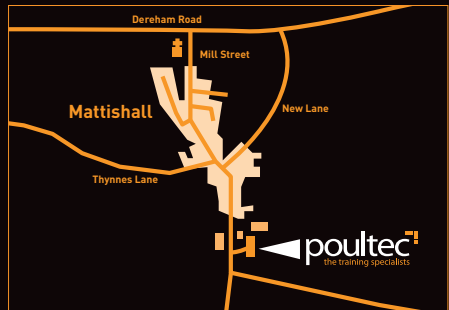
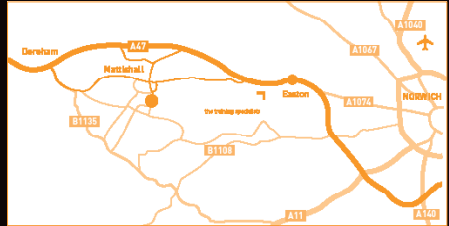
The purpose built facilities at South Green Park offer an easy to access venue, just a 5 minute drive from the A47. The excellent facilities mean that our chefs are available to prepare refreshments for your group to enjoy; further enhancing the experience.

Areas that are covered

- Roles within a team
- Team dynamics and effective communication
- Identifying individual strengths & weaknesses
- Using individual strengths to the benefit of the team /community
- Maintaining cohesion
- Effective Leadership
- Goals & goal setting
- Receiving & disseminating instructions
- Revising plans, why, when & how
- Celebration



How to find us



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