

Notes

General Information

Catten College has recognised the need for all staff in the workplace to have regular training and updating of skills and knowledge, along with continuous professional development.

Specifically in the care industry, CSCI are frowning upon the service user's private living areas being used for staff training.

Many businesses find difficulty in releasing all staff to attend training, but are still expected to pay the full fee for a course, whether two or twenty are able to attend.

Catten College has the solution, with extensive, well equipped training rooms; you will only need to pay for the staff who attend the course. You will, therefore, be able to offer the necessary training to your employees without leaving your business understaffed.

The instructors for the courses all have the relevant vocational backgrounds, are fully qualified and are continually updating their knowledge to enable the best possible training to be offered.

Virtually any course can be '**tailor made**' to meet your companies needs, whether it is **one developed from our original course list** or a **completely bespoke one** that is developed solely for your business.

All it takes is a phone call to us, on **01206 366199**, and the instructor will visit your workplace to discuss the format of any courses that you request.

Alternatively, call the care and general course organiser:
Sue Carden-Edwards, direct on **07880 588760**.

Employer Skill Scan and Incentive Scheme

As part of Catten College's continued commitment to provide beneficial and relevant training to workplaces we are now offering a completely **free service** which will identify your companies training and/or business sector needs and legal requirements.

One of our short course tutors will come and visit you at your workplace or other convenient location to help you to assess what your requirements are.

An Incentive Scheme for workplaces who book multiple courses with us has also been put in place.

Each course is allocated a points score and a free learner places will be offered according to this score.

Course Booking Details

- Delegate names must be with Catten College a minimum of 48 hours prior to course commencement.
- If a delegate is unable to attend, a substitute delegate may attend at no additional charge, provided the candidate is of the same level of experience and Catten College is informed in writing, by fax, or email, before the course starts.
- Payment must be completed a minimum of five working days prior to course commencement.
- Credits will not be given if cancellation is within five working days of course commencement.
- For group booking details, whether in the workplace or at Catten College, please call 01206 366199. Alternatively, call the course organiser; Sue Carden-Edwards, direct on 07880 588760.
- Catten College will endeavour to run all courses as advertised. However, we reserve the right to cancel a course at any time and offer an alternative date or credit, without any liability for any consequential or indirect financial loss.
- Delegates will be responsible for any damage incurred at the venue as a result of the delegate's own neglect or default and any charge levied to remedy such damage.
- Some courses contain practical activities. If you suffer from back pain or injury, please inform your instructor prior to commencing the course.
- Some courses will use graphic images so that certain diseases or infections are more easily identifiable. Please inform your instructor prior to the course if you are liable to be upset by such images.

Cerebral Palsy

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- Understanding cerebral palsy
- Severity of disability
- The intelligent person
- Abilities and disabilities
- Special treatments
- Adaptations to the home
- Is surgery an option
- Eating, drinking and diet.

There will be a short test following the course. This enables your instructor to evaluate your learning and understanding.

Pressure Sore Area Care & Prevention

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- What are pressure sores
- Make up of the skin
- External factors
- Environmental factors
- Aids to assist in the healing process
- Prevention
- Infection Control
- Diet
- Signs and Symptoms

Your instructor will show some graphic images of pressure sores. Please inform your instructor prior to the course if you are upset by such images.

There will be a short test following the course. This enables your instructor to evaluate your learning and understanding.

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General Courses

First Aid Courses

Appointed Person First Aid:

Course Duration : 6 Hours

Maximum Trainees: 20 College / 10 Workplace

Refresher Appointed Person First Aid:

Course Duration : 3 Hours

Maximum Trainees: 20 College / 10 Workplace

Basic First Aid:

Course Duration : 1 Day

Maximum Trainees: 20 College / 10 Workplace

This course is designed to give you the knowledge for Basic First Aid procedures and dealing with emergencies.

Course Content includes:

- What is an appointed First Aider?
- CPR
- Emergency Procedures
- Controlling Severe Bleeding
- Choking
- Burns and Scolds
- Swallowed Poisons
- Head and Eye injuries
- Diabetes and Seizures
- Contents of First Aid Box
- Record Keeping

Health & Safety First Aid at Work

As this is a specialist bespoke course it is by arrangement only. Full details are available upon request, please contact the college on 01206 36199 so that we can best assess your needs.

