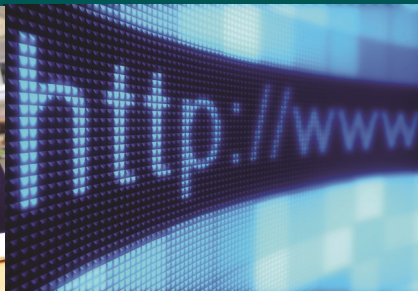


University of the
Highlands and Islands
Orkney College

Short Course Programme



January—June 2023

Course Bookings

Bookings for courses can be made as follows:

Telephone: (01856) 569206

Email: 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

Telephone: 0800 917 8000

First Aid

Highfield Emergency First Aid Tutor: Various	18 January 15 February 1 March 6 March 19 April 12 June 20 June	9.00 – 4.30 1 Day	£100
Highfield First Aid At Work Blended Learning Tutor: Various	9 & 10 January 25 & 26 January 8 & 9 February 27 & 28 March 13 & 14 June	9.00 – 4.30 2 Days	£275
Highfield First Aid Requalification Blended Learning Tutor: Various	6 & 7 February 27 & 28 February	9.00 – 4.30 1½ Days	£175
Highfield Paediatric First Aid Tutor: June Bacon	23 January	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
Highfield Scottish Personal Licence Holder E-Learning (1 hour multiple choice exam at Orkney College)	4– 5 Hours Self-Study	£90
Highfield Scottish Personal Licence Holder Refresher E-Learning (1 hour multiple choice exam at Orkney College)	4– 5 Hours Self-Study	£90

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

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.

Tutor: Mandy Smith - Times: 4.30-6.30pm - Duration: 8 weeks - Cost: £250

For further information please contact mandy.smithoc@uhi.ac.uk

AAT Introduction to Bookkeeping

introduction to bookkeeping course provides students with an understanding of manual and digital bookkeeping systems, including the associated documents and processes. You will learn the basic principles that underpin the double-entry bookkeeping system and will learn that digital accounting systems are automating some of the stages in the process.

£425 (includes fees to AAT & Course materials)

Tutor: Karen Sinclair - Duration: 16 weeks - Cost: £395 (includes AAT fees & Materials)

For further information please contact karen.sinclair@uhi.ac.uk

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

Health & Safety

Manual Handling Tutor: Andrew Bowman	24 January 28 February 6 June	9.00 – 12.30 1 Morning	£60
LANTRA Abrasive Wheels Tutor: TBC	Date on application	9.00 – 4.00 1 Day	£110
Abrasive Wheels Refresher Tutor: TBC	Date on application	1.30 – 5.00 1 Afternoon	£60
LANTRA Working at Heights Awareness Tutor: Steven Findlay	31 January	9.00 – 1.00 1 Morning	£70
Ladder & Step Ladder Safety Tutor: Andrew Bowman	17 January 18 April	1.00-4.30 9.00-12.30 Half Day	£60
Snow Clearing Tutor: Andrew Bowman	24 January	1.00-4.30 1 Afternoon	£60
Fire Warden Responsibilities Tutor: Andrew Bowman	7 March	9.00 – 4.00 1 Day	£100
Fire Safety Awareness Tutor: Andrew Bowman	17 January	1.00—4.30 1 Afternoon	£60
Undertaking Risk Assessment Tutor: Andrew Bowman	28 February	1.00-4.30 1 Afternoon	£60
Safe Use of Grass Cutting Equipment Tutor: Andrew Bowman	21 February	9.00-4.30 1 Day	£100
COSHH	6 June	1.00-4.30 1 Afternoon	£60
IOSH Working Safely Tutor: Andrew Bowman	28 March 20 June	9.00 – 4.30 1 Day	£110

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

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

Maritime

Bookings for maritime courses can be made as follows:

Telephone: (01856) 569 401

Email: ocmaritme@uhi.ac.uk

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