

Agriculture/Poultry Production |  
 Business and Administration |  
 Butchery |  
 Customer Service |  
 Dental |  
 Employability Skills |  
 Engineering |  
 Equine |  
 Fitness and Sport |  
 Food Manufacturing |  
 Hairdressing and Barbering |  
 Hospitality and Catering |  
 Information Technology |  
 Leadership and Management |  
 Medical Support Services |  
 Recruitment |  
 Retail Skills |  
 Speedway |  
 Warehousing and Storage |



Apprenticeships, Traineeships  
and Professional Courses

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Passionate about Training & People

Agriculture/Poultry Production |  
Business and Administration |  
Butchery |  
Customer Service |  
Dental |  
Employability Skills |  
Engineering |  
Equine |  
Fitness and Sport |  
Food Manufacturing |  
Hairdressing and Barbering |  
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Retail Skills |  
Speedway |  
Warehousing and Storage |





*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. 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. Our FE Choices results increase year on year, with our latest learner satisfaction rating of 94% and employer satisfaction of 96%.

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 prospectus 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.

**Edward Bales**

Managing Director

Poultec Training Limited

# Prospectus

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#### Agriculture Qualifications available:

- Poultry Worker Apprenticeship Standard
- Poultry Technician Apprenticeship Standard
- Diploma in Work-based Agriculture (Poultry) Level 2/3
- Level 2 Award/Certificate in Protecting the Welfare of Animals at Time of Killing

#### Professional Courses available:

- Poultry Passport Approved
- Environmental Awareness
- Farm Hygiene and Biosecurity
- Hatchery Hygiene and Biosecurity
- Poultry Welfare
- GLAA: Labour Exploitation-Identifying the Signs
- Advanced Biosecurity and Food Safety
- Advanced Poultry Health and Welfare
- Lion Training Passport Approved
- Biosecurity, Security and Egg Handling
- Poultry Health and Welfare Operative/Management
- Food Safety

#### Other Courses available:

- Agricultural Health and Safety
- Manual Handling
- Emergency First Aid at Work
- First Aid at Work
- Heat Stress
- Gait Scoring

## COURSES

## Agriculture

*Poultec have been delivering training to the poultry industry for over 20 years and have an excellent record of providing the service and skills the sector requires. All of Poultec's Work-based Agricultural Diplomas and Apprenticeships are delivered on the learner's farm or hatchery which ensures all of the training is 100% relevant and reduces disruption to the employer. Poultec employs a large team of industry competent assessors which allows us to provide coverage on a national basis.*

As well as Work-based Agricultural Diplomas and Apprenticeships, Poultec offers a wide range of poultry welfare, hygiene & biosecurity and environmental courses which cover all aspects of poultry production. These can be delivered on the employer's premises, Poultec's training centre, at any other suitable location or via zoom.



**Learners rate our  
Agriculture  
teaching at**

**96%\***

\*Source: FE Choices Learner  
Evaluation Data 2018/19



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## Butchery

*Poultec's Food Centre of Excellence is home to Norfolk's first state-of-the-art butchery training suite. Learners receive hands-on tuition from our skilled butcher in a range of workshops designed to give them a mix of work-based assessment and practical tutoring.*

Poultec's butchery apprenticeship programmes include monthly visits to the learners workplace to carry out training and observations, combined with a monthly skills workshop delivered in our butchery suite. Each session focuses on a different subject and aims not only to improve the skill set of each apprentice but gives them new ideas and techniques which can be taken back to their workplace to add value.

These courses are suitable for a range of people including established butchers, young people entering the industry or people considering a career in the industry. The butchery suite is also available for private hire as well as for one-to-one tuition.

For more information on our food manufacturing courses, see page 13.