Health and Safety in the Care Home or Nursery

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed for staff to appreciate the need for good practices to be observed in the workplace. All staff will gain an understanding of the Health and Safety Act in the workplace and their responsibilities that are governed by this act.

Course Content includes:

- RIDDOR
- COSHH
- Management of Health and Safety
- Moving and Handling
- Medication
- Food Hygiene
- First Aid
- Fire Precautions
- Regulations and Insurance Liability
- Competent Person
- Clinical Waste
- Infection Control

Epilepsy

Course Duration : 4 hours

Maximum Trainees: 15

Course Content includes:

- What is epilepsy
- Diagnosing epilepsy
- Treating epilepsy
- First aid for epilepsy
- Working with people who have epilepsy
- Eating, drinking and diet.

There will be a short test following the course. This enables your instructor to evaluate your learning and understanding.

Manual Handling of People

Course Duration : 4 hours

Maximum Trainees: 10

Course Content includes:

- Back awareness
- Using slide sheets, hoists and other moving equipment.
- Risk assessment
- Duty of care
- Transferring people

The course contains some practical activities. If you suffer from back pain or injury, please inform your instructor prior to commencing the course.

Manual Handling of Equipment

Course Duration : 2 hours

Maximum Trainees: 10

Course Content includes:

- Back awareness
- Risk assessment
- Using moving equipment

This course is an overview of equipment handling and may not cover the many and varied pieces which can be used. If there's a specific issue which is of concern please inform us when booking.

The course contains some practical activities. If you suffer from back pain or injury, please inform your instructor prior to commencing the course.

Data Protection and Confidentiality

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed for those who complete records and share information within the setting of the workplace. The Data Protection Act is discussed in full along with the implications of confidential information being misused, abused or overheard.

Course Content includes:

- Introduction
- Completing reports and records
- Storing information
- Security of records and information
- Rights to access records and reports
- The Data Protection Act
- Sharing information electronically
- Confidentiality
- Accessing records and reports

Equal Opportunities / Diversity and Equality

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed to give carers an understanding of the need to treat all service users and key people as **individuals**, recognising **diversity** and offering **equal opportunities** to all within the care home.

Course Content includes:

- Introduction
- Challenging discrimination
- Treating people as individuals
- Effects of inequality
- What is an individual?

Fire Safety

Fire Safety Awareness:

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- Dangers of fire
- Spread of fire
- Equipment available
- How to use equipment
- Which extinguishers deal with what types of fire

Fire Safety Awareness (including Practical):

Course Duration : 3 hours

Maximum Trainees: 20 College only due to practical

Course Content includes:

- Dangers of fire
- Spread of fire
- Equipment available
- How to use equipment
- Which extinguishers deal with what types of fire
- Use of fire safety equipment (practical)

Fire Risk Assessment:

Course Duration : 6 hours

Maximum Trainees: 20

Course Content includes:

- What are Risk Assessments
- How to carry out Risk Assessments
- Risk grading
- Control measures and how to use them

Diabetes

Course Duration: 2 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed to assist employees with service users that have diabetes. During the course there will be an opportunity to measure blood sugar levels.

(Consent Forms are required and will be provided.)

Course Content includes:

- Introduction
- Causes of Diabetes
- Medication
- Blood Sugar Range
- Diabetic Coma
- What is Diabetes?
- Treatment
- Diet
- Hypos and Hypers

Administration of Medication

Course Duration: 3 hours

Maximum Trainees: 20

Course Content Includes:

- CSCI standards, regulations, policies and protocol.
- Types of medication, i.e. capsules, tablets, etc.
- Slow release (S/R)
- Enteric coated (E/C)
- Dossette, blister pack procedure.
- MAR sheets.
- Reactions.
- Routes.
- PRN medication and homely remedies.
- Right person, right medication.
- Has the medication been swallowed, refused, vomited or other?

