



University of the  
Highlands and Islands  
Orkney College

# Short Course Programme



August—December 2022



# Course Bookings

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Bookings for courses can be made as follows:

Telephone: (01856) 569203 or 569206

Email: [ocshortcourses@uhi.ac.uk](mailto:ocshortcourses@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](http://www.myworldofwork.co.uk)

Telephone: 0800 917 8000



# First Aid

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<b>Highfield Emergency First Aid</b> Tutor: Various	<b>11 August</b> <b>22 August</b> <b>26 September</b> <b>27 October</b> <b>1 November</b> <b>16 November</b> <b>28 November</b>	<b>9.00 – 4.30</b> 1 Day	<b>£100</b>
<b>Highfield First Aid At Work Blended Learning</b> Tutor: Various	<b>23 &amp; 24 August</b> <b>6 &amp; 7 September</b> <b>7 &amp; 8 November</b>	<b>9.00 – 4.30</b> 2 Days	<b>£275</b>
<b>Highfield First Aid Requalification Blended Learning</b> Tutor: Various	<b>13 &amp; 14 September</b> <b>21 &amp; 22 September</b> <b>24 &amp; 25 October</b> <b>21 &amp; 22 November</b>	<b>9.00 – 4.30</b> 1½ Days	<b>£175</b>

# Hospitality

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<b>REHIS Introduction to Food Hygiene E-Learning</b>	<b>2 hours self study</b>	<b>£35</b>
<b>REHIS Elementary Food Hygiene E-Learning</b> <b>(30 minute multiple choice exam at Orkney College)</b>	<b>6 hours self-study</b>	<b>£75</b>
<b>REHIS Intermediate Food Hygiene E-Learning</b> <b>(2 ½ hour written exam at Orkney College)</b>	<b>25-35 hours self-study</b>	<b>£195</b>
<b>Highfield Scottish Personal Licence Holder E-Learning</b> <b>(1 hour multiple choice exam at Orkney College)</b>	<b>4– 5 Hours Self-Study</b>	<b>£90</b>
<b>Highfield Scottish Personal Licence Holder Refresher E-Learning</b> <b>(1 hour multiple choice exam at Orkney College)</b>	<b>4– 5 Hours Self-Study</b>	<b>£90</b>

**On completion of the above E-Learning courses candidates should contact Orkney College, a date & time for the examination can then be arranged.**

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

# Business

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

# Business

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## **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](http://www.orkney.uhi.ac.uk)**

**For further information please contact [mandy.smithoc@uhi.ac.uk](mailto:mandy.smithoc@uhi.ac.uk)**

## **AAT Level 7 Diploma in Accounting**

The Association of Accounting Technicians (AAT) is the UK's leading professional body offering skills-based accountancy and finance qualifications which are practical and internationally recognised. This course provides technical training and is ideal for anyone wishing to pursue a career in accountancy or finance. This qualification provides students with the specialist knowledge and skills required to progress to employment or further study in an accounting or finance role. This course is suitable for adult students, career changers and 16—19 year old students in full-time education seeking to develop their knowledge and skills in this occupational area

Tutor: Karen Sinclair

Times: 9.00-12.00pm, Wednesday mornings

Duration:

Cost: £TBC

**Please apply online at [www.orkney.uhi.ac.uk](http://www.orkney.uhi.ac.uk)**

**For further information please contact [karen.sinclair@uhi.ac.uk](mailto:karen.sinclair@uhi.ac.uk)**

# Health & Safety

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<b>Manual Handling</b> Tutor: Andrew Bowman	<b>23 August</b> <b>25 October</b>	<b>9.00 – 12.30</b> 1 Morning	<b>£60</b>
<b>Ladder &amp; Step Ladder Safety</b> Tutor: Andrew Bowman	<b>23 August</b>	<b>1.00-4.30</b> <b>1 Afternoon</b>	<b>£60</b>
<b>IOSH Working Safely</b> Tutor: Andrew Bowman	<b>Date to be confirmed</b>	<b>9.00 – 4.00</b> 1 Day	<b>£110</b>
<b>Fire Safety Awareness</b> Tutor: Andrew Bowman	<b>8 November</b>	<b>9.00 – 12.30</b> 1 Morning	<b>£60</b>
<b>Undertaking Risk Assessment</b> Tutor: Andrew Bowman	<b>25 October</b>	<b>1.00-4.30</b> <b>1 Afternoon</b>	<b>£60</b>
<b>LANTRA Working at Heights Awareness</b> Tutor: Steven Findlay	<b>30 August</b>	<b>9.00 – 1.00</b> 1 Morning	<b>£70</b>
<b>LANTRA Abrasive Wheels</b> Tutor: TBC	<b>Dates to be confirmed</b>	<b>9.00 – 4.00</b> 1 Day	<b>£110</b>
<b>Abrasive Wheels Refresher</b> Tutor: TBC	<b>Dates to be confirmed</b>	<b>1.30 – 5.00</b> 1 Afternoon	<b>£60</b>



# Vehicle/Plant Ops

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

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

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

## **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





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