### Butchery Qualifications available:

- Butchery Apprenticeship Standard
- Level 2 Award for Proficiency in Poultry Meat Inspection
- Level 2 Award/Certificate in Protecting the Welfare of Animals at Time of Killing
- Level 2 Award in Food Safety Manufacturing MAP
- Level 2 Award in Knife Skills for Food
- Level 2 Health and Safety in Food Supply Chain Business

### Professional Courses available:

- BBQ Cuts for the Summer
- Beef Butchery, Primals and Secondary
- Game Butchery
- Pie Making
- Pork Butchery, Primals and Secondary
- Sausages and Burgers
- Value Added and Speciality Cuts
- Venison Butchery
- Spring Lamb - Whole Lamb and Primal Cutting

## COURSES







## Business and Administration Qualifications available:

- Business Administrator Apprenticeship Standard
- Level 3 Diploma for Business Administrators

## Professional Courses available:

- Time Management
- Appraisal Training
- Grievance and Disciplinary Training
- Minute Taking
- Telephone Techniques
- Organisational Skills
- KPI Setting
- Communication Skills
- Confidence Building
- Decision Making
- Negotiating Skills
- Presentation Skills
- Assertiveness Training
- Dealing with Difficult People
- Principles of Business
- Personal and Professional Development
- Principles of Business Planning and Finance within an Organisation

COURSES

## Business & Administration

*Any business, no matter what its size or type, needs a well developed and coherent infrastructure if it is to succeed. Administration forms a central element and can, when effectively incorporated, be the foundation on which a successful company can be built.*

Our training programmes have improved many businesses and individuals in the past and this success can be repeated for you. With training available either at your location or at our own training centre, we offer the best of both worlds with minimum disruption.



**Learners rate our  
Business  
Administration  
support at  
92%\***

\*Source: FE Choices Learner  
Evaluation Data 2018/19



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City & Guilds

## Customer Service

*A positive impression and going that extra mile will always make the difference to your customers and to the company's profitability. The customer is the most important person in any business and your reputation relies on them being given excellent service.*

Our Customer Service Apprenticeships are aimed at those who want to improve the level of service in customer facing roles.

Poultec's courses are for anyone who is in a customer focused role, and wants to evaluate and improve their confidence with customers.

### Customer Service Qualifications available:

- Level 2 Customer Service Practitioner Apprenticeship Standard
- Level 3 Customer Service Specialist Apprenticeship Standard

### Professional Courses available:

- Communication Skills
- Confidence Building
- Professional Effectiveness
- Purpose and Activities of a Business
- Recognition of Regulations
- Personal and Professional Development
- Principles of Business Planning and Finance within an Organisation



COURSES



**Dental Qualifications available:**

Dental Nurse Apprenticeship Standard  
Dental Practice Manager Apprenticeship  
Standard

## Dental

*Our Dental Nursing and Practice Manager Apprenticeships provide specialised training for dental health professionals. This includes providing chair-side support and a high level of patient care. As well as managing all non-clinical aspects of a dental surgery, leading a practice team and achieving excellent patient care and cost efficiency.*

Learners will learn both practical skills and knowledge through a blend of classroom and practice based training sessions led by experienced dental tutors. Having learned the required skills and knowledge, learners will be prepared for End Point Assessment, which on successful completion will allow dental nurses to register with the General Dental Council.



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# Employability Skills

*Aimed at 16-18 year olds who are looking to start or advance their career path.*

Our Employability Skills courses are delivered throughout Norfolk. Students will attend group mentoring sessions with one to one sessions if required by our experienced tutors. They will gain a number of different employability skills such as effective communication, introduction to ICT, applying for a job, interview skills, searching for a job and much more.

As well as the mandatory units there will be specialism units offered such as Hospitality, Customer Service, Business Administration, Retail, IT Skills, Hairdressing & Barbering, Catering, Fitness & Sport and Warehousing.

Following the successful completion, students will have the skills to progress onto further training such as an Apprenticeship.