It is recommended that all staff who administer medication complete a course run by a qualified pharmacist. This course is ideal as a refresher for staff who administer medication or for staff who assist in the administration of medication.

The Process of Death and Dying

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

This course explores the process of the dying body and the factors that lead to up to the death. It is useful for those carers working with the elderly or in a nursing home.

Course Content includes:

- Introduction
- Chain stokes breathing
- The stages a dead body goes through
- Embalming
- Who's left behind
- Factors that cause death
- Time since death
- Caring for a dead body
- Legalities of death
- Old wives' tales

Dementia/Alzheimer's

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- Communication
- Signs and symptoms
- Treatment
- What is dementia and Alzheimer's
- The impact of Alzheimer's
- Caring for an individual with dementia
- Eating, drinking and diet.

There will be a short test following the course, your instructor will be able to evaluate your learning and understanding.

Health and Safety in the Workplace

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed for staff to appreciate the need for good practices to be observed in the workplace. All staff will gain an understanding of the Health and Safety at Work Act and the responsibilities they have which are governed by this act.

Course Content includes:

- RIDDOR
- Moving & Handling
- Management of Health & Safety
- Regulations & Insurance Liability
- First Aid
- Fire Precautions
- COSHH
- Competent Person

Infection Control

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- Health and Safety and the Law
- Preventing the spread of infection
- Impact on organisation
- Impact on staff
- Parasites and bugs
- Hepatitis B

There will be a short test following the course. This enables your instructor to evaluate your learning and understanding.

Infection Control & Food Hygiene

Course Duration : 3.5 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content as: Food Hygiene and Infection Control.

This course is aimed at employees who have previously completed Infection Control & Food Hygiene courses and require a refresher.

Assertiveness

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

This course involves some role play. The aim of the course is for trainees to become more assertive and be able to stand up for themselves in a positive way and to make others feel good.

Course Content includes:

- Understanding body language
- Using positive body language
- How to say no
- Role play

Team Building

Course Duration : 4 hours

Maximum Trainees: 10

Course Content includes:

- Forming, storming and norming
- Maintaining a team
- Importance of being a team player
- What makes a team
- Communication
- Benefits of teamwork

This course involves role play and working in teams and pairs. Be prepared for some fun and hard work.

Manual Handling of Loads

Course Duration : 2 hours

Maximum Trainees: 10

Course Content includes:

- Back awareness
- Using moving equipment
- Risk assessment

**The course contains some practical activities.
If you suffer from back pain or injury, please inform your
instructor prior to commencing the course.**

Stroke/CVA/TIA Awareness

Course Duration : 3 hours

Maximum Trainees: 20 College/15 Workplace

This course is designed for carers of the elderly and/or persons having suffered from a **stroke, cerebral vascular attack or transient ischemic attack.**

Course Content includes:

- Introduction
- Causes
- Emergency treatment
- Long term treatment
- Medication
- Health and Safety Awareness
- Depression
- Sleep disturbances
- Diet, eating and drinking
- Carer responsibility and role
- Problems and Solutions with Communication

Report Writing

Course Duration : 2 hours

Maximum Trainees: 20 College/15 Workplace

Course Content includes:

- This course is aimed at staff who compete daily records and notes
- Legalities of report writing
- Will your report stand up to cross examination in a court of law?
- Legible and clear report writing and the importance of being able to read what is written
- Why daily reports
- Completing accident and incident forms

Trainees will complete records and reports in a variety of formats.

Care Planning

Course Duration : 4 hours

Maximum Trainees: 20 College / 15 Workplace

Special Requirements:

This course is aimed at seniors and managers who review and create care plans.

Course Content includes:

- Admission evaluation
- Aims and objectives
- Why plan?
- What goes in a care plan and why
- Report writing (short version)
- CSCI requirements and the law
- Legal recordings

A care plan that has been created with an up to date index is available to see. Your instructor will go thorough risk assessments and how these are carried out on a day to day basis. The importance of up dating and reviewing and the frequency.

