UHI | ORKNEY

Short Course Programme

2026

Updated: Feb 2026

Cancellation Policy

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

UHI Orkney reserves the right to cancel or defer the dates of the courses. If we cancel a course, learners will be deferred to another scheduled date or given a full refund (if we are unable to provide a course on a date suitable to the learner).

Cancellation Fees

In-person courses:

- 7 days or less to course start date—50% of course fee
- Failure to attend and no notice is given—100% of course fee
- Substitute delegates can be arranged without incurring a cancellation fee, but substitutions should be notified in advance of the course

eLearning courses:

- Course eLearning has been accessed—100% of course fee
- First Aid at Work—blended eLearning accessed but in-person attendance has not been undertaken—50% of course fee

Course Bookings

Bookings for courses can be made as follows:

Telephone: (01856) 569203

Email: ocshortcourses@uhi.ac.uk

Further information on course content can be found on the relevant Short Course page of the UHI Orkney website.

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

Additional courses may also be added, depending on interest.

To ensure you are kept updated with our course offer, ask to be added to our mailing list.

Many of our courses can also be delivered via bespoke group delivery. Please get in touch if you'd like to discuss further, or if there are additional training areas not currently covered by our course offer.

First Aid

Highfield Emergency First Aid at Work	**14 Jan** **26 Jan** **9 Feb** **12 Feb*** **4 Mar** **9 Mar*** **25 Mar** **31 Mar*** **6 Apr** **18 May**	**2 Jun** **22 Jun** **1 Jul** **20 Aug** **16 Sep** **28 Sep** **29 Oct** **11 Nov** **23 Nov** **7 Dec**	**8.45 – 4.00** 1 Day	**£140**
Highfield First Aid at Work—Blended Includes compulsory eLearning unit	**4&5 Feb** **1&2 Apr**	**26&27 Aug** **6&7 Oct** **24&25 Nov**	**8.45 – 4.00** 1 Day (6 hours) eLearning **PLUS** 2 Days in-person attendance	**£310**
Highfield First Aid at Work—In-Person	**11—13 May**		**8.45—4.00** 3 Days	**£380**
Highfield First Aid at Work Requalification	**12&13 Jan** **2&3 Mar** **8&9 Jun**	**14&15 Sep** **9&10 Dec**	**8.45 – 4.00** 2 Days	**£260**
Highfield Emergency Paediatric First Aid	**2 Feb** **23 Mar** **1 Jun**	**5 Oct** **9 Nov**	**8.45 – 4.00** 1 Day	**£140**

***EXTRA DATE ADDED**

Hospitality

Food Hygiene

REHIS Introduction to Food Hygiene eLearning	2 hours self study	**£45**
REHIS Elementary Food Hygiene eLearning (Includes 30 minute multiple choice exam at UHI Orkney)	6 hours self-study	**£140**
REHIS Intermediate Food Hygiene eLearning (Includes 2 1/2 hour written exam at UHI Orkney)	25-35 hours self-study	**£315**

On completion of the above eLearning courses candidates should contact UHI Orkney to arrange a date and time for the examination.

Scottish Personal Licence Holder

Highfield Scottish Personal Licence Holder eLearning (New and Refresher) (Includes 1 hour multiple choice exam at UHI Orkney)	4– 5 Hours Self-Study	**£125**
Highfield Scottish Personal Licence Holder— Exam Only (New and Refresher) Learners require to evidence completed eLearning (1 hour multiple choice exam at UHI Orkney)	1 Hour	**£80**

Health & Safety

Ladder & Step Ladder Safety	**17 Mar** **17 Nov**	**8.45 - 12.30** 1 Morning	**£70**
Manual Handling	**17 Mar** **17 Nov**	**12.45 - 4.30** 1 Afternoon	**£70**
Safe Use of Grass Cutting Equipment	**24 Mar**	**8.45 - 4.30** 1 Day	**£120**
Grounds Maintenance	**7 Apr (Amended date)**	**8.45 - 4.30** 1 Day	**£120**
Control of Substances Hazardous to Health (COSHH)	**1 Sep**	**8.45 - 12.30** 1 Morning	**£70**
Undertaking Risk Assessment	**1 Sep**	**12.45 - 4.30** 1 Afternoon	**£70**
LANTRA Working at Heights Awareness	**10 Mar*** **8 Sep**	**8.45 – 12.30** 1 Morning	**£95**
Fire Warden Responsibilities	**6 Oct**	**8.45 - 4.30** 1 Day	**£120**
Snow Clearing	**3 Nov**	**8.45 - 12.30** 1 Morning	**£70**

***EXTRA DATE ADDED**

Health & Safety

LANTRA Abrasive Wheel Machines	**Enquire for dates** 1 day	**£150**
LANTRA Pesticide Training Bundles: Hand Held Applicator; Vehicle Mounted Boom Sprayer	**Enquire for dates** 2 1/2 days	**£480**
LANTRA Rodent Management Level 2 Award	**Enquire for dates** 1 day	**£185**
IOSH Working Safely eLearning	7 Hours Self-Study	**£135**
IOSH Managing Safely eLearning	15 Hours Self-Study	**£265**
IOSH Safety for Executives and Directors	5 Hours Self-Study	**£340**

Vehicle/Plant

LANTRA Counterbalance Lift Truck (Novice / Experienced) 1-2 days	**Enquire for dates**	**£240-£360**
LANTRA Telescopic Lift Truck (Novice / Experienced) 1-2 days	**Enquire for dates**	**£240-£360**
LANTRA Rough Terrain Telescopic Lift Truck (Novice / Experienced) 1-2 days	**Enquire for dates**	**£240-£360**
LANTRA MEWP Scissor/ Boom/Trailed (Novice / Experienced) 1 day	**Enquire for dates**	**£240**

All vehicle/plant courses can be delivered on the employers site or at UHI Orkney

Plant hire (if required) will be charged at cost price

Trainer mileage rates may also be levied

Drivers CPC

JAUPT Approved Drivers CPC Training	**20-24 Apr** **21-25 Sep**	**8.30 - 4.30 each day**	**£120 per day**

Maritime Training

Bookings for maritime courses can be made as follows:

Telephone: (01856) 569 401

Email: ocmaritme@uhi.ac.uk

Further information on course content can be found on the Maritime Studies page of the UHI Orkney website.

For all short course information see the Business and Community section on the UHI Orkney website

www.orkney.uhi.ac.uk

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