## Employability Skills Qualifications available:

Level 1 Extended Certificate in Employability Skills

## Optional specialisms:

Hospitality  
Customer Service  
Business Administration  
Retail  
IT Skills  
Hairdressing and Barbering  
Catering  
Fitness and Sport  
Warehousing



COURSES

#### Engineering Qualifications available:

- Engineering Operative Apprenticeship Standard
- Engineering Technician Apprenticeship Standard
- Level 1 NVQ Certificate in Performing Engineering Operations
- Level 2 NVQ Certificate in Performing Engineering Operations
- Level 2 Certificate in Welding and Fabrication

#### Professional Courses available:

- Welding and Fabrication
- Motorcycle Race Preparation
- Motorcycle Maintenance
- Composite Manufacture
- Precision Engineering

## Engineering

*Poultec offers training to learners with an interest in engineering technology. These courses have been designed to attract new trainees and develop existing employees in engineering related trades and professions.*

Based at our dedicated Engineering Centre in Norwich, courses provide learners with the skills to be able to use advanced machinery such as lathes and welding plant as well as learning basic hand tool skills and techniques.

From working on and maintaining a range of vehicles from cars to speedway bikes, gaining hands on experience of manufacturing and assembling automotive components.



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## Equine

*Poultec's suite of equine training programmes provide an ideal method of gaining knowledge and skills when taking the first steps into a career in horse care, or for those already working in equine looking to further develop their skills and knowledge. Poultec's specialist team of equine tutors have extensive experience of providing training programmes tailored to both the individual learner and to their work-place.*

The Equine Apprenticeship Standard can be delivered at both Groom and Senior Groom levels. The Equine Groom Apprenticeship focuses on ensuring the horses' well-being and providing essential day-to-day care. Apprentices will be involved with feeding, grooming, cleaning equipment, handling, preparing, exercising the horses and carrying out routine yard duties. The Senior Equine Groom Apprenticeship builds a solid foundation of experience and knowledge and introduces the supervision of a small to medium-size yard, as well as promoting the horses' physical and psychological well-being within a safe working environment.

### Equine Qualifications available:

- Equine Groom Apprenticeship Standard
- Senior Equine Groom Apprenticeship Standard
- Level 2 Diploma in Work-based Horse Care
- Level 3 NVQ Diploma in Work-based Horse Care and Management

### Professional Courses available:

- Level 3 Award in Transporting Horses on Short Journeys
- Level 3 Award in Transporting Horses on Long Journeys (Attendant and Driver)
- CIEH Foundation Occupational Health and Safety (Level 2)
- Emergency First Aid at Work
- First Aid at Work
- Principles of Manual Handling



COURSES





**Fitness and Sport Qualifications available:**

Level 2 NVQ Diploma in Instructing Exercise and Fitness (QCF) (Gym-based Exercise)

Level 3 Personal Trainer Apprenticeship Standard

**Professional Courses available:**

Level 2 Award in Instructing Group Indoor Cycling

Level 2 Award in Instructing Kettlebell Training Sessions

## Fitness and Sport

*The sport and fitness industry provides highly rewarding and flexible career opportunities. Instructors and trainers create programmes for individuals to improve their health and wellbeing. They provide advice and guidance as well as monitoring individual's progress. Instructors and trainers require a good level of customer service and excellent communication skills.*

Poultec's suite of fitness qualifications are aimed at individuals working within the exercise and fitness industry; from gym instructor to personal trainer. The suite of qualifications combines anatomy, the rules of exercise with customer service and the practicalities of running a gym facility. The qualifications will provide knowledge for learners to enable them to develop exercise programmes and support clients through their programmes.





## Food Manufacturing

*Poultec Training are recognised as a market leading provider with specialist expertise in the food manufacturing sector. Poultec employs a large team of industry competent assessors and trainers who deliver on a national basis.*

Poultec delivers food manufacturing qualifications in the workplace. This is planned with the employer to ensure all staff receive the required training, including staff on night shifts. Poultec have developed customised programmes which relate directly to the employer's varied work procedures and tasks making the training 100% relevant to all learners.

Poultec offers a wide range of consultancy and industry relevant courses (see page 26), at different levels to cater for the entire workforce. These courses can be delivered on the employer's premises, at Poultec's training centre or at any other suitable location and also via Zoom.