Basic Food Hygiene

Course Duration : 2 hours

Maximum Trainees: 20 College/15 Workplace

The course is designed to refresh and update the **Food Hygiene Regulations** under the **Health and Safety at Work Act**. It meets the criteria set out in the standards and refreshes the memories of those trainees that have undertaken the **Foundation Food Hygiene Certificate**. The **Basic Food Hygiene Certificate** should be renewed yearly. All staff working in a care home that come into contact with foods and drinks, whether serving, feeding or preparing service users to eat and drink should attend this course.

Course Content includes:

- Health & Safety at Work Act
- Fridge & Freezer Temperatures
- Serving Foods and Drinks
- Effective Hand Washing
- Storing Foods
- The Danger Zone
- Effective Cleaning
- Kitchen Etiquette

Supervisions and Appraisals

Course Duration : 4 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed for seniors, managers and staff who carry out appraisals or supervisions. It is always useful if the trainees bring to the course a copy of their appraisal and supervision forms.

Course Content includes:

- Difference between appraisals and supervisions
- What appraisals and supervisions are for
- What appraisals and supervisions are not
- Carrying out appraisals and supervisions
- The legalities of appraisals and supervisions
- Process for appraisal and supervision

During this course trainees carry out an appraisal on each other. This will then be discussed and evaluated.

Hairdressing Courses

Basic Cutting

Course Duration : 1 day

Maximum Trainees: 6 College / 6 Workplace

This course is designed for you to improve your knowledge and skills in barbering techniques.

Course Content includes:

- Terminology
- Angles for Cutting
- Shapes and Guidelines for Cutting
- Observation of Cutting Techniques
- Work through Cutting Techniques on Training Heads

Employers and Improvers can choose the cuts they need most improvement in from:

- One Length Cutting
- Long Graduation
- Uniform Layers
- Short Graduation

Advanced Cutting

Course Duration : 1 day

Maximum Trainees: 6 College / 6 Workplace

This course is designed for you to improve your knowledge and skills in cutting.

Course Content includes:

- You're only as good as your cutting tools
- Terminology
- Angles
- Hair Travel
- Cutting Disciplines and Cutting Analysis
- Observation of what others do (videos and demonstrations)
- Models for Cutting

Mental Capacity Act 2005

Course Duration : 3 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- What is the Mental Capacity Act
- Legal requirements
- Identify where their organisation needs to modify its policies to include the provisions of the Act
- Apply the procedures for resolving disputes
- Determining Capacity
- Explanation of the Code of Practice and how it affects working practices.

The Mental Capacity Act 2005 will have a direct impact on about two million people in England and Wales and many more informal carers - and will be particularly relevant to older people with mental health problems.

Those most likely to be affected include people with dementia, people with learning disabilities and people with mental health problems. The Act also has major implications for those in the caring professions. A code of practice with new roles and responsibilities will be introduced across all health and social care professions.

This course is mostly aimed at seniors and managers of care homes.

Down's Syndrome

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- Causes of down syndrome
- Treatment of down syndrome
- Communication
- Degrees of severity
- Drugs
- Associated illnesses
- Eating, drinking and diet.

There will be a short test following the course.

This enables your instructor to evaluate your learning and understanding.

Autism

Course Duration : 4 hours

Maximum Trainees: 20 College / 15 Workplace

Course Content includes:

- What is autism
- Diagnosing autism
- Communication
- Behavioural problems
- Obsessions
- Traits and triads
- Creating a safe environment
- Eating, drinking and diet.

There will be a short test following the course.

This enables your instructor to evaluate your learning and understanding.

Barbering

Course Duration : 1 day

Maximum Trainees: 6 College / 6 Workplace

This course is designed for you to improve your knowledge and skills in barbering techniques.

Course Content includes:

- History of Barbering
- Tools and Equipment for Barbering
- Care and Maintenance of Tools and Equipment
- Handling, Barbering, Combs, Scissors and Clippers
- Barbering Cutting methods
- Observation of Barbering and Techniques (videos and demonstrations)
- Models for Cutting

Additional Hairdressing Courses

Catten College can also offer a range of tailor made courses. We have recently run courses in:

- Long Hair Design
- Alternative Perming Techniques for the New Century
- Colouring Courses

You may well have a range of techniques that you wish to cover. Please take advantage of our free "Skill Scan" service to address your hairdressing and general training needs.

