



University of the
Highlands and Islands
Orkney College

Short Course Programme



August—December 2021

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

Maritime

Bookings for maritime courses can be made as follows:

Telephone: (01856) 569 401

Email: ocmaritme@uhi.ac.uk

First Aid

Basic First Aid Tutor: Various	26 August 31 August 27 September 30 September 27 October 1 November 17 November 24 November	9.00 – 4.30 1 Day	£100
First Aid Requalification Blended Learning Tutor: Various	9&10 August 16 & 17 August 6 & 7 September 13 & 14 September 4 & 5 October 8 & 9 November 29 & 30 November	9.00 – 4.30 1½ Days	£175
First Aid At Work Blended Learning Tutor: Various	1 & 2 September 13 & 14 October	9.00 – 4.30 2 Days	£275

Hospitality

REHIS Elementary Food Hygiene Tutor: Sheila Chapman	Date on application	9.00 – 4.30 1 Day	£100
REHIS Intermediate Food Hygiene Tutor: Sheila Chapman/EHO	Date on application	9.00 – 4.30 4 Days	£300
REHIS Introduction to Food Hygiene Tutor: Sheila Chapman	Date on application	2 Hours	£50
Allergens and Intolerances Tutor: Sheila Chapman	Date on application	3 Hours	£60
SQA Scottish Certificate Personal Licence Holder Tutor: Sheila Chapman	Date on application	9.00 – 5.00 1 Day	£145
SQA Scottish Certificate Personal Licence Holder Refresher Tutor: Sheila Chapman	Date on application	9.00 – 1.30 Half Day	£80

The following REHIS Food Hygiene Courses can now be studied via E-Learning:

REHIS Introduction to Food Hygiene E-Learning

REHIS Elementary Food Hygiene E-Learning

REHIS Intermediate Food Hygiene E-Learning

Please email for further details

Business

Personal Stress Management Tutor: Ray Knox	Date on application	TBC Half day	£60
Conflict in the Workplace Tutor: Ray Knox	Date on application	TBC Half day	£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	TBC Half day	£60
Effective Chairing of Meetings Tutor: Jon Clipsham	Date on application	TBC Half day	£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	11 August 9 September 3 November	9.00 – 12.30 1 Morning	£60
Abrasive Wheels Tutor: Billy Scott	12 October 23 November	9.00 – 4.00 1 Day	£110
Abrasive Wheels Refresher Tutor: Billy Scott	11 October 22 November	1.30 – 5.00 1 Afternoon	£60
Working at Heights Awareness Tutor: Steven Findlay	14 September 16 November	9.00 – 1.00 1 Morning	£70
Ladder & Step Ladder Safety Tutor: Andrew Bowman	9 September	1.00—4.30 1 Afternoon	£60
Construction Safety Awareness Refresher Tutor: Andrew Bowman	4 November	1.00-4.30 1 Afternoon	£60
Fire Warden Responsibilities Tutor: Andrew Bowman	25 October	9.00 – 4.00 1 Day	£100
Fire Safety Awareness Tutor: Andrew Bowman	3 November	1.00—4.30 1 Afternoon	£60
Noise & Vibration Awareness Tutor: Andrew Bowman	11 August	1.00—4.30 1 Afternoon	£60
Undertaking Risk Assessment Tutor: Andrew Bowman	4 November	9.00-12.30 1 Morning	£60
Safe Use of Pesticides Tutor: Andrew Bowman	27 September	9.00 – 4.30 1 Day	£120
Hand Held Applicator Tutor: Andrew Bowman	28 September	9.00-4.00 1 Day	£100
Field Crop Sprayer Tutor: Andrew Bowman	29 September	9.00-4.00 1 Day	£100
IOSH Working Safely Tutor: Andrew Bowman	18 August 11 November	9.00-4.30 1 Day	£100

Vehicle/Plant Ops

CPC Courses	Dates to be confirmed	8.30 – 4.30 1 Day	£110
Novice Counterbalance Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
Novice Telescopic Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
Novice Rough Terrain Telescopic Lift Truck Tutor: Billy Scott/Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
Novice MEWP Scissor/Boom/Trailed Tutor: Steven Findlay	Date on Application	9.00 – 4.00 2 Days	£220
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

All CPC courses are approved by JAUPT

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



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