### Food Manufacturing Qualifications available:

- Food Processor Operator Apprenticeship Standard
- Level 2 Diploma in Food and Drink Operations
- Level 2 Award for Proficiency in Poultry Meat Inspection
- Level 2 Award/Certificate in Protecting the Welfare of Animals at Time of Killing

### Professional Courses available:

- Introductory/Foundation/Intermediate Award in Food Safety
- Foundation HACCP
- Intermediate HACCP
- Internal Auditing
- Allergen Awareness



**Learners rate our  
Manufacturing  
teaching at**

**93%\***

\*Source: FE Choices Learner  
Evaluation Data 2018/19



COURSES





## Hairdressing and Barbering Qualifications available:

Level 2 Hair Professional (Hairdressing or Barbering) Apprenticeship Standard

Level 3 Advanced and Creative Hair Professional Apprenticeship Standard

NVQ Level 2 Award in Cut Hair Using Basic Techniques

NVQ Level 2 Award in Plait and Twist Hair

NVQ Level 2 Award in Colour and Lighten Hair

NVQ Level 2 Award in Change of Hair Colour

NVQ Level 2 Award in Perm and Neutralise Hair

NVQ Level 3 Award in Colour Hair Using a Variety of Techniques

NVQ Level 4 Award in Provide Colour Correction Services

## Professional Courses available:

Cutting Techniques

Colouring

Styling and Dressing Techniques

## Hairdressing and Barbering

*Combining a modern, well equipped teaching salon with experienced hairdressing tutors, Poultec provides a truly impressive learning environment for learners.*

Our suite of training programmes provides a vast choice for learners, from those who have recently left school and wanting to pursue a career in hairdressing, through to experienced hairdressers aiming to refresh their skills or learn new techniques.

Evening courses also available, ideal for those wanting to extend their skills or planning a change of career.



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**City & Guilds**



## Hospitality & Catering

*If you have the appetite, then we have the ingredients for success. Our dedicated trainers can visit learners at their place of work, carry out training that fits within their job role and is flexible to the employers needs.*

There is also the opportunity for learners to attend our cookery workshops to obtain more skills. These run monthly and offer practical learning as well as knowledge enhancement. Employers have been able to see actual improvements in many areas of their business as employees improve their skills, thus helping the business to move forward in a continually changing, expanding and competitive industry.

### Hospitality and Catering Qualifications available:

Hospitality Team Member  
Apprenticeship Standard

Food Production  
Food and Beverage Service  
Alcoholic Beverage Service  
Reception  
Reservations  
Barista  
Concierge and Guest Services  
House-Keeping  
Conference and Events Operations

### Professional Courses available:

Knife Skills  
Stocks, Soups and Sauces  
Pastries  
Dough  
Cake Making and Decorating  
Hot and Cold Desserts  
Meat and Fish Dishes  
Dishes for Special Diets



**We are rated at**  
**96%**  
**for learner**  
**satisfaction\***

\*Source: FE Choices Learner Satisfaction Survey 2018/19

**poultec**  
the training specialists

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**Information Technology  
Qualifications available:**

- Certificate for IT Users (ITQ) (QCF)
- Diploma for IT Users (ITQ) (QCF)
- ITQ for Beginners
- City & Guilds Functional Skills  
in IT (all levels)

**Computer Courses available:**

- Introduction to Computing
- Microsoft Word
- Microsoft Publisher
- Microsoft Excel
- Microsoft Access
- Microsoft PowerPoint
- Microsoft Outlook
- Adobe - Photoshop
- Adobe - InDesign
- Adobe - Illustrator

## Information Technology

*With our qualified tutors and dedicated computer suites, you are guaranteed an excellent learning experience. We also offer on-site training for companies that have specific requirements. Courses are available from beginners to advanced.*

Poultec's IT vehicle provides a truly mobile IT suite containing high specification laptops for ten people and a tutor. The high-speed broadband connection and generated power supply enables training to be delivered in any location.

Poultec can provide bespoke software training for your own business software.







City  
& Guilds

Training  
Qualifications UK  
Inspire • Achieve • Succeed

ilm

## Leadership & Management

*Successful and effective managers are key for all businesses. Managers require the skills to direct and develop their teams, while also being focused on achieving business objectives.*

Poultec's ILM management courses are an ideal way to learn and develop supervisory or management skills. Our work-based courses allow the development of knowledge and skills while in the place of work. This combined with the vast selection of units, allows training to be relevant to the workplace and focused on the skills you would like to learn or develop.