For further information on any of these bespoke additional courses or any other course please contact the college, so that your specific needs can be discussed.

About Catten College

Catten College is a private training company, whose main teaching facilities are based at the Arena Leisure Centre in Colchester. Established 25 years ago in 1983. We are a family business which as well as running short courses, provide both private and funded qualifications in Child Care, Care, Business Administration, Retail and Hairdressing as well as BTECs in Sport. The college also has a dedicated learning support team and offers both Key Skills and Technical Certificates which allow learners to achieve a full apprenticeship.

As part of the Hairdressing learning programme we have two training salons in Colchester and Harwich. Our most recent training salon in Harwich is a joint project with and based at the Harwich School, this facility operates to provide qualifications in Beauty and NVQs in Hairdressing. Learners carry out all services provided under the guidance and supervision of our experienced hairdressing assessors. It should be noted that many learners are experienced and qualified stylists who are furthering their skills; the client receives a professional service at a greatly reduced cost.

The company aims to provide high quality training to the broader community by attracting funding through various government initiatives and other means. As well as offering Apprenticeships and Train to Gain, financed through the Essex Learning and Skills Council, we also work closely with a diverse range of local organisations that allow us to offer other various forms of funded learning, as such our learner ages range between 14 and 70.

These partnerships include the Braintree, Colchester and Tendring Consortium (BCT) and the Coastal Education and Training Partnership. In addition we work with local organisations such as Colchester United FC providing vocational education and national organisations to provide training in Health and Social Care.

We also run Alternative Curriculum projects with most secondary schools in the Colchester and Tendring areas. These programs provide students with opportunities to learn about vocations they are considering and to gain qualifications in these areas.

For further information or any questions you may have please do not hesitate to contact us.

Protection of Vulnerable Adults (P.O.V.A.)

Course Duration : 4 hours

Maximum Trainees: 20 College / 15 Workplace

This course is designed to ensure that all care home staff have adequate knowledge of what abuse is, the different types of abuse and how to recognise the fact that abuse might be taking place.

Course Content includes:

- What the law says about abuse
- Different forms and types of abuse
- Challenging abuse
- Obscure abuse
- What is abuse?
- Recognition of abuse
- Protecting service users and staff from abuse
- Suspecting abuse

Communication Abuse, Special Communication Needs

Course Duration : 2 hours

Maximum Trainees: 20 College / 15 Workplace

This course discusses why carers to be able to communicate with service users in a manner that is appropriate to their needs; as well as information on the different aids and types of communication that are appropriate for service users and their carers.

Course Content includes:

- Introduction
- Ways people communicate
- Types of communication
- Body language and gestures
- Effects of abusive communication
- What is abusive communication?

Nursery Nursing / Health & Social Care Courses

Activities for Residents of a Care Home

Course Duration : 4 hours

Maximum Trainees: 15 College / 15 Workplace

Course Content includes:

- Importance of activities
- Stimulation
- Boredom causing issues or poor health
- Spontaneous unplanned activities
- Service user led activities
- Planned activities
- Types of activity
- Physical versus Mental
- Emotional wellbeing
- Age appropriate activities
- Recording keeping

This course covers why activities with service users are important.

Participants will take part in the activities and will be introduced to new activities that are age appropriate, season appropriate and ability appropriate.

Participants will be informed about the importance of recording all activities using appropriate grammar.

There will be a short test following the course.
This enables your instructor to evaluate your learning and understanding.

General Courses Continued

Managing and Supporting Teams

Course Duration : 6 hours

Maximum Trainees: 15 College / 15 Workplace

Course Content includes:

- What is a team?
- Team building
- Communication and listening skills
- Team changes and breakdown
- Assertiveness
- Positive Appraisals and Supervision
- Delegation of tasks
- Being SMART
- SWOT Analysis
- Person centred planning
- Leader or Follower?

This course is aimed at senior staff or managers. Ideally senior staff and managers will take the course at the same time.

