

We at Catten College are able to offer short training courses, either at your workplace or at our facilities within Catten College.

In the **Workplace**, courses will be charged **per course**, up to a set number of participants. At the **College**, courses will be charged **per person**. The courses arranged at the College will enable all staff to attend training over a period of time; this ensures that all your staff receive the correct, expected standard of training without having to disrupt duty rotas within the workplace.

	Duration	Cost per Person	Cost per Course
COURSES MANDATORY FOR CARE HOMES			
Appointed Person First Aid	6 hours	£32.00	£315.00
Basic Food Hygiene	2 hours	£19.00	£190.00
Fire Safety Awareness	2 hours	£19.00	£190.00
Health & Safety in the Workplace	2 hours	£19.00	£190.00
Manual Handling of People	4 hours	£25.00	£265.00
Protection of Vulnerable Adults (POVA)	4 hours	£25.00	£265.00

GENERAL COURSES			
Assertiveness	3 hours	£22.00	£230.00
Basic First Aid	6 hours	£32.00	£315.00
Data Protection and Confidentiality	3 hours	£22.00	£230.00
Equal Opportunities / Diversity and Equality	2 hours	£19.00	£190.00
Fire Risk Assessment	6 hours	£32.00	£315.00
Fire Safety Awareness (including Practical)	3 hours	£22.00	£230.00
Infection Control	3 hours	£22.00	£230.00
Infection Control & Food Hygiene (Combined)	3.5 hours	£23.00	£250.00
Manual Handling of Loads	2 hours	£19.00	£190.00
Managing and Supporting Teams	6 hours	£31.50	£315.00
Refresher Appointed Person First Aid	3 hours	£22.00	£230.00
Supervisions and Appraisals	4 hours	£25.00	£265.00
Team Building	4 hours	£25.00	£265.00

GENERAL SERVICES			
Health & Safety Risk Assessment excluding Travel	Per hour	£20.00	min 1 hour
Health & Safety Policy Writing	Per hour	£25.00	
Risk Assessment and Policy Writing (Combined)	Per hour	£18.00	
PAT Testing up to 20 items excluding Travel		£30.00	
Items then charged at:			
Businesses with Catten College Learners		£0.60	per item
Businesses without Catten College Learners		£1.10	per item

	Duration	Cost per Person	Cost per Course
CHILD CARE/HEALTH & SOCIAL CARE COURSES			
Abuse, Special Communication Needs	2 hours	£19.00	£190.00
Activities in the Care Home	4 hours	£25.00	£265.00
Autism	4 hours	£25.00	£265.00
Care Planning	4 hours	£25.00	£265.00
Cerebral Palsy	2 hours	£19.00	£190.00
Dementia/Alzheimer's	3 hours	£22.00	£230.00
Diabetes	2 hours	£19.00	£190.00
Down's Syndrome	2 hours	£19.00	£190.00
Epilepsy	4 hours	£25.00	£265.00
Health & Safety in the Care Home or Nursery	3 hours	£22.00	£230.00
Manual Handling of Equipment	2 hours	£19.00	£190.00
Medication Administration	3 hours	£22.00	£235.00
Mental Capacity Act 2005	3 hours	£22.00	£235.00
Pressure Sore Area Care & Prevention	2 hours	£19.00	£190.00
Report Writing	2 hours	£19.00	£190.00
Stroke/CVA/TIA Awareness	3 hours	£22.00	£235.00
The Process of Death and Dying	2 hours	£19.00	£190.00

HAIRDRESSING COURSES		
Basic Cutting	1 day	£160.00
Advanced Cutting	1 day	£160.00
Barbering	1 day	£160.00

All courses or services that require our tutors or engineers to travel outside of a 10 mile radius of our Colchester offices may be subject to additional travel charges. These will be calculated based on a figure of 45p per mile and any additional charges will be made known to you and agreed before any course or service takes place.

If there are courses which you require which are not listed above, please contact the Training Course Co-ordinator, Sue Carden-Edwards on 07880 588760 or at the college on 01206 366199 and she will be happy to detail a course to your requirements.

For more information on our H&S or PAT Testing Services please contact Gareth Coe on 01206 366199