### Leadership & Management Qualifications available:

- Level 3 Team Leading Supervisor Apprenticeship Standard
- Level 5 Operations Departmental Manager Apprenticeship Standard

### Professional Courses available:

- Time Management
- Appraisal Training
- Organisational Skills
- KPI Setting
- Communication Skills
- Decision Making
- Negotiating Skills
- Presentation Skills
- Assertiveness Training
- Dealing with Difficult People



COURSES





**Qualifications available:**

- Level 2 Customer Service Practitioner Apprenticeship Standard
- Level 3 Business Administrator Apprenticeship Standard
- Level 3 Customer Services Specialist Apprenticeship Standard

## Medical Support Services

*We have a wealth of experience in the delivery of qualifications for support staff in the medical sector. From large NHS Trusts to small surgeries, our staff will provide structured support. Working in partnership with your team, we will help new and existing staff thrive. With a focus on efficiency, attention to detail and confidentiality, we can make a genuine difference to your support staff.*

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## Recruitment Consultant

*Recruitment consultants are responsible for attracting candidates for jobs and matching them to temporary or permanent positions with client companies. You will build positive relationships in order to gain a better understanding of your clients' recruitment needs and requirements.*

Poultec offers Apprenticeships for people who are new to working within the recruitment sector or are wanting to develop their skills and knowledge further. The recruitment consultant's role is to identify and secure job opportunities within client organisations. They attract candidates and successfully place them in those jobs in return for a fee. A recruitment consultant may focus on the supply of flexible workers, permanent placements or a combination of both.

### Recruitment Consultant Qualifications available:

- Recruitment Consultant Apprenticeship Standard
- Level 3 Diploma in Recruitment
- Level 3 Certificate in Principles of Recruitment

### Professional Courses available:

- Time Management
- Grievance and Disciplinary Procedure Training
- Organisational Skills
- Communication Skills
- Assertiveness Training
- Dealing with Difficult People



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**Retail Qualifications available:**

- Retail Skills Apprenticeship Standard
- Level 2 Diploma in Retail Skills
- Level 3 Diploma in Retail Management

**Professional Courses available:**

- Point of Sale
- Direct Sales
- Product Knowledge
- Customer Experience
- Consumer Law

## Retail Skills

*Strong competition and changes in consumer lifestyles are all helping to change the face of retailing. To be able to provide the very highest standards of service requires staff who have been trained and developed to meet those standards.*

Aimed at those working in retail and a customer focused environment, the Retail Skills qualifications enable you to develop skills across a range of units, covering displaying stock, processing payments, resolving customer service problems and working effectively in a retail team. Specialist categories, for example 'help customers to buy lottery tickets' or 'promote beauty products to customers' can also be taken as part of the diploma, depending on your job role.

**Learners rate our  
Retail teaching at**

**96%\***

\*Source: FE Choices Learner  
Evaluation Data 2018/19

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## Speedway

*Combining our modern Engineering Centre and knowledge of the sector, Poultec has created a Speedway training programme for personal and professional development.*

The programme is designed to give speedway riders the skills and knowledge to develop their professional career/business. To be successful, performance on the track needs to be supported by a professional setup off the track.

### Speedway Qualifications available:

Level 2 Diploma in Speedway  
Business Skills

### Modules include:

Media Studies/Communications  
Seeking Sponsorship  
Running a Business  
BSPA - Speedway Rules and Regulations  
Sports Psychology  
Fitness & Sports Injuries  
Representing Your Team  
Race Set Up & Track Directory  
Racing Abroad  
Workplace Health & Safety  
Bike Maintenance/Engineering  
Track Days  
Maths and English



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**Warehousing and Storage  
Qualifications available:**

- Warehousing and Storage Apprenticeship Standard
- Level 2 Certificate in Warehousing and Storage Skills

**Professional Courses available:**

- Record Keeping
- Principles of Manual Handling

## Warehousing & Storage

*The warehousing and logistics industry is the UK's 5th biggest sector employing 1.7 million people. Poultec's Level 2 Certificate in Warehousing and Storage is aimed at developing staff skills and industry knowledge of warehousing, storage and logistical activities.*

The qualifications cover the safe and efficient receipt, movement, storage, handling and dispatch of goods in a warehousing and logistics environment. They are equally suited to those with some knowledge of the industry already employed as a warehouse operative or a completely new recruit to the sector.







## Functional Skills - English, Maths and IT

*Our dedicated trainers deliver flexible training courses in the workplace linking development to job roles and meeting the needs of learners and employers.*

Our Skills for Life programmes improve your levels of Maths, English and IT, to help you progress in work and in society in general.

You may need to demonstrate your level of Maths, English and IT for career progression or for course admission. If you would like to simply improve your confidence and be better at everyday tasks, Poultec can offer training in English and Maths and guide you through a national qualification.

### English, Maths and IT Courses available:

- Functional Skills English (all levels)
- Functional Skills Maths (all levels)
- Functional Skills IT (all levels)



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**Areas that are covered:**

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

## 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, these courses will challenge and develop the individual as well as the group as a whole.*

With experienced leaders from 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 and 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.







## Schools and Youth Groups

*Poultec can provide state-of-art facilities, specifically tailored to young people. Trainers have extensive industry experience and have enhanced DBS checks, therefore giving students a very positive experience in a safe environment. This unique, professional environment is ideally placed to develop transferable work-related skills and experience.*

See opposite our current list of courses we offer and we also welcome the opportunity to discuss providing bespoke courses tailored to your needs.

### Courses include:

- Cookery Workshops
- Customer Service
- CV Writing and Interview Skills
- Enterprise Skills – *develop a burger*
- Food Production
- Hair and Beauty
- Hairdressing and Barbering
- Healthy Eating and Nutrition
- Hospitality and Catering – *including one-off sessions in subjects such as silver service and catering*
- Information Technology
- Manufacturing and Product Design
- Outdoor Activities
- Retail
- Team Leadership



COURSES

## Professional Courses

We deliver a wide range of nationally accredited professional courses at South Green Park, at your company premises or via zoom if preferred. In addition to the accredited courses, we can also offer bespoke training tailored to your needs. For more information, please visit our website or call us on 01362 850983.

CIEH Foundation Occupational Health and Safety (Level 2)  
CIEH Intermediate Occupational Health and Safety (Level 3)

### Health and Safety

First Aid at Work (RQF)  
Principles of Manual Handling  
QA Level 3 Award First Aid at Work (RQF)  
Risk Assessment Principals and Practice  
IOSH Managing Safety

### First Aid

Fire Awareness Training  
Fire Marshall Training  
Ladder Safety  
Machine Operators - Health and Safety

CIEH Introductory Certificate in Food Safety (Level 1)  
CIEH Foundation Certificate in Food Safety (Level 2)  
CIEH Intermediate Certificate in Food Safety (Level 3)

### Food Safety

CIEH Foundation Certificate in HACCP (Level 2)  
CIEH Intermediate Certificate in HACCP (Level 3)  
Allergens - Awareness

Allergens - Management  
X-Ray and Metal Detector Training (*Bespoke*)  
FDQ Level 2 Award for Proficiency in Poultry Meat Inspection

### Lion Training Passport approved

Biosecurity, Security and Egg Handling  
Poultry Health and Welfare Operative & Management  
Food Safety  
Health and Safety

### Agriculture

### Poultry Passport approved

Advanced Biosecurity and Food Safety  
Advanced Poultry Health and Welfare  
GLAA: Labour Exploitation - Identifying the Signs  
Poultry Welfare  
Environmental Awareness  
Farm Hygiene and Biosecurity  
Hatchery Hygiene and Biosecurity

Heat Stress  
Gait Scoring  
Level 2 Award/Certificate in Protecting the Welfare of Animals at Time of Killing

Time Management  
Appraisal Training  
Grievance and Disciplinary Training  
Minute Taking  
Telephone Techniques

### Business Administration & Management

Organisational Skills  
KPI Setting  
Communication Skills  
Confidence Building  
Decision Making

Negotiating Skills  
Presentation Skills  
Assertiveness Training  
Dealing with Difficult People