The knowledge participants gain will enable them to lead teams in an effective manner and be part of the team whilst retaining their seniority.

There will be a short test following the course.
This enables your instructor to evaluate your learning and understanding.

Catten College Services

Health and Safety Risk Assessment

This assessment will enable your business to have a fully compliant policy designed for it or an existing policy can be updated.

- Identify the hazards
- Decide who could be affected
- Evaluate how likely employees and others are to be hurt and how effective your existing precautions are
- Decide what can be done to eliminate or minimise the risk
- Record the outcome of the health and safety risk assessment and suggest any corrective action that needs to be taken
- Send an annual reminder of the need to review your assessment.

The assessment will be carried out by a fully trained Health and Safety Officer and you will be provided with feedback on any issues that are discovered.

P.A.T. Testing

Catten College can now offer complete In-service Inspection & Testing of Electrical Equipment.

The Electricity at Work Regulations (1989) requires "All electrical systems shall be maintained so as to prevent, so far as is reasonably practicable, any danger". This is interpreted as covering the fixed electrical installation as well as portable and transportable equipment connected to it. The Regulations also state "It is the duty of every employer and self employed person to comply with the provision of these Regulations."

(continued opposite)

Health and Safety Policy Writing

Catten College will construct your policy using the data gained in the Risk Assessment. It is important to remember that under section 2 of the Health and Safety at Work Act 1974 any employer who has five or more employees must produce a **written safety policy**.

In this document **key responsibilities for health and safety** will be recognised, and the general arrangements for health and safety within the organisation will be outlined in the policy.

As it is intended as a living document, it must be reviewed on a regular basis, and revised to account for any changes in the law or in working procedures. With this in mind the College will keep a copy of your policy on file thus being able to assist you easily in any changes that need to be made.

The assessment will be carried out by a fully trained Health and Safety Officer who will provide you with a document that fulfils your company's legal requirements

P.A.T. Testing continued

A qualified P.A.T. tester will provide a:

- Formal Visual Inspection
- Earth Bond Safety Test *
- Polarity Inspection and Test *
- Replacement Fuses
- All appliances labelled
- Insulation Safety Test

A complete asset register and certificate of conformity can be provided for an additional fee.

Please note the subsidised fee for those businesses which have learners with Catten College.

*Where required.



Short Course Application Form

Workplace Owner/Manager Please Note: This form should be photocopied for, and completed by, each member of your staff requiring the course(s) applied for.

Name: _____

Main Phone Number: _____

E-mail: _____

Workplace Name: _____

Owner/Manager Name: _____

Workplace Address: _____

Workplace Phone Number: _____

Workplace E-mail: _____

Course(s) Wanted: _____



Short Course Application Form

Workplace Owner/Manager Please Note: This form should be photocopied for, and completed by, each member of your staff requiring the course(s) applied for.

Name: _____

Main Phone Number: _____

E-mail: _____

Workplace Name: _____

Owner/Manager Name: _____

Workplace Address: _____

Workplace Phone Number: _____

Workplace E-mail: _____

Course(s) Wanted: _____

Course(s) to be delivered: _____ at Catten College In-house
(Please circle as applicable)





Short Course Application Form

Workplace Owner/Manager Please Note: This form should be photocopied for, and completed by, each member of your staff requiring the course(s) applied for.

Name: _____

Main Phone Number: _____

E-mail: _____

Workplace Name: _____

Owner/Manager Name: _____

Workplace Address: _____

Workplace Phone Number: _____

Workplace E-mail: _____

Course(s) Wanted: _____

Course(s) to be delivered: at Catten College In-house
(Please circle as applicable)



Short Course Application Form

Workplace Owner/Manager Please Note: This form should be photocopied for, and completed by, each member of your staff requiring the course(s) applied for.

Name: _____

Main Phone Number: _____

E-mail: _____

Workplace Name: _____

Owner/Manager Name: _____

Workplace Address: _____

Workplace Phone Number: _____

Workplace E-mail: _____

Course(s) Wanted: _____

Course(s) to be delivered: at Catten College In-house
(Please circle as applicable)