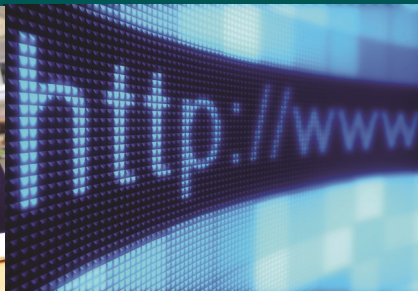


University of the
Highlands and Islands
Orkney College

Short Course Programme



January—June 2022

Course Bookings

Bookings for courses can be made as follows:

Telephone: (01856) 569203 or 569206

Email: paula.williamson@uhi.ac.uk

tina.brown@uhi.ac.uk

Course fees and dates stated in the programme
may be subject to change.

Courses may be eligible for **Individual Training Account funding**.

Please check the ITA website for further information:

www.myworldofwork.co.uk

Telephone: 0800 917 8000

First Aid

Highfield Emergency First Aid Tutor: Various	25 January 3 February 9 February 24 February 21 March 31 March 25 April 26 May	9.00 – 4.30 1 Day	£100
Highfield First Aid At Work Blended Learning Tutor: Various	11 & 12 January 14 & 15 March 14 & 15 June	9.00 – 4.30 2 Days	£275
Highfield First Aid Requalification Blended Learning Tutor: Various	18 & 19 January 21 & 22 February 7 & 8 March 29 & 30 March 27 & 28 April 16 & 17 May 20 & 21 June	9.00 – 4.30 1½ Days	£175
Highfield Paediatric First Aid Tutor: June Bacon	4 April	9.00 – 4.30 1 Day	£100

Hospitality

REHIS Introduction to Food Hygiene E-Learning	2 hours self study	£35
REHIS Elementary Food Hygiene E-Learning (30 minute multiple choice exam at Orkney College)	6 hours self-study	£75
REHIS Intermediate Food Hygiene E-Learning (2 ½ hour written exam at Orkney College)	25-35 hours self-study	£195

On completion of a REHIS E-Learning programme candidates should download the exam permit and contact Orkney College, a date & time for the examination can then be arranged. On successful completion of the examination, you will receive your REHIS accreditation.

Please note that the REHIS e-learning system does not currently work on tablet devices (i.e. iPads).

SQA Scottish Certificate Personal Licence Holder	Date on application	9.00 – 4.30 1 Day	£145
SQA Scottish Certificate Personal Licence Holder Refresher	Date on application	9.00 – 1.30 Half Day	£80

Orkney College UHI is currently undertaking the approval process to enable the delivery of Highfield Scottish Personal Licence Holder Qualifications via e-learning

Further details available on request.

Business

Personal Stress Management Tutor: Ray Knox	Date on application	9.30 – 1.00 1 Morning	£60
Conflict in the Workplace Tutor: Ray Knox	Date on application	9.30-1.00 1 Morning	£60
Enabling Courageous Conversations Tutor: Ray Knox	Date on application	9.30-4.30 1 Day	£100
Minuting of Meetings Tutor: Jon Clipsham	Date on application	9.00-12.30 1 Morning	£60
Effective Chairing of Meetings Tutor: Jon Clipsham	Date on application	9.00-12.30 1 Morning	£60
Public Speaking and Presentations Tutor: Jon Clipsham	Date on application	9.00-4.30 1 Day	£100

CMI First Line Management Level 6

The main aim of the CMI (Chartered Management Institute) Award in First Line Management (Level 6) is to provide a general course for those who are moving into a job with a managerial component for the first time. Jobs such as administrators, supervisors, coordinators, team leaders and section heads are not titled 'manager' but all have managerial elements.

Content:

The Role of a Manager

Personal Development Planning

Identifying Stakeholders and Planning to meet their needs

Developing Effective Working Relationships

Managing Team Performance

Tutor: Mandy Smith

Times: 4.30-6.30pm

Duration: 8 weeks

Cost: £250

Please apply online at www.orkney.uhi.ac.uk

Health & Safety

Manual Handling Tutor: Andrew Bowman	1 February 15 March 7 June	9.00 – 12.30 1 Morning	£60
LANTRA Abrasive Wheels Tutor: Billy Scott	Dates to be confirmed	9.00 – 4.00 1 Day	£110
Abrasive Wheels Refresher Tutor: Billy Scott	Dates to be confirmed	1.30 – 5.00 1 Afternoon	£60
LANTRA Working at Heights Awareness Tutor: Steven Findlay	15 February 17 May	9.00 – 1.00 1 Morning	£70
Ladder & Step Ladder Safety Tutor: Andrew Bowman	27 January 15 March	9.00-12.30 1.00-4.30 Half Day	£60
Snow Clearing Tutor: Andrew Bowman	27 January	1.00-4.30 1 Afternoon	£60
Fire Warden Responsibilities Tutor: Andrew Bowman	8 March	9.00 – 4.00 1 Day	£100
Fire Safety Awareness Tutor: Andrew Bowman	1 February	1.00—4.30 1 Afternoon	£60
Undertaking Risk Assessment Tutor: Andrew Bowman	7 June	1.00-4.30 1 Afternoon	£60
IOSH Working Safely Tutor: Andrew Bowman	8 February 24 May	9.00-4.30 1 Day	£110
Safe Use of Grass Cutting Equipment Tutor: Andrew Bowman	22 February	9.00-4.30 1 Day	£100

Maritime

Bookings for maritime courses can be made as follows:

Telephone: (01856) 569 401

Email: ocmaritme@uhi.ac.uk

Vehicle/Plant Ops

LANTRA Novice Counterbalance Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
LANTRA Novice Telescopic Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
LANTRA Novice Rough Terrain Telescopic Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
LANTRA Novice MEWP Scissor/Boom/Trailed Tutor: Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
LANTRA Refresher/Experienced (All Categories) Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 1 Day	£160

All above courses can be delivered on the employers site or at Orkney College UHI

Drivers CPC Training

No course dates have been set for CPC in 2022 as the government is currently carrying out a review of the Driver Certificate of Professional Competence (CPC) to see how it can be improved to help ease HGV driver shortages.

The review will explore whether:

- different training requirements should apply for more seasoned drivers
- the current requirement for 35 hours' (5 working days') periodic training should be more evenly spread over the 5-year period, advice is already to even it out
- drivers new to Driver CPC should cover a specific range of topics
- durations for each training course are rigid as they currently last a minimum of 7 hours (or split into 3.5 hour session across 2 days)
- the scope of Driver CPC including where it includes non-professional drivers
- there should be more of an obligation for employers to support drivers with the cost of training
- Driver CPC qualifications obtained in the EU should continue to be recognised in the UK for drivers moving to live and work here

Recommendations from the review will be made by the end of the year.

Cancellation Policy

Short Courses Orkney College UHI operates the following cancellation policy for short courses, where short courses are defined as two weeks or less in duration.

Cancellation Fees

- More than 2 working days notice given of cancellation: no charge
- Less than 2 working days notice is given of cancellation: admin fee due (see administration fees below for charges)
- Failure to attend and no notice is given—full course cost will be levied
- For cancellations where candidate requires to re-book for the same or another course then the administration fee will be waived
- For cancellations after an ITA booking has been made, the ITA booking will be cancelled and Orkney College reserve the right to apply a non-attendance charge of up to 100% of the course fee

Administration Fees

Courses costing up to £100	£10 admin charge
Courses costing between £100 and £300	£30 admin charge
Courses costing between £300 and £500	£50 admin charge
Courses costing £500 or more	£70 admin charge



Orkney College UHI | East Road | Kirkwall |
Orkney | KW15 1LX