Train the Trainer

### Teaching

BBQ Cuts for the Summer  
Beef Butchery, Primals and Secondary  
Game Butchery  
Pie Making

### Butchery

Pork Butchery, Primals & Secondary  
Sausages and Burgers  
Value Added and Speciality Cuts  
Venison Butchery

Spring Lamb - Whole Lamb and Primal Cutting

Adobe Creative Cloud - Essential  
Adobe InDesign - Introduction  
Adobe PhotoShop - Introduction  
Adobe Illustrator - Introduction

### IT

Adobe Acrobat  
Microsoft Word  
Microsoft Publisher  
Microsoft Excel

Microsoft PowerPoint  
Microsoft Outlook  
Microsoft Access





## Specialist Training Facilities

*South Green Park, the home to Poultec Training, provides high quality teaching and meeting spaces which are available to hire. Set within the Norfolk countryside, South Green Park provides a contemporary space with free WIFI and free parking.*

Our versatile meeting and conference suites can be prepared in a variety of layouts suitable for teaching, meetings or conferences. All suites have LCD projectors or Smart boards, complete with integrated sound systems.

Poultec have three learning vehicles which allow state-of-the-art learning facilities to be brought into your workplace. The **IT Vehicle** is ideally suited for delivering IT based training in both the community and the workplace and contains high-specification laptop computers which provide workstations for ten students and one tutor. The **Hospitality Vehicle** is a fully-functioning commercial kitchen on wheels. The **Information Vehicle** has been developed to provide information advice and guidance but can also double as a classroom. All our vehicles are available to hire, with or without support staff. For more details, please visit [www.southgreenpark.co.uk](http://www.southgreenpark.co.uk).



Our specialist teaching spaces include;

**Cookery Studio**

**Butchery**

**Product Development Kitchen**

**Hair Salon**

**PC and iMac Suites**

Learning Vehicles;

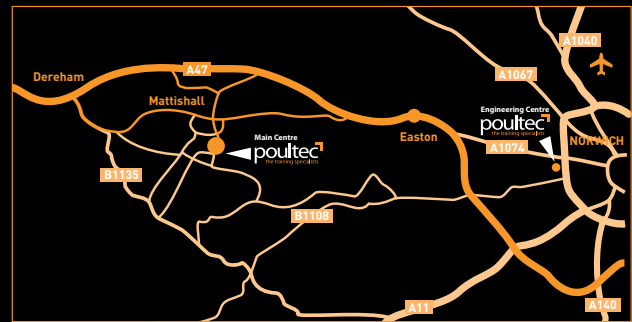
**IT Vehicle**

**Hospitality Vehicle**

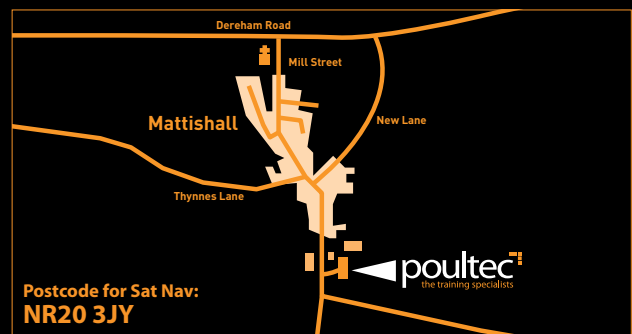
**Information Vehicle**



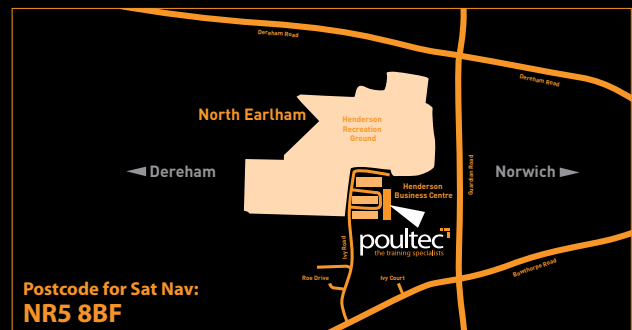
# How to find us



## Main Centre



# Engineering